

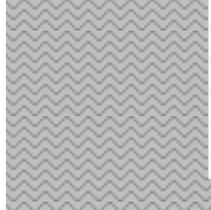
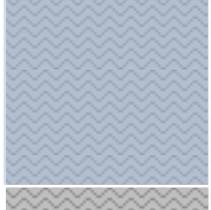
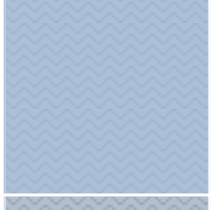
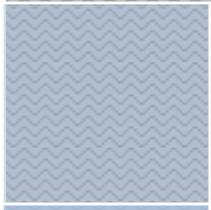
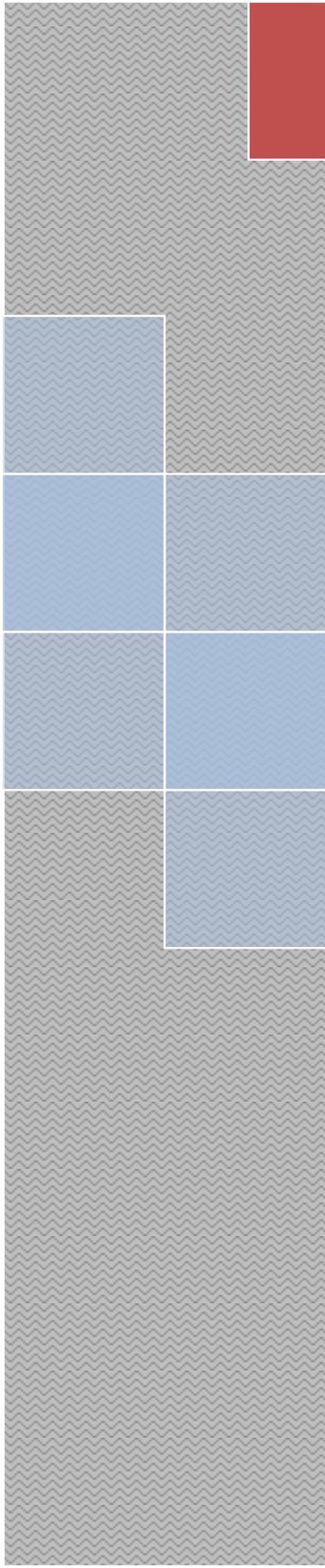
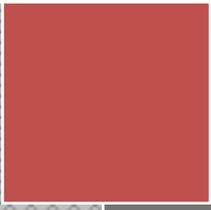


**Rochester City Council Public Hearing
January 6, 2015
COUNCIL CHAMBERS
7:00 PM**

1. Call to Order
2. **AB 88** Resolution Granting Community Revitalization Tax Relief to the Property Situate at 1 Wakefield Street Under the Provisions of RSA 79-E In Connection with its Proposed Rehabilitation Project P. **185**
 - 79-E Assessment & Tax Calculation Sheet for 1 Wakefield Street – 12/31/2014 P. **189**
 - 1 Wakefield Street 79-E Application P.**88**
3. **AB 89** Resolution Granting Community Revitalization Tax Relief to the Property Situate at 124 North Main Street Under the Provisions of RSA 79-E In Connection with its Proposed Rehabilitation Project P. **191**
 - 79-E Assessment & Tax Calculation Sheet for 124 North Main Street – 12/31/2014 P. **195**
 - 124 North Main Street 79-E Application P. **105**
4. Adjournment

**Regular City Council Meeting
January 6, 2015
COUNCIL CHAMBERS
(Immediately Following the Public Hearing)**

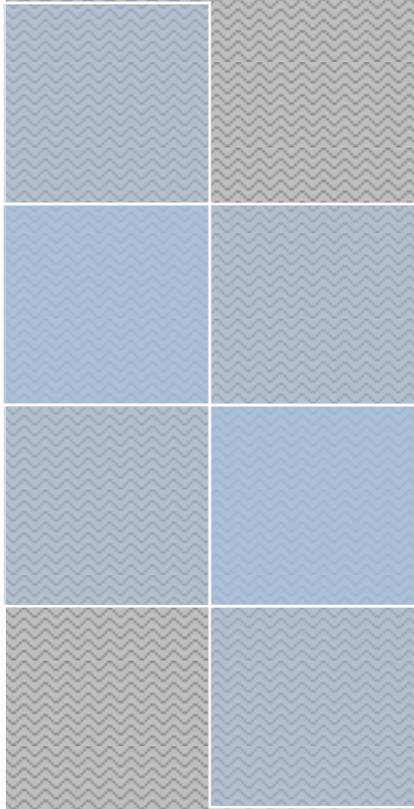
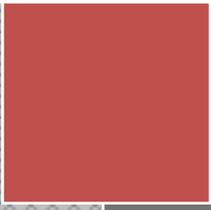
1. Call to Order
2. Opening Prayer



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3. Roll Call
4. Acceptance of Minutes
 - 4.1. [Revised - December 2, 2014, Regular City Council Meeting](#)
 - 4.2. [December 16, 2014, Special City Council Meeting](#)
5. Communications from the City Manager
 - 5.1. Employee of the Month Award P. 11
 - 5.2. City Manager's Report P.9
6. Communications from the Mayor
7. Presentations of Petitions and Council Correspondence
 - 7.1. **AB 85** Department of Revenue Representative: Assessing Process P. 57
8. Nominations, Appointments, Resignations, and Elections
9. Reports of Committees P.59
 - 9.1. Appointments Committee P. 61
 - 9.2. Codes and Ordinances Committee P. 63
 - 9.3. Community Development Committee P. 73
 - 9.4. Finance Committee P. 113
 - 9.5. Public Safety Committee P. 117
 - 9.6. Public Works Committee P. 121
10. Old Business
11. Consent Calendar
 - 11.1. **AB 77** Resolution De-Authorizing Portion of the FY 2011-2014 Capital Budget Appropriation of the City of Rochester for Land Purchase Related to the So-Called Granite State Business Park [*Katz Property*] - **First Reading, Second Reading, and Adoption** P. 129



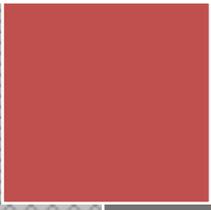
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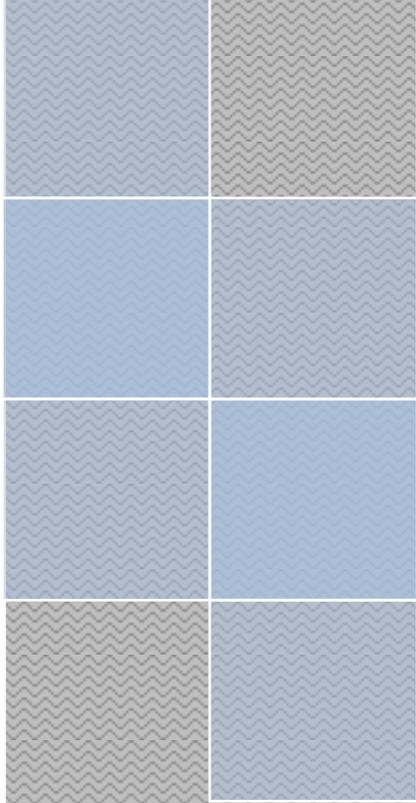
- 11.2. **AB 78** Resolution De-Authorizing Portion of a Fiscal Year 2013-2014 Police Department Operating Budget for the New Hampshire Highway Safety Agency Grant for Operation Safe Commute Patrols - **First Reading, Second Reading, and Adoption** P. 133
- 11.3. **AB 79** Resolution De-Authorizing Portion of a Fiscal Year 2004-2005 Capital Budget Appropriation of the City of Rochester Department of Public Works for the So-Called Intermodal Surface Transportation Efficiency Act [ISTEA] Federal Grant Funds - **First Reading, Second Reading, and Adoption** P. 141

12. New Business

- 12.1. **AB 72** Amendment to Ordinances Adopting a New Chapter of the General Ordinances of the City of Rochester, to be known as Chapter 68 of the General Ordinances of the City of Rochester – **Second Reading** P. 153
- 12.2. **AB 81** Resolution Accepting a So-Called Emergency Management Performance [EMP] Grant to the Rochester Fire Department for the Development of a Continuity of Operations Plan for the City and Making a Supplemental Appropriation in Connection Therewith – **First Reading, Second Reading, and Adoption** P. 157
- 12.3. **AB 82** Amendment to Chapter 23 of the General Ordinances of the City of Rochester Regarding “Fire Safety Measures” - **First Reading and Refer to a Public Hearing** P. 163
- 12.4. **AB 83** Amendment to Chapter 34 of the General Ordinances of the City of Rochester Regarding “Junk and Second-hand Dealers” - **First Reading and Refer to a Public Hearing** P. 167
- 12.5. **AB 84 A** Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Zoning - **First Reading and Refer to a Public Hearing** P. 171
- 12.6. **AB 84 B** Amendment to Chapter 43 of the General Ordinances of the City of Rochester Regarding the “Mobile Home Park Ordinance” P. 175



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12.7. **AB 86** Resolution Authorizing a Supplemental Appropriation to the Fiscal Year 2014-2015 Capital Improvements Budget of the City of Rochester, Department of Public Works, Water Works, for the So-Called Water Tank Maintenance Project - **First Reading and Refer to a Public Hearing** P. 179

12.8. **AB 88** Resolution(s) Granting Community Revitalization Tax Relief Under the Provisions of RSA 79-E In Connection with its Proposed Rehabilitation Project:

12.8.1. **AB 88** Resolution Granting Community Revitalization Tax Relief to the Property Situate at **1 Wakefield Street** Under the Provisions of RSA 79-E In Connection with its Proposed Rehabilitation Project P. 185

12.8.2. **AB 88** Resolution Granting Community Revitalization Tax Relief to the Property Situate at **124 North Main Street** Under the Provisions of RSA 79-E In Connection with its Proposed Rehabilitation Project P. 191

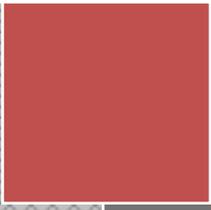
13. Other

14. Non-Meeting and Non-Public Session(s):

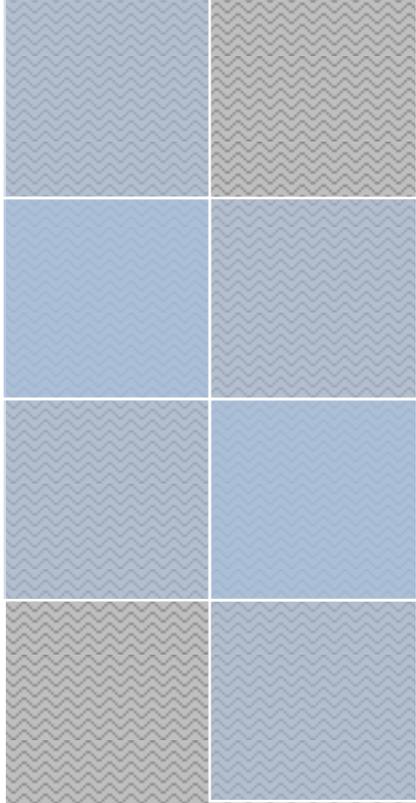
14.1. **AB 87** RSA 91-A:2 Non-Meeting for Consultation with Legal Counsel P. 197

14.2. Non-Public Session for Personnel, RSA 91-A:3 II (b)

15. Adjournment



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City of Rochester, New Hampshire

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

CITY MANAGER'S REPORT JANUARY 6, 2015

The Employee of the Month is: Shane Tufts, Public Buildings & Grounds P. 11

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

- November 24, 2014 (corrected) P. 13
- December 1, 2014 P. 16
- December 8, 2014 P. 20
- December 15, 2014 P. 23
- December 22, 2014 P. 27

Contracts and documents executed since last month:

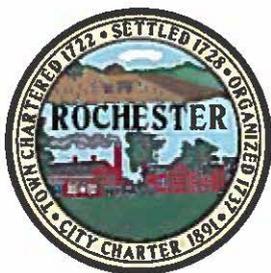
- 79E Covenant – Studley Flower Garden P. 29
- Applications for State Bridge Aid Program – Preliminary Estimate P. 30
- Brock Street Change Order #9 – Final Change P. 31
- Community Showcase Video Program by CGI Communications P. 32
- Contract of Purchase for two Bond Anticipation Notes (BAN) totaling \$18,207,000 P. 33
- Fire Department Emergency Management Performance Grant (EMPG) – to cover cost of Continuity of Operations Plan (COOP) P. 34
- Fire Department Emergency Operations Center (EOC) Equipment Grant - \$7,000 P. 38
- Fire Department Forestry Report Form P. 40
- Granite Ridge TIF Project – Engineering Services Contract – Water System P. 41
- Integrated Disbursement & Information System (IDIS) Online Access request for CDBG Specialist – Long, J (Economic Development Dept.) P. 42
- Letter of Commitment – Household Hazardous Waste (HHW) Collection Event P. 43
- Letter of Support – Conservation Easement Amendment – 92 Farmington Road P. 44
- Stillwater Circle Bridge – Change Order #1 P. 45
- Underwood Engineers Contract – Groundwater Development P. 46
- United States Geological Survey (USGS) – Joint Funding Agreement – Cocheco River Stream Gage Station P. 47

The following Computer Lease/Purchase and Tuition Reimbursement requests have been approved:

- Computer Lease – Babine, E (Police Dept.) P. 48
- Computer Lease – Mangum, C (Police Dept.) P. 49
- Tuition Reimbursement – Juneau, S (Utility Billing) P. 50
- Tuition Reimbursement – Murray, G (MIS Dept.) P. 51
- Tuition Reimbursement – Young, R (Police Dept.) P. 52

The following standard reports have been enclosed:

- City Council Request & Inquiry Report P. 53
- Permission & Permits Issued P. 55
- Personnel Action Report Summary P. 56



City of Rochester, New Hampshire

CITY MANAGER

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

www.RochesterNH.net

November 14, 2014

TO: Employee of the Month Committee

FROM: Samantha Rodgerson, Executive Assistant

RE: Employee of the Month Nomination – Shane Tufts, Buildings & Grounds

I would like to nominate Shane Tufts for Employee of the Month. Shane always goes above and beyond. He is such a hard worker and takes care of what needs to be done. He has really stepped up as the lead in the department and is such a pleasure to deal with.

When I inform him of a concern, he is very responsive and takes the initiative to make sure it gets taken care of. For example, I informed him of an issue that took place in the women's bathroom over the weekend that had not been remedied. He immediately stopped what he was doing and mopped the floor and deodorized the bathroom. He was scheduled for a meeting and made sure to take care of this issue before getting to his meeting.

This is just one small example however this is typical of the customer service and responsiveness that Shane always provides to staff. Shane always has a smile and a solution. He consistently thinks ahead and offers suggestions and solutions to make things better.

Not only is Shane involved with setting up for community events within the City and coordinating setup for elections for the City Clerk, he is very involved in the Farmington community; as he coaches and assists with fundraising for his sons' sports teams.

I can't think of a more deserving employee to be recognized for Employee of the Month than Shane. I hope you will consider him for this award and recognition.

12/31/14
11/9/14



City of Rochester, New Hampshire

OFFICE OF THE CITY CLERK

City Hall • 31 Wakefield Street • Rochester, NH 03867
(603) 332-2130

October 29, 2014

Employee of the Month Committee

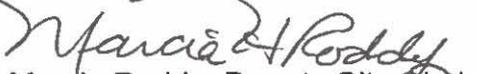
The City Clerk's office would like to nominate Shane Tufts of the Department of Public Works as Employee of the Month.

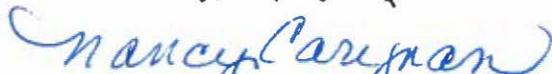
Shane is always so helpful when called to help out with the Clerk's office. He moves ballot machines, sets up polling places, brings Ward boxes up from the basement vault and back again when the elections are over, and moves ballot boxes to the basement vault. He consistently makes himself available for any extra work needed on election day.

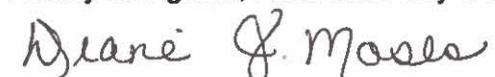
Shane is active in his community, most notably coaching youth sports teams. He also participates in the Day of Caring.

Sincerely,


Kelly Walters, City Clerk


Marcia Roddy, Deputy City Clerk


Nancy Carignan, Assistant City Clerk


Diane Moses, Assistant City Clerk



City of Rochester, New Hampshire 11/14

Office of the City Manager
31 Wakefield Street • Rochester, NH 03867
(603) 332-1167

MANAGEMENT TEAM MEETING November 24, 2014 9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Danford Wensley, City Attorney
Jim Campbell, Director of Planning
Jim Grant, Director BZLS
Lauren Colanto, Assistant Dir. RAYS
Jennifer Murphy Aubin, Executive Secretary

Michael Allen, Police Chief
Karen Pollard, Econ Dev Manager
Peter Nourse, Dir. DPW
Norm Sanborn, Fire Chief
Brian Sylvester, Library Director

EXCUSED:

Samantha Rodgerson, Exec. Asst.

MINUTES

City Manager Fitzpatrick called the Management Team meeting to order at 9:03 A.M.

1. Management Team Minutes of November 20, 2014

Deputy City Manager Cox pointed to a correction to the November Meeting minutes. Updated to say Bond Anticipation Note. Minutes were then approved by general consensus.

2. City Council Inquiry Report

There were no items, no discussion.

3. City Calendar for Week

There are no meetings this week, Thursday, November 27th and Friday, November 28th, city offices are closed in observance of Thanksgiving.

4. Right to Know Requests – Property Condition Assessment – 96 Milton Road

A Right to Know Request regarding Market Basket was discussed; it is a matter of due diligence by an outside firm. Departments are responding to the request accordingly.

5. NHMA On Demand Training

Deputy City Manager Cox shared a free training opportunity, presented a list of 12/31/14 topics delivered by attorneys and recommended the team pick one for the staff to attend.

6. Other

City Manager Fitzpatrick

- Police Officer Certification - City Manager Fitzpatrick informed the group that Councilor Gray inquired about the certification status of the officers within the police department. City Manager Fitzpatrick asked Deputy City Manager Cox and Police Chief Allen to compile a report of the officer's certification process.

Library Director, Brian Sylvester

- Updated the team with the vendor bids for security systems in December.

Deputy City Manager, Blaine Cox

- Set the tax rate.
- Set to issue \$18 Million Bond with plans to sell the bond on December 10th and close on December 17th.
- \$2 Million moved from investment to cash last week.
- There are plans to move \$3 Million from investment to cash in the second week of December to meet cash flow needs.

Economic Development Manager, Karen Pollard

- The office received two more 79E applications, both are not complete. Represent major investment to several downtown businesses.
- There are three active restaurants that the office is working with to attract to downtown.
- Economic Development Manager Pollard asked City Attorney Wensley to follow up with Josh Levy, Principle of Waterstone Development. City Attorney Wensley spoke about the amendment to conservation easement and recommended that an agenda bill/letter be drafted. Economic Development Manager Pollard agreed to craft the agenda bill to move this forward.

Planning Director, Jim Campbell

- Discussion regarding Brock's subdivision, phase 1 of a 3 part project is complete, with the exception of a side walk, which was part of the approval of the original project. City Manager Fitzpatrick inquired about why they are not finishing the sidewalk, which was a condition of the original approval.

Police Chief, Mike Allen

- There were several heroin overdoses over the weekend, with no fatalities.
- The Rochester Police and the County are planning a One Voice NH event to educate and provide resources to help with intervention for people struggling with addiction. The event is Saturday, December 13th, 10 AM – 2 PM at Wentworth Douglass Hospital.

Fire Chief, Norm Sandborn

- The department is impacted with the overdoses that occur due to calls for medical aid, along with the Police department.
- There was a labor intensive brush fire over the weekend.
- A successful training for the emergency shelter happened on Saturday, November 22nd.

Director of Public Works, Peter Nourse

- Discussion regarding snow for Wednesday, November 26th and Thursday, November 27th.
- Brief follow up discussion regarding the Annex from the Tuesday City Council Meeting.

City Attorney, Dan Wensley

- Discussion regarding the Torr/Henderson property and follow up is expected in the coming weeks and the impact on the Henderson easement.
- City Attorney Wensley asked Deputy City Manager Cox to provide a payment summary for Route 202 LLC.
- A brief discussion of fixing a fence on a cemetery on Route 11 next to the Burger King occurred.

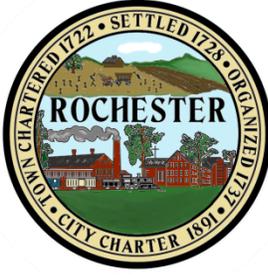
Building, Zoning, & Licensing Services (BZLS) Director, Jim Grant

- BZLS Director Grant updated the group with Key Collision's occupancy.
- Spoke about the collaborative work between BZLS, Planning and Economic Development for revising the Business and Developer's Handbook. He applauded the work of Crystal DeButts in Planning for creating streamlined forms and Kern Mann, Library/Technology Department for translating the Handbook to an online decision tree.
- Discussion about recognizing Crystal and Kern with Dan Fitz "Thinks I'm okay" pens.

The Management Team meeting adjourned at 9:58 A.M.

Respectfully Submitted,

Jennifer Murphy Aubin
Executive Secretary



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

MANAGEMENT TEAM MEETING

December 1, 2014

9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Jim Grant, Director BZLS
Danford Wensley, City Attorney
Brian Sylvester, Library Director
Michael Allen, Police Chief
Samantha Rodgerson, Executive Asst.

Seth Creighton, Chief Planner
Norm Sanborn, Fire Chief
Karen Pollard, Economic Development Mgr.
Peter Nourse, Director Public Works

EXCUSED:

Chris Bowlen, Director - RAYS

MINUTES

City Manager Fitzpatrick called the Management Team meeting to order at 9:04 A.M.

1. Management Team Minutes – November 24, 2014

There were some corrections made to the minutes.

2. City Council Inquiry Report

There were no items, no discussion.

3. City Calendar for Week

Reviewed upcoming City meetings. City Manager Fitzpatrick stated that he would be out of the office attending Leadership New Hampshire on Thursday and at a City Manager's Conference on Friday. There was no further discussion.

4. Right to Know Requests

No new requests, no discussion

5. Permit for photo booth on lawn at City Hall

Discussion on a permit request received requesting to allow a makeshift photo booth on the lawn at City Hall. After some discussion, it was determined that there is no protocol to allow a structure of any kind on the lawn and to deny the request for that location.

6. Portland Street property

Letter was received advising that property on Portland Street is available for purchase. This item will be sent to be discussed at Finance Committee.

7. State owned parcel – Ten Rod Road

Advisory letter was received from the State that this property is being sold to abutters.

8. Rochester Museum of Fine Arts request – art at Community Center

Discussed allowing their artwork to be exhibited in the hallways at the Community Center. All artwork is owned by the museum, so that would reduce any liability risk to them for any potential damage or theft. The committee was in favor of allowing this request on the condition that the City be named an additional insured on their insurance policy.

9. Other

Director Sylvester

- Advised that the Library Trustees are reviewing the new confidentiality policy.
- Advised that they have a new trustee that has been appointed to the board.

Attorney Wensley

- Advised on cases that may be coming up.

Deputy City Manager Cox

- Advised that the tax bills were sent out.
- Informed that the State auto registration software was down this morning.

Economic Development Manager Pollard

- Advised that Business Specialist Marsh was in Pennsylvania attending Economic Development training.
- Advised that the department is contacting businesses that may have been affected by the storm.

Chief Allen

- Advised that the repeater communication system went down during the height of the storm.
- Advised that there was a hit & run on Milton Road, however the suspect passed by the scene and was pointed out by witnesses.
- Advised that the Junio Citizen Academy at the high school would start tomorrow.
 - 10 weeks long
 - 7 enrolled as of now
- Advised that there would be a Commission meeting on Wednesday. 3 officers would be sworn in and that Officer Pendelbury would receive the annual Ted Blair Award.
- Advised that the prosecutor interviews would start tomorrow. One candidate withdrew from consideration.

Chief Planner Creighton

- Advised that there is a Planning Board meeting tonight and discussed agenda items.
- Advised that consensus of the Technical Review Group (TRG) staff was to require the sidewalks in Brock subdivision (Ebony Dr.) to be completed as original condition with a possibility to delay it to Phase 2.
- Some discussion on Aquifer Protection Ordinance and next steps for committee review. Advised to send it to the Codes & Ordinances committee for vetting.
- Advised that Staff Planner Mears completed Economic Development Academy training at UNH.

Director Nourse

- Advised that the city received approximately 10 inches of snow.
- Advised that power was lost at the Wastewater Treatment Plant (WWTP), however there was no interruption in service or processing.
- Advised that power to 3 pump stations was lost, used a generator from PSNH to continue service without interruption.

Director Grant

- Advised that he is compiling the tax cap report.
- Advised that 2 building permits have been pulled for Highfields Commons.

City Manager Fitzpatrick

- Commended the Fire Department and other City crews for their work at the fire at Spaulding Avenue and during the storm.

Chief Sanborn

- Advised of calls for service during storm. Informed that all personnel were called back in. There were 144 calls for miscellaneous trees and wires down.
- Advised of fire at 20 Spaulding Avenue that occurred during the height of the storm.
 - Access to location by Milton Road was blocked due to down trees and wires.
 - No power, no water to location. Advised that water was pulled from a pond behind the property.
 - Mutual aid was needed from Portsmouth due to the surrounding communities own needs during the storm. Communication was limited as the repeater system was down. Worked closely with dispatch.
 - The cause is still under investigation.
- Advised that DPW did a good job and kept all roads passable during the storm.
- Advised that the emergency shelter opened Thanksgiving night. Several organizations helped to run it. As of Friday at 7pm, it was shutdown.
- PSNH had most residents back up by 9pm on Friday night.
- Advised that the storm was not declared a disaster.

The Management Team meeting adjourned at 10:16 AM.

Respectfully submitted,

Samantha Rodgerson
Executive Assistant



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

MANAGEMENT TEAM MEETING

December 8, 2014

9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Jim Grant, Director BZLS
Danford Wensley, City Attorney
Chris Bowlen, Director - RAYS
Brian Sylvester, Library Director
Karen Pollard, Economic Development Mgr.
Samantha Rodgers, Executive Asst.

Seth Creighton, Chief Planner
Norm Sanborn, Fire Chief
Peter Nourse, Director Public Works -
(arrived at 9:25am)

EXCUSED:

Michael Allen, Police Chief

MINUTES

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

1. Management Team Minutes – December 1, 2014

Minutes were approved by general consensus.

2. City Council Inquiry Report

There were no items, no discussion.

3. City Calendar for Week

Advised that the UAB meeting has been canceled. The Finance Committee meeting scheduled Wednesday evening is to immediately follow the ZBA meeting.

4. Right to Know Requests

- Library Camera footage – discussed privacy and safety concerns with releasing footage. An updated response will be sent to the requestor.
- City liability insurance binder – a response is forthcoming from the Finance office.

5. Charles Street/Copeland Street property sale status

Attorney Wensley will contact the purchaser's attorney to finalize paperwork and schedule deed signing and sale.

6. Other

City Manager Fitzpatrick

- Asked for status of TIF annual report. Manager Pollard is meeting this week to discuss, however will still need to wait for annual MS-1 report from the Assessing Dept.

Director Sylvester

- Advised that a Library Assistant has submitted their resignation.
- Advised that the annual Christmas with the patrons is coming up.

Chief Planner Creighton

- Advised that there are 2 minor sites this week
- Advised that the Planning Department has participated in the code software demos.

Deputy City Manager Cox

- Advised that he sent out the Finance Directors Report that includes the budget directive calendar.
- Advised that the CIP database would be available today and that the O&M would be available through December. There will be CIP training offered this week.

Economic Development Manager Pollard

- Advised that the Community Development Committee would be meeting next week to review two new 79E applications received and tour the buildings (1 Wakefield Street and 124 North Main Street).
- Advised that Waterstone Development would be attending a deal making trade show in NY.

Chief Sanborn

- Advised that it was fairly quiet.
- Thanked the departments and organizations (ie: City/Rotary/DPW/PD/Citizen Core) that volunteered and participated with the tree lighting and parade over the weekend.

Director Bowlen

- Advised that this time of year is very busy, as high school basketball and hockey add extra work to staff.
- Advised that the monthly Commission meetings were tonight.

Director Nourse

- Advised that his department has been plowing and treating roads.
- There was some discussion as to Norway Plains Road and the street portion area that has been accepted, as the City would need to begin plowing.
- Advised that the Revenue Building was without heat and the timeframe for a fix was still uncertain. After some discussion, it was determined that the City should have some kind of standard for a situation like this. It was determined that the building should be closed until the issue is resolved.

Director Grant

- Advised that he and Director Sylvester have completed Leadership Institute.

City Manager Fitzpatrick

- Discussed the conference that he attended on Friday.

Executive Assistant Rodgerson

- Discussed a complaint received in regards to a damaged mailbox and policy for replacement or reimbursement.
- Discussed the holiday closure schedule and if the City recognizes and follows federal holidays.

The Management Team meeting adjourned at 9:56 AM.

Respectfully submitted,

Samantha Rodgerson
Executive Assistant



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

MANAGEMENT TEAM MEETING

December 15, 2014

9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Jim Grant, Director BZLS
Danford Wensley, City Attorney
Brian Sylvester, Library Director
Michael Allen, Police Chief

Samantha Rodgerson, Executive Asst.
Norm Sanborn, Fire Chief
Peter Nourse, Director Public Works -
Chris Bowlen, Director - RAYS
Karen Pollard, Economic Development Mgr.
Seth Creighton, Chief Planner

MINUTES

City Manager Fitzpatrick called the Management Team meeting to order at 9:04 A.M.

1. Management Team Minutes – December 8, 2014

One correction was made to the text under the Library Director, minutes were then approved by general consensus.

2. City Council Inquiry Report

There were no items, no discussion.

3. City Calendar for Week

Advised that the Library Trustees meeting Tuesday night at 6:00pm needs to be added to the calendar.

4. Right to Know Requests

There were no new requests, no discussion.

5. Meeting attendance

The City Manager advised that when the department head is not able to attend this meeting, they should make sure to send the next in command for the department.

6. Columbus Ave parking lot

The City Manager received a letter about the parking lot on Columbus Avenue and the request to add additional spaces. There was some discussion about the history of the original request and what was approved. No one was aware of any complaints from the abutters and thought it had worked out well. This item will be discussed at this month's Public Works Committee.

7. Event Communication

Ms. Rodgerson advised of some confusion for customers trying to find us when Crocker Court was shutdown on the afternoon of the LeAnn Rimes concert. She reminded the team that we need to be as proactive as possible with spreading the word to our customers when they may be inconvenienced, as we are here to serve them.

8. City newsletter

City Manager Fitzpatrick and Executive Assistant Rodgerson discussed the hope to put together a city-wide newsletter but reminded the team that it will be a group effort for obtaining and creating content. They asked that each department submit information to Ms. Rodgerson so that she may include it in the newsletter.

There was some further discussion about creating additional public outreach opportunities and the potential to have a city-wide announcement board. Asked Director Bowlen and Executive Assistant Rodgerson to look at examples and costs in order to include as part of the budget discussions.

9. Annual Report – reports needed by January 16, 2015

Executive Assistant Rodgerson reminded the team that she will need to start putting together the Annual Report and would require the annual department reports by January 16, 2015.

10. Other**Director Grant**

- Advised that the Code Compliance Officer has been picking up illegal signs all week. They have notified the offender and may need to take it to the next level if they refuse to comply.
- Advised that he is still working on the #'s for the tax cap.

Chief Planner Creighton

- Advised that there is a minor site changing a pizza restaurant changing to a chiropractor office that would be discussed at the Planning Board workshop.
- Advised there were 4 new applications going to the TRG.

- Discussed the Cumberland Farms on Milton Road and some possibilities with the intersection configuration.

Chief Allen

- Advised that they were busy with overdoses over the weekend, resulting in 1 arrest.
- Advised that Officer Marvin graduated from the Police Academy on Friday and will now start field training.

Director Bowlen

- Advised that they are preparing for Friday's annual Skate with Santa, benefitting Gerry's Food Pantry.
- Advised that he will be finishing up with the structural engineer this week regarding increasing the structural capacity of the Arena roof.

Chief Sanborn

- Advised that they had a busy weekend assisting with overdoses.
- Advised that 3 firefighters graduated Fire Officer II training.
- Advised that they are working on the COOP (Continuity of Operations Plan) for acceptance.

Economic Development Manager Pollard

- Advised that Jen Murphy Aubin had her baby on Friday.
- Advised that they have hired a temp from Kelly Services to assist while Jen is on maternity leave.
- Advised that she would be out of the office on Thursday, as she needs to be in court.
- Advised that the Community Development Committee will be meeting to review 2 new applications for 79E and tour the properties.

Deputy City Manager Cox

- Advised that the auto registration system was down all last week because of a Fairpoint internet connection issue and that it was back up on Wednesday. The repair was slowed down due to the ongoing strike.
- Advised that they closed the bond anticipation note on Friday for 18.2 million.
- Advised that Bridging the Gaps has requested that the City serve as fiscal agent.
- Advised that the undesignated fund balance was updated last week.
- Advised that they are working on the 2016 salary/benefit projections.

Director Nourse

- Advised that there was an environmental issue at a home on Chamberlain Street. It appears as though home heating oil went into the drains. At this time they have secured the area as they determine how much oil was leaked. There was some further discussion on illegal cross connection contamination.

Director Sylvester

- Advised policy revisions and budget would be discussed at the Trustee's meeting.
- Advised that there was security issue on Friday. It seems that a patron set off the alarms while leaving and refused to open their bag. He asked for guidance on how staff should handle the situation from Chief Allen.

The Management Team meeting adjourned at 10:00 AM.

Respectfully submitted,

Samantha Rodgerson
Executive Assistant



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

MANAGEMENT TEAM MEETING

December 22, 2014

9:00 A.M.

PRESENT:

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Jim Grant, Director BZLS
Chris Bowlen, Director - RAYS
Brian Sylvester, Library Director
Michael Allen, Police Chief
Karen Pollard, Economic Development Mgr.

Samantha Rodgerson, Executive Asst.
Norm Sanborn, Fire Chief
Mike Bezanson, City Engineer -DPW
Jim Campbell, Planning Director

EXCUSED:

Danford Wensley, City Attorney

MINUTES

No formal meeting was held, however there was some brief discussion on item # 5- Summer Street request. (see below for remarks)

All other items will be discussed at the next Management Team Meeting scheduled for Monday, December 29, 2014.

1. Management Team Minutes – December 15, 2014

To be discussed at December 29, 2014 meeting.

2. City Council Inquiry Report

To be discussed at December 29, 2014 meeting.

3. City Calendar for Week

To be discussed at December 29, 2014 meeting.

4. Right to Know Requests

To be discussed at December 29, 2014 meeting.

5. Summer Street request

After some discussion about this request, it was determined that selling this portion of land would likely not be in the City's best interest, as the land may be needed for future City/Fire Department needs.

6. Other

There were no additional topics discussed.

Respectfully submitted,

Samantha Rodgerson
Executive Assistant

12/31/14

MEMO

Date: 11/10/14

To: Dan Fitzpatrick
City Manager

From: Michelle Mears
Staff Planner

CITY OF
Received
DEC 1 2014
City Manager
ROCHESTER

Re: Studley's 79 E Covenant

Attached is Studley's 79 E Covenant To Protect Public Benefit , approved by City Council on August 5, 2014. This document has been reviewed by the Chief Planner, Jim Campbell and City Assessor, Tom Mullin who responded via email and no concerns were identified. As the Authorized Official, your signature is requested at the bottom of page 4 of the Covenant. This also has to be notarized by the applicant beforehand. They will drop this off once it has been notarized. If you have any questions please let me know.

Thank you.

Michelle Mears

Return to Tom Mullin



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: Daniel Fitzpatrick, City Manager
FROM: Michael S. Bezanson, PE, City Engineer *MSB*
DATE: December 23, 2014
SUBJECT: Applications for State Bridge Aid Program
CC: Peter Nourse, PE, Director of Public Works

CITY OF
 Received
 DEC 29 2014
 City Manager
 ROCHESTER

To begin the process for Municipally-Managed State Bridge Aid Program Projects, the municipality must submit an Application for Preliminary Estimate for Bridge Aid. Attached please find four (4) applications, one for each of the following City-owned bridges:

- Four Rod Road (114/046)
- Lowell Street (148/121)
- Portland Street (121/121)
- Rochester Neck Road (225/139)

Please sign and date the four applications and return them to me for submission to the New Hampshire Department of Transportation.

Please call me with any questions. Thank you.



**City of Rochester
Dept of Public Works**

45 Old Dover Road
Rochester, NH 03867
Phone: (603) 332-4096
Fax: (603) 336-4352

RECEIVED
DEC 2 2014
FINANCE OFFICE
CITY OF ROCHESTER

Memo

To: Blaine Cox.
Finance Director/Deputy City Manager

From: Lisa J. Clark *[Signature]*

Date: 12/2/2014

Re: Brock Street Change Order 9 – Final Change

Enclosed please find five (5) copies of the final change order for Brock Street Reconstruction. This is the final balancing change order and requires no additional funding. This is to balance final quantities and will result in a contract reduction.

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

Signature *Blaine Cox* 12-2-2014
(Blain Cox, Finance Director / Deputy City Manager)

Cc: Peter Nourse, PE, DPW Director



MEMO

12/31/14
CITY OF
Received
DEC 23 2014
City Manager
ROCHESTER

City of Rochester, New Hampshire

CITY MANAGER

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

www.RochesterNH.net

December 23, 2014

Daniel W. Fitzpatrick, City Manager
City of Rochester
31 Wakefield Street
Rochester, NH 03867

We have been invited to participate in the 2014 Community Showcase Video Program offered at no cost to the City by CGI Communications. This program will provide the City with up to four 1 minute community highlight videos. CGI Communication provides script writing and video content consultation and will send a videographer to film these videos.

The agreement has been reviewed and all terms are satisfactory to the City of Rochester.

Please sign the attached agreement and business introduction letter so that we may proceed with our participation in this program.

Sincerely,

Samantha Rodgerson
Executive Assistant

Encl:

City
mgr Report

12/31/14



Blaine Cox
Deputy City Manager/
Director Finance & Administration

Rochester, New Hampshire
31 Wakefield Street
Rochester, NH 03867
Tel. (603) 335-7609
Fax (603) 335-7589
blaine.cox@rochesternh.net

CITY OF
Received
DEC 10 2014
City Manager
ROCHESTER

To: Daniel Fitzpatrick, City Manager
From: Blaine Cox, Deputy City Manager *Blaine*
Date: December 10, 2014
Subject: Contract of Purchase - Eastern Bank Bond Anticipation Note
Copied To: Roland Connors, Deputy Finance Director

Please find attached a Contract of Purchase related to two Bond Anticipation Notes totaling \$18,207,000. Please review, and if acceptable, please sign on the eleventh page where indicated.

The Finance Office, working with our Financial Advisor William Fazioli from Public Financial Management as well as our Bond Counsel David Barnes from Devine-Millimet, has determined that a Bond Anticipation Note (BAN) covering the next 30 to 60 days is the best course of action followed in January/ February with a permanent bonding sale. This Contract of Purchase will allow the purchase of the short term BAN through Eastern Bank.

The authorizations from the City Council are already in place for both the BAN and the permanent financing. The temporary financing is deemed the best course for two reasons. First, the City needs the funds as soon as possible to replenish cash on hand to meet ongoing cash flow needs and second the past history of the government bond market would indicate that much more favorable long term permanent rates can be achieved in January (after the holidays) than we would secure with permanent financing now (just in front of the holidays).

12/31/14



Rochester Fire Department
City of Rochester
37 Wakefield Street • Rochester, NH 03867

Norman Sanborn, Jr.
Chief of Department

Tel (603) 335-7545
Fax (603) 332-9711

December 12, 2014

TO: Dan Fitzpatrick, City Manager
FROM: Norm Sanborn, Jr., Fire Chief
SUBJECT: EMPG Grant

CITY OF
Received
DEC 12 2014
City Manager
ROCHESTER

The City of Rochester currently does not have a Continuity of Operations Plan (COOP). This plan is needed so the City of Rochester will be operationally prepared to continue operations during any type of emergency.

This plan will assist the City to be able to effectively resume essential operations if they are interrupted preventing occupancy of our primary buildings or offices.

An Emergency Management Performance Grant (EMPG) is currently available to cover the cost of this plan.

I applied for this grant in December after receiving approval from you to apply. The grant amount is for \$6,500.00 which will cover the total cost of hiring Hubbard Consulting LLC Services to complete the plan. There is a 50% match which will be covered by in-kind services from city staff time. I have received a grant agreement from the NH Homeland Security and Emergency Management office for you to approve after the City Council approval. I believe this is in the best interest of the City. By obtaining the grant we will receive the funds needed to complete this project.

If you need any more information or have any questions, please feel free to contact me.

cc: Blaine Cox, Deputy City Manager
Attachments



City of Rochester Grant ≤ \$10,000 Application
City Manager Approval

RECEIVED
 DEC 04 2014
 CITY CLERK'S OFFICE
 ROCHESTER, NH

GRANT SUBJECT & AMOUNT: Continuity of Operations Plan (COOP) - \$13,000.00

TODAY'S DATE:	12/3/2014
DEPT. HEAD SIGNATURE:	<i>Norm Barton Jr.</i>
APPLICATION DEADLINE:	
ATTACHMENTS	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

COMMITTEE SIGN-OFF

COMMITTEE:	
CHAIR PERSON:	

ADMINISTRATIVE APPROVALS

CHIEF FINANCIAL OFFICER:	<i>Blair Cox 12-3-2014</i>
CITY MANAGER:	<i>D. W. Fitzgerald</i>

MATCHING FUNDS BUDGET INFORMATION

SOURCE OF MATCHING FUNDS (if required):	The required \$6500.00 match will be covered by in-kind services from the City
SOURCE ACCOUNT NUMBER:	
MATCH AMOUNT:	
APPROPRIATION REQUIRED	Grants requiring City financial participation – funds must already be appropriated as part of existing budget.
No <input type="checkbox"/>	

LEGAL AUTHORITY

--

SUMMARY STATEMENT

The EMPG Grant will cover the non-city portion cost (\$6500.00) of Hubbard Consulting LLC Services.

RECOMMENDED ACTION

City Manager to approve this grant application.

CC FY 15 AB 80

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

GF Water Sewer Arena
 CIP Water CIP Sewer CIP Arena CIP
 Special Revenue

Fund Type: Annual Lapsing Multi-year Non-Lapsing

Request Type: De-authorization
 Supplemental
 Change of Funding Source

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	61092020	532200	155xx	6,500.00	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6109003	402179	155xx	6,500.00	-	-
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

EXHIBIT B

Grant Amount and Method of Payment

1. GRANT AMOUNT

	Applicant Share	Grant (Federal Funds)	Cost Totals
Project Cost	\$6,500.00	\$6,500.00	\$13,000.00
Project Cost is 50% Federal Funds, 50% Applicant Share			
Awarding Agency: Federal Emergency Management Agency (FEMA)			
Award Title & #: Emergency Management Performance Grant (EMPG) 2013-EP-00057-S01			
Catalog of Federal Domestic Assistance (CFDA) Number: 97.042 (EMPG)			

2. PAYMENT SCHEDULE

- a. "The Grantee" agrees the total payment by "the State" under this grant agreement shall be up to \$6,500.00.
- b. "The State" shall reimburse up to \$6,500.00 to "the Grantee" upon "the State" receiving appropriate documentation of expended funds from "the Grantee".

Grantee Initials _____ Date _____
Page 5 of 6

12/31/14



Norman Sanborn, Jr.
Chief of Department

Rochester Fire Department
City of Rochester
37 Wakefield Street • Rochester, NH 03867

CITY OF
Received
DEC 19 2014
City Manager
ROCHESTER
Tel (603) 332-7345
Fax (603) 332-9711

The City of Rochester is requesting funds to increase the City's overall preparedness and increase the City's ability to respond to all hazards. The Rochester EOC is located in the Rochester Fire Station. During an EOC activation, City Department heads respond to the EOC to assist first responders with resource support and situational awareness. The addition of tablets, display screens, a router and additional RAM will allow EOC personnel to communicate with first responders, State officials and mutual aid partners. With this new equipment, the Rochester EOC will be better able to access WebEOC, social media resources, weather reports and breaking news.

The total cost of this project is \$14,000.00. The City will use the following as the match for this grant:

Seabrook Station HAB Exercise Cycle personnel cost: \$2,500.00

The City of Rochester is a host community for Seabrook Station. During an exercise cycle the City opens its EOC and the EOC is staffed with City Department Heads. This exercise allows the City to practice using plans and procedures associated with the response.

Administrative time for grant application: \$1,500.00

The Rochester Fire Chief and Assistant Fire Chief spent X number of hours preparing the application. This time also included research on the types of equipment needed and gathering quotes/estimates for the requested equipment.

Installation cost provided by Rochester IT Department: \$1,500.00

The City of Rochester's IT Department has qualified technicians and there time will be spent to load software and install the projector and monitors.

EOC Training \$1,500.00

The City of Rochester will conduct a two hour EOC training for all regular participants and their backup person. This training will be to review all new equipment, along with their EOC responsibilities.

Total Match: \$7,000.00

Equipment Costs: \$7,000.00



City of Rochester Grant ≤ \$10,000 Application
City Manager Approval

GRANT SUBJECT & AMOUNT: Emergency Operations Center (EOC) Equipment - \$14,000.00

TODAY'S DATE:	12/19/14
DEPT. HEAD SIGNATURE:	<i>Norm Ambrose Jr.</i>
APPLICATION DEADLINE:	
ATTACHMENTS	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

COMMITTEE SIGN-OFF

COMMITTEE:	
CHAIR PERSON:	

ADMINISTRATIVE APPROVALS

CHIEF FINANCIAL OFFICER:	Blaine M Cox <small>Digitally signed by Blaine M Cox DN: cn=Blaine M Cox, o=City of Rochester from Hampshire, ou=Department of Finance, email=blaine.cox@rochester.gov, c=US Date: 2014.12.19 09:23:31 -0500</small>
CITY MANAGER:	<i>D. W. Fitzgerald</i>

MATCHING FUNDS BUDGET INFORMATION

SOURCE OF MATCHING FUNDS (if required):	The required \$7,000.00 match will be covered by in-kind services from the City.
SOURCE ACCOUNT NUMBER:	
MATCH AMOUNT:	
APPROPRIATION REQUIRED No	Grants requiring City financial participation – funds must already be appropriated as part of existing budget.

LEGAL AUTHORITY

--

SUMMARY STATEMENT

The EMPG will cover the non-city portion cost (\$7,000.00) of equipment. This equipment is for the Emergency Operations Center.

RECOMMENDED ACTION

City Manager to approve this grant application.



Norman Sanborn, Jr.
Chief of Department

Rochester Fire Department
City of Rochester
37 Wakefield Street • Rochester, NH 03867

12/31/14

Tel (603) 335-7545
Fax (603) 332-9711

December 1, 2014

CITY OF
Received
DEC 1 2014
City Manager
ROCHESTER

TO: Dan Fitzpatrick, City Manager

FROM: Norm Sanborn, Jr., Fire Chief

SUBJECT: Forestry Form

Please sign the forestry form. This is a report that the Department of Forest and Lands needs whenever we have a large brush fire. The State will reimburse us 50% of the total listed on the form.

If you have any questions, please feel free to contact me.



**City of Rochester
Dept of Public Works**

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

RECEIVED
NOV 24 2014
FINANCE OFFICE
CITY OF ROCHESTER

CITY OF
Received
NOV 25 2014
City Manager
ROCHESTER

Memo

To: Blaine Cox.
Finance Director/Deputy City Manager

From: Lisa J. Clark

Date: 11/24/2014

Re: Granite Ridge TIF Project
Engineering Services Contract – Water System

Enclosed please find Tighe & Bond Task Order #6 in regards to the Granite Ridge TIF District project. Tighe and Bond was selected for this project per RFQ14-35. This contract is for the Water System infrastructure work associated with Route 11 and the loop/frontage road and will be part of the five million dollar appropriation for this project area.

Account # 61083010-771000-15553 has been set up for this project.

If you have any questions please let me know, if not, please sign and forward to the City Manager for Signature.

 11-25-2014
Blaine Cox, Finance Director/Deputy City Manager

Cc: Peter Nourse, PE, DPW Director

12/31/14

Date: December 16, 2014
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
DEC 16 2014
City Manager
ROCHESTER

Re: IDIS OnLine Access Request

Please see attached the completed form for IDIS OnLine Access. Currently, the Community Development Coordinator does not have access to the Five Year Consolidated Action Plan portion of IDIS and requires such access to complete the Five Year Consolidated Action Plan for the City. The form also would also make the Community Development Coordinator a local IDIS administrator for the City.

The form requires the signature of the City Manager and notarization before submittal. Please sign the attached application as the authorized official.

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



**City of Rochester
Dept of Public Works**

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

Memo

CITY OF
Received
DEC 16 2014
City Manager
ROCHESTER

To: Dan Fitzpatrick
City Manager
From: Lisa J. Clark *LJC*
Date: 12/15/2014
Re: Letter of Commitment for City of Rochester

Attached please find the Letter of Commitment for the City of Rochester's HHW Collection Event for spring of 2016. The State of NH requires the city to have their grant paperwork into them a year in advance and it is due by February 1, 2015.

Please sign the attached paperwork and send back to the Public Works Department.

Cc: Peter Nourse, PE, City Engineer

12/31/14



City of Rochester, New Hampshire

Economic & Community Development

151 Wakefield Street, Rochester NH 03867

(603) 335-7522 www.thinkrochester.biz

December 24, 2014

Re: Conservation Easement Letter of Support

To: Dan Fitzpatrick, City Manager

CITY OF
Received
DEC 29 2014
City Manager
ROCHESTER

Attached please find a "Letter of Support" prepared for your signature, and authority granted to sign approved by the City Council on December 16, 2014.

Once signed, please have Samantha distribute the copies and forward the originals to Peter Nourse, Public Works Commissioner.

Thank You,

Karen Pollard

Karen Pollard, CEcD, EDP
Economic Development Manager



**City of Rochester
Dept of Public Works**

45 Old Dover Road
Rochester, NH 03867
Phone: (603) 332-4696
Fax: (603) 336-4352

CITY OF
ROCHESTER
City Manager
Received
DEC 19 2014

RECEIVED
DEC 18 2014
FINANCE OFFICE
CITY OF ROCHESTER

Memo

To: Blaine Cox.
Finance Director/Deputy City Manager

From: Lisa J. Clark *LJC*

Date: 12/18/2014

Re: **Stillwater Circle Bridge – Change Order#1**

Enclosed please find Change order #1 for Beck and Bellucci Inc. This is the contractor that is working on the Stillwater Circle Bridge Project. This change is for work associated with the sidewalk / rail relocation. This is work that was outside of the original bid / scope of services.

Funding for the projected is available in the project line 15013010-771000-14521

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

Signature *Blaine Cox* 12-18-2014
(Blaine Cox, Finance Director / Deputy City Manager)

Cc: Peter Nourse, PE, DPW Director



**City of Rochester
Dept of Public Works**

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

RECEIVED
DEC 2 2014
FINANCE OFFICE
CITY OF ROCHESTER

Memo

To: Blaine Cox.
Finance Director/Deputy City Manager

From: Lisa J. Clark

Date: 12/2/2014

Re: Underwood Engineers Contract – Groundwater Dev.

Enclosed please find two (2) copies of Underwood Engineers Contact for Water Supply Evaluation and Groundwater Development. This firm was selected for this project based on the City's RFQ 14-35. Funding for the projected was proposed and approved during the FY15 CIP process. The account number for funds is 55016010-771000-15535.

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

Signature Blaine Cox 12-2-2014
(Blaine Cox, Finance Director / Deputy City Manager)

Cc: Peter Nourse, PE, DPW Director



**City of Rochester
Dept of Public Works**

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

CITY OF
Received
DEC 18 2014
City Manager
ROCHESTER

Memorandum:

To: Dan Fitzpatrick
From: Lisa J. Clark *LJC*
Date: December 18, 2014
Subject: **USGS – Joint Funding Agreement
Cochecho River Stream Gage Station**

Attached please find the United States Department of the Interior Geological Survey Joint funding Agreement regarding the Stream Gage Station on the Cochecho River. This station is used to supply data in regards to WWTP permit negotiations and is budgeted annually in the O&M Sewer fund account # 52602074-559000.

Please sign and return to the DPW for Distribution.

12/31/14

ROCHESTER POLICE DEPARTMENT

POLICE COMMISSION



23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

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

"Dedication, Pride, Integrity"

CITY OF
Received

DEC 18 2014

City Manager

ROCHESTER

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

MICHAEL J. ALLEN
Chief of Police



December 16, 2014

TO: Daniel Fitzpatrick
City Manager

FROM: Michael J. Allen
Chief of Police

RE: Computer Lease Program Request – Eric Babine

Dear Mr. Fitzpatrick:

I have received a request from an employee to participate in the City's computer lease program. I have reviewed the request and associated documents and find that approval of the request will benefit the employee.

I support the participation. I have attached the request for your further review and offer my thanks in advance for your consideration.

Please let me know if you need anything further from me in this regard.

12/31/14

ROCHESTER POLICE DEPARTMENT

POLICE COMMISSION

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



MICHAEL J. ALLEN
Chief of Police

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

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

CITY OF
Received

"Dedication, Pride, Integrity" DEC 18 2014

City Manager
ROCHESTER



December 16, 2014

TO: Daniel Fitzpatrick
City Manager

FROM: Michael J. Allen
Chief of Police

RE: Computer Lease Program Request – Chris Mangum

Dear Mr. Fitzpatrick:

I have received a request from an employee to participate in the City's computer lease program. I have reviewed the request and associated documents and find that approval of the request will benefit the employee.

I support the participation. I have attached the request for your further review and offer my thanks in advance for your consideration.

Please let me know if you need anything further from me in this regard.



**City of Rochester
Dept of Public Works**

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

RECEIVED
DEC 3 2014
FINANCE OFFICE
CITY OF ROCHESTER
CITY OF
Received
DEC 4 2014
City Manager
ROCHESTER

Memo

To: Blaine Cox.
Finance Director/Deputy City Manager

From: Peter C. Nourse, PE

Date: 12/3/2014

Re: **Samantha Juneau Educational Reimbursement**

Attached is Samantha Juneau's request for educational reimbursement. Per Article 23 of the RMEA bargaining agreement, Sam is requesting reimbursement for college courses. To date we have approved 4 classes for reimbursement this fiscal year. This will make a total of 6 if approved. Sam's classes are split across 3 budgets and we have sufficient funding for 1/3 Water and 1/3 Sewer, and I am approving this request at our department level. Per Article 23, request over 3 classes annually must be approved by the City Manager.

Cc: Human Resource Department



CITY OF ROCHESTER, NH
INFORMATION SYSTEMS
31 Wakefield Street
ROCHESTER, NEW HAMPSHIRE 03867-1916
(603) 335-7517

12/31/14

COMPUTER NETWORKING
& SYSTEMS SUPPORT

December 19, 2014

To: Dan Fitzpatrick
City Manager

From: Dennis Schafer
MIS Department

RE: Tuition Reimbursement for Degree Program

ROCHESTER
City Manager
DEC 19 2014
Received
CITY OF

Dear Mr. Fitzpatrick:

This memo is in regards to tuition reimbursement for George Murray of the MIS Department as he finishes his bachelor degree. Mr. Murray will be taking two courses: Applied Chemistry for Non-Scientists and Discrete Structures at the University of Massachusetts Lowell. See attached information.

I support Mr. Murray's initiative to further his education and complete the degree. I ask for your consideration and approval.

Sincerely yours,

Dennis Schafer
MIS Department

cc: Blaine Cox, Finance Director
George Murray

12/31/14

ROCHESTER POLICE DEPARTMENT



23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

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"Dedication, Pride, Integrity"

POLICE COMMISSION

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

MICHAEL J. ALLEN
Chief of Police

November 24, 2014



TO: Daniel Fitzpatrick
City Manager

FROM: Michael J. Allen
Chief of Police

RE: Tuition Reimbursement for Degree Program

CITY OF
Received
DEC 4 2014
City Manager
ROCHESTER

Dear Mr. Fitzpatrick:

This memo is in regards to tuition reimbursement for Rhonda Young of the Police Department as she continues her degree program. Ms. Young will be taking two courses in the spring semester: Cost Accounting II and Software Systems Applications. The total of these two courses is \$1392.00. See attached information.

Ms. Young has already been approved for three courses this fiscal year however, the policy indicates that additional courses may be approved by you. We have checked with the finance department and there is a balance in the line item that tuition reimbursements are paid from of at least \$7,000.00. There will still be a surplus in this account if these additional courses are approved.

I support Ms. Young's initiative to further her education that will enhance her role as the Account Clerk with the Police Department. I ask for your consideration and approval.

Sincerely Yours,

Michael J. Allen
Chief of Police

cc: Blaine Cox, Finance Director
Rochester Police Commission
Rhonda Young

NUMBER	COUNCIL MEMBER	FORUM	REQUEST/INQUIRY	ACTION
1	Walker	11/19/2014 Public Safety Committee	Councilor Walker asked Mr. Bezanson to check the limits of the State's jurisdiction in the Exit 14 area.	Completed. Item closed.
2	Walker	11/19/2014 Public Safety Committee	Councilor Walker asked Mr. Bezanson to have DPW trim back the tree.	Completed. Item closed.
3	Gray	11/20/2014 Public Works Committee	Councilor Gray said the street sign on the Western Avenue end is missing	Completed. Item closed.
4	Walker	11/20/2014 Public Works Committee	Councilor Walker asked that Mr. Nourse look into the cost of addressing the Chelsey Hill drainage concerns stated and to report back to the Committee.	DPW is working on.
5	Keans	11/20/2014 Public Works Committee	Asked if the concrete that had been splashed up onto the Library step bricks could be cleaned off.	Mr. Nourse stated that he would look at it.
6	Varney	12/2/2014 City Council - regular	Councilor Varney requested that the two TIF District Reports [annual] be provided at the next City Council Workshop. He questioned if there would be any revenue left to be transferred to the General Fund once all expenses were paid. Councilor Varney said these reports and what is in the reports must be provided according to State Law.	The TIF committee met, should be ready for Jan workshop.
7	Gates/Varney	12/2/2014 City Council - regular	Councilor Gates requested to be provided with a spreadsheet listing what the tax rate has been for the past ten years. Councilor Varney requested the following additional information: the assumed assessed valuation at the time of the City Council setting the budget as compared to the actual assessed valuation approved by the DRA, with the utilities listed seperately from the residential properties.	Completed. Item closed.
8	Gates	12/4/2014 Codes & Ordinances	Councilor Gates asked that an invitation be sent to Mr. Hopkins, Superintendent of Schools, to attend the next Codes and Ordinances meeting. Then he could advise them as to why he opposes the polling locations at the schools.	Clerk's office will send invitation and notify CM's office when done.
9	Lachapelle	12/4/2014 Codes & Ordinances	Councilor Lachapelle asked that Attorney Wensley look at Chapter 23 (23.14 and 23.15) and draft these items in legal form.	Attorney Wensley is working on.

10	Varney	12/10/2014 Finance Committee	Seeking a map depicting developed versus undeveloped acreage in the commercial/ industrial zone with a total of acres in each category.	Tom Mullin is working on.
11	Jean	12/10/2014 Finance Committee	Inquired as to whether the letter has been sent regarding Eastern Avenue as was requested?	Plannig sent a letter. Will send a copy to CM's office. Item closed.
12	Keans	12/10/2014 Finance Committee	Inquired as to whether a former car wash now being used by an overhead door company has sought & received the appropriate change of use approvals	The property owner has completed the necessary paperwork and going through the process. Planning will be reviewing.
13	Keans	12/16/2014 City Council - workshop	Would like to know about Rec. Dept security system issues	Report should be complete by the end of the week.

DATE	DEPARTMENT	PERMISSION PERMITS	MISCELLANEOUS
12/19/2014	City Manager's Office	RAFFLE	Club Victoire
12/23/2014	City Manager's Office	RAFFLE	American Legion



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	Department of Revenue Representative regarding Assessing
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COUNCIL ACTION ITEM <input type="checkbox"/>
INFORMATION ONLY <input checked="" type="checkbox"/>

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

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

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

AGENDA DATE	January 6, 2015		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	12/17/2014		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	NA
CHAIR PERSON	NA

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox, Deputy City Manager Signature on file with City Clerk
CITY MANAGER	Dan Fitzpatrick, City Manager Signature on file with City Clerk

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

NA

SUMMARY STATEMENT

As part of the Council discussion regarding the recent Assessing Department's citywide statistical update of value for all properties in the City, the Council has invited the Assistant Director of the Department of Revenue's Property Appraisal Division, David Cornell, to attend the January 6, 2015 Council meeting to discuss New Hampshire property appraisal statutes and procedures.

RECOMMENDED ACTION

None

Assessor Mullin's remarks to the City Council on December 16, 2014: In the spring of this year I performed a preliminary statistical analysis of the property sales that occurred within the past year in the city. This analysis indicated that the lower-priced properties would be paying a higher proportional share of the burden if the assessments were not corrected to match market conditions. State law prohibits an update to be performed on the June bill .

After the city Council passed the annual budget that only increased the tax rate by \$.29, the Assessing Department performed a city wide statistical update of value utilizing state approved mass appraisal techniques. The New Hampshire Department of Revenue has completed the annual equalization process and has determined that all statistical indicators fall within the guidelines established by the NH Assessing Standards Board.

The update lowered 80% of the property assessments, 2% stayed the same and 18% increased in value. The overall effect was a lower net assessment causing an additional increase of \$0.82 to the tax rate for a combined total increase of \$1.11. The update did not increase the amount of revenue raised through property taxes, but it did change the amount of taxes on each property tax bill. Many went down and some went up.

Reports of Committees

- Appointments Committee – 12/16/14
- Codes and Ordinances Committee – 12/04/14
- Community Development Committee - 12/15/14
- Finance Committee – 12/10/14
- Public Safety Committee – 12/17/14
- Public Works and Building Committee – 12/18/14

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Appointments Committee Minutes
December 16, 2014

Committee Members Present:

John Larochelle, Chair
Jake Collins
James Gray

Donald Hamann
T. J. Jean
Sandra Keans

John Larochelle called the meeting to order at 6:33P.M. on December 16th.

Robert Goldstein - Zoning Board of Adjustment (ZBA) - Reappointment

The Appointments Committee agreed to consider the reappointment of Robert Goldstein without requiring that he meet with us. Bob has attended the 2014 Municipal Law Lecture Series, Lecture 1 (The ZBA in NH). He has enjoyed working on the ZBA and would like to continue to serve the City as a Board member.

The Appointments Committee unanimously recommends Robert Goldstein for reappointment to the ZBA, term to expire January 2, 2018.

Requirement to Meet with the Appointments Committee for Reappointments.

The Appointments Committee unanimously agreed that we would not meet with applicants for reappointment if members unanimously agreed that it was not necessary. It is requested that all statements of interests be sent to all Committee Members. If any member wishes to meet with an applicant, that that member will notify the Chair of the Committee and the staff member (Samantha) who creates the agenda for the Appointments Committee meetings and the applicant would be scheduled for an interview.

Attendance Record

In conjunction with the above need for meeting with applicants for reappointment, the Appointments Committee would like to receive attendance records for meetings and training relative to the reappointment from City Staff and/or the Chair of the Committee that the applicant is seeking reappointment.

Respectfully submitted,

John Larochelle, Chair
Appointments Committee

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CODES AND ORDINANCES COMMITTEE

Of the Rochester City Council

Thursday December 4, 2014

City Council Chambers

31 Wakefield Street, Rochester, NH

7:00 PM

Committee Members Present

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

Committee Members Excused

Councilor Ray Varney

Others Present

Jim Grant, Director of BZLS
 Councilor Gray
 Councilor Hamann
 Kelly Walters, City Clerk
 TJ Jean, Mayor
 Peter Cutrer, Deputy Fire Chief
 Councilor Collins
 Seth Creighton, Chief Planner
 Michelle Mears, Planner
 Jim Campbell, Director of Planning
 Norman Sanborn, Fire Chief
 Dave Stevens, Moderator Ward 1
 Robert Jaffin, Planning Board
 Jason Hamann, Moderator Ward 4
 Christine Hamann, Selectman
 Ward 4
 Amy Valkavitch, Manager, Home
 Depot

MINUTES

1. Call to Order

Councilor Lachapelle called the Codes and Ordinances Committee meeting to order at 7:00 PM. All committee members were present with exception of Councilor Varney, who was excused.

2. Public Input

Councilor Lachapelle asked if anyone from the public would like to address the Codes and Ordinances Committee at this time.

Rob Partridge, owner of Goodfellas Pizzeria, addressed the committee in regards to his concerns with the process of the water and sewer appeals. He would like to see them amended (refer to 17.20 water and 16.17 sewer).

Mr. Partridge felt that only having one appeal per claim was not acceptable when one could find further evidence to help with the first appeal if rejected. He explained further.

Councilor Lachapelle informed Mr. Partridge that he will have communications with Mayor Jean and will do further research, but this issue will stay in committee at this time.

Melissa Morest, Owner of MCM Merchandising, addressed the Codes and Ordinances Committee on the sign ordinance. She explained that her business, located on Old Dover Road, is not allowed to have "A" frame signs out for advertising due to their zoning. She would like the committee to look into this.

Councilor Lachapelle explained that they may need to look at ordinance 42.29 again regarding these signs. Jim Grant, Director of Building Zoning and Licensing Services, explained where they are allowed and that the Planning Department could already be proposing these changes in Chapter 42.29.

Mike Wawrzkievicz, owner of NAPA Auto Parts, explained to the committee that he had an issue with the sign ordinance. He gave the reasons why he needs these signs, citing his location. He did not understand why other companies are allowed to have these signs but he cannot; he felt this was discrimination.

Mark Colonna, Owner of Tresses Hair Salon, also wanted to address the sign ordinance with the committee. He explained that the "A" frame is invaluable to his business. They need these signs to help promote business where they are set off the road. He felt that the ordinance was inadequate and the committee needs to readdress it. He explained that his flashing "open" sign was not acceptable, as well. Mr. Colonna was willing to pay a fee if needed.

Aaron Thibadeau, owner of Extreme Hair and various laundromats, addressed the committee on the "A" frame signs. He explained that they are not allowed where he is located and he is moving one of his businesses to the Shoreville Plaza and the signs are not permitted there either. He would like the committee to look into this.

Jeff Bisson, owner of Happy Pappy's Country Store, questioned that certain signs can only be left up for thirty days per year; who is going to track that? He felt that they should be allowed to leave them up longer with permission even if they have to pay a fee.

William Smith, owner of Henri's Smokehouse, explained that he also had an issue with "A" frame signs. His location is at the Shoreyville Plaza as well. He addressed his concerns with banner signs too. He explained that he had been told he could have the banner and was later told to take it down. He felt they should be able to do the same as the downtown area.

Dave Stevens, Moderator for Ward One, wanted the committee to hold off on approving Tara Estates as a polling location for his ward. Mr. Stevens indicated that there are two churches in the Ward One area that could be looked at. He expressed his feelings that the polling locations should be brought back to the schools. They could possibly negotiate with the schools to work around a teachers' workshop.

Councilor Lachapelle agreed that they should be looking into working with the schools; it is more logical. Mr. Stevens discussed this further with the committee for their consideration, citing that a few days after the elections there was a teachers' workshop.

Councilor Lachapelle closed public input at 7:24 PM.

3. Approval of the Codes and Ordinances Committee Minutes

- **October 2, 2014**

Councilor Lauterborn **MOVED** to **ACCEPT** the Committee minutes of October 2, 2014. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lachapelle asked the Codes and Ordinance Committee if they had any objections to amending the order of the agenda. There were no objections.

4. Elections – Ward Polling Locations

Kelly Walters, City Clerk, asked that the Ward One polling location stay in committee at this time so she can do more research.

Councilor Lachapelle reiterated that he would like the polling locations back at the schools. Ms. Walters explained that even if the schools were closed for a teacher's workshop they would still most likely have to hire a police officer for those locations.

Councilor Lauterborn said that she did not understand why you can not vote when kids are around. Being a former principle she thought it was a good experience for the students. She explained that she did not like that type of attitude. Ms. Walters will look at this situation again and explained that even when schools are having workshops there is still after-care being provided, so this would still be a security issue. She will also check with the Ward Three Moderator to see if he has any issues with that location. The Codes and Ordinances Committee briefly discussed polling locations further, stating Ward One will stay in committee and Ward Three will stay in committee until they hear from the Moderator.

Amy Valkavitch, Manager of Home Depot, expressed that they are more than happy to continue hosting the elections for Ward Four. Jason Hamann, Moderator for Ward Four, expressed that he is very pleased with having the Home Depot as a polling location. Christine Hamann, Selectman, reiterated that this location has worked out well. Councilor Hamann said that the Home Depot goes out of their way to accommodate the election. Councilor Lachapelle said that he has not heard of any complaints.

Councilor Hamann asked Ms. Walters to check to see if they could look at any type of bar coding as well as getting laptops to make the end of night processing more streamline. Councilor Gray explained that something like that would have to be moved through State law because the cities are not allowed to do this. He said a Bill would have to be proposed and brought through and a study would have to be done.

Councilor Gates asked that an invitation be sent to Mr. Hopkins, Superintendent of Schools, to attend the next Codes and Ordinances meeting. Then he could advise them as to why he opposes the polling locations at the schools.

Councilor Lachapelle stated that polling locations will be staying in committee at this time. He explained that this will be on February's agenda due to the fact they will not be meeting in January.

5. Proposed Amendment to Chapter 23 – Fire Safety Measures

Peter Cutrer, Deputy Fire Chief, addressed the Codes and Ordinances Committee with proposed amendments to Chapter 23. He explained that prior to this meeting he met with the Public Safety Committee. They are seeing a real issue with fire protection contractors, where businesses are not getting what they are paying for. The current ordinance has not been updated in quite some time and has no teeth when it comes to enforcement.

Mr. Cutrer explained that the Fire Department can not regulate which contractors can work in the City. He said that it may sound a little restrictive, but explained that is not. Currently a contractor can do poor work and make mistakes and they are not held accountable and there are no repercussions. Mr. Cutrer said there are two major issues right now: the first is safety and second is a money issue.

Mr. Cutrer said that a local collision business is only working at half capacity because the fire protection contractor installed the wrong parts. He gave examples of other businesses being affected by this issue.

Mr. Cutrer noted there are concerns with some of the City buildings and there is an ongoing investigation with the Police Department because the contractor that was hired to perform life safety fire inspections was fraudulent. The contractor put an inspection sticker on everything without doing an inspection; no service was performed. The schools are in the same situation as well as other local businesses. Mr. Cutrer stated that years ago it was considered a Bill of Goods. He said if they implement a Certificate of Fitness Program to the ordinance it would add the "teeth" they need to enforce penalties.

Councilor Lachapelle asked about 23.15, Regulation of Fire Alarms. Mr. Cutrer said that this ties into the Certificate of Fitness, which allows them to streamline the process for businesses to fit the community need. He explained that they do go to a lot of faulty alarm codes and this would help the new businesses that are looking to come to the community understand the process.

Councilor Lachapelle asked that Attorney Wensley look at Chapter 23 (23.14 and 23.15) and draft these items in legal form. Councilor Lauterborn agreed that it needs to be looked at to make sure it is formatted correctly.

Councilor Gates asked if they were going to notify the major companies so they know how this ordinance will work and when it will take effect. Mr. Cutrer stated that they are looking at the ways that they can propose this Certificate of Fitness Program. He mentioned a possible 90 day grace period as well.

Councilor Gates **MOVED** to present amendments to Chapter 23, Fire Safety Measures, to the full City Council on January 6, 2015. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

6. Discussion: Sign Ordinance – Chapter 42

Michelle Mears, Staff Planner, explained that the Planning Department is proposing changes to Chapter 42.29 under Signage. She thanked Sheldon Perkins, Code Enforcement Officer, who helped on this proposal as well as getting the local businesses to come out to give their input. She said that they had looked at the International Building Code and other State models for this proposal. They felt that the current ordinance is very restrictive and was not friendly. Ms. Mears also spoke with various organizations to make the proposed changes. She said that most of the sign issues end up going back to the Zoning Board of Adjustment.

Ms. Mears explained that the proposals that are being suggested have been reviewed by several committees over the last eight months. Ms. Mears pointed out some of these changes, which include directory signs (businesses located on secondary streets), electronic message board signs, and portable signs, are permitted in the downtown commercial district, the special downtown overlay, and neighborhood mixed use. Special promotional signs would be thirty days with a license. A temporary banner would be thirty days with a \$10 permit. Flashing or animated signs that flash red, amber or green colored lights shall not be permitted. Wall signs shall not exceed ten percent of the area of the building frontage and will allow a maximum of ten signs.

Ms. Mears explained this is a complete overhaul of the sign ordinance because the current ordinance is very restrictive. They have added a table to the new proposal so that businesses will have ease in looking up signs that are permitted in their area.

Councilor Lauterborn questioned why the "A" frame signs are such a big issue now. Mr. Grant explained that now that they have a Compliance Officer he is addressing all compliance on signs, not just one sign in particular. He explained further that the officer is becoming more knowledgeable with this ordinance. Councilor Lauterborn and Mr. Grant discussed further. Councilor Gray added that residents have found objections to some signs and not others, but if you go by the letter of the law they all have to be compliant and these have mushroomed because they are complaint-driven.

Councilor Lachapelle agreed that there were a lot of changes in the proposed ordinance. Ms. Mears will continue to work on the proposed changes and bring it back to the Codes and Ordinances Committee in February, the next scheduled meeting. She asked them to contact her with any questions or concerns, as well as suggestions. She thanked the committee for their time.

7. Action Against Tenants – RSA 540:1

Jim Grant, Director of BZLS, explained the State RSA 540:1 to the Codes and Ordinances Committee. He cited that this should read “Actions Against Landlords.” Currently the landlords register their properties, but they removed the fines portion of the RSA. Mr. Grant said that a lot of the landlords had the attitude that there is no need to register if there was not a fine. He explained that as of January 1, 2015 the municipality can impose a fine of up to \$100. He was not saying that they need to impose the fine; he wanted to bring this to them to make them aware of the issue.

Mr. Grant agrees with the registration process because it makes it easier for the first responders, especially with the out of state landlords, if they register there is contact information.

Councilor Lachapelle stated that he would like this to stay in committee so that they can research the topic because he was under the impression that the committee had already put an ordinance in place. Councilor Lauterborn agreed that they did review in committee, but was under the impression that they were just following State law.

Councilor Hamann asked Mr. Grant about restricted properties. Mr. Grant read the State RSA citing the restricted properties.

The Codes and Ordinances Committee discussed researching the issue further.

8. Second Hand Dealers License

Jim Grant, Director of BZLS, reviewed his recommendations for a temporary 45 day license for these second hand businesses, which need to be approved by the full City Council. He explained that this time frame should be sufficient for this type of license. Councilor Lauterborn asked if this was in regards to a change of ownership. Mr. Grant agreed that could be one type of situation.

Mr. Grant explained that they will still go through the process and get background checks, but the 45 days will allow them to get it done and come before the full City Council. They would still be allowed to operate.

These recommendations would amend Chapter 34, sections 34.4 and 34.5. Councilor Lachapelle wanted Attorney Wensley to review and draft in legal form.

Councilor Lauterborn **MOVED** to present amendments for the Second Hand Dealer License, Chapter 34, to the full City Council on January 6, 2015. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

9. Aquifer Protection Ordinance Presentation

Kyle Pimental, Senior Planner with Strafford Regional Planning, gave a detailed PowerPoint presentation to the Codes and Ordinances Committee on the Ground Water Protection Act, NH RSA 485-C.

Councilor Gray questioned the mixing of ground water protection and ground water depletion. He questioned this because the presentation used examples of states such as California, which are in drought conditions. They do not have ground water to pump out. He said New Hampshire does not have that problem and should not be used as an example. Mr. Pimental states that they are looking at it from a holistic approach and wanted to give them detailed information.

Councilor Lachapelle recommended where they have time with this topic that they wait to see the full draft ordinance at this forum before they present to the full City Council. This should save a step.

Councilor Lauterborn asked if there were grants for this to be done. Mr. Pimental stated that there are clean water grants, which are Federal Grants, and he explained further to the Codes and Ordinances Committee. He went on to inform the committee that they started the process in 2012 hoping to inform the municipality to help write an ordinance. Councilor Lauterborn wanted the PowerPoint presentation sent out to them electronically so that they can review it further.

Councilor Gray had concerns with the type of permit when it comes to the regulation of ground water because constant testing will be very important due to the water discharge. He would like to know if there is coordination between the programs. The committee felt that they are looking at two separate issues.

Mr. Pimental tried to explain that there is not a direct correlation. Councilor Gray debated the matter further in regards to storm water.

Seth Creighton, Chief Planner, stated that they would be back before the committee again with both issues because they are re-writing Chapter 50, which pertains to the storm water issue. He reiterated that they are

somewhat the same, but separate. He explained the presentation at this time was to inform them that they are in the starting phase. They thanked the committee for their time and they will be back around March or April of 2015.

10. Various Amendments to Ordinances

Jim Campbell, Director of Planning, reviewed the amendments recommended to the various ordinances, which can be found in the packet as an addendum.

These proposals were a result of the Comprehensive Rezoning and are for Chapter 42.23, Accessory Uses [parking of commercial vehicles – weight limit]; Chapter 42.28, Performance Standards [glare or light]; Chapter 42.2, Definitions-Manufactured Housing and Standards for Permitted Uses [garages and overall minimum size]; and Chapter 43, Mobile Home Park Ordinances [habitable living space and lot coverage].

The Codes and Ordinances Committee suggested that Chapter 42 and 43 amendments reflect a specific date for the reason of existing properties. Councilor Hamann cited that with mobile home parks this would be necessary. The Codes and Ordinances Committee debated this further and agreed with making these amendments “as of said date.” Mr. Campbell agreed to make the change on the mobile home parks with the effective date of December 31, 2014.

Councilor Lauterborn asked if there were any objections to these changes when they were proposed. Mr. Campbell said there were no objections from the Planning Board or the public.

Councilor Lauterborn **MOVED** to present amendments to Chapters 42.23, 42.28, 42.2, and 43, be brought to the full City Council on January 6, 2015. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lauterborn asked that they get the correct information to the Clerk’s office for Attorney Wensley to review, as the handout from that evening differed from the information that was in the packet.

Councilor Lachapelle advised the committee that this would be for a first reading and they would need to have a public hearing, as well.

11. Discussion: Durham Zoning Ordinance

Councilor Gates asked to open a discussion regarding dwelling density types as it applies to unrelated households. He provided a copy of the Durham, NH Zoning Ordinance, which can be found in the packet. Councilor Gates asked Jim Campbell if he knew if Rochester had a similar ordinance. Mr. Campbell said he was not aware of one. Councilor Gates explained that Durham is currently at 300 square feet of habitable floor area in an unrelated household. Jim Grant stated that there was an ordinance for overcrowding. Councilor Gates would like the City to incorporate an ordinance stating that it should be 600 feet. Councilor Gates explained why he would like this type of ordinance. Councilor Gray felt that 600 feet was too much and he explained why to Councilor Gates.

The Codes and Ordinances Committee debated this issue with Jim Grant, Director of BZLS. Mr. Grant felt it would be a hard ordinance to draft. It is suggested that Councilor Gates, Mr. Grant, and Peter Cutrer, Deputy Fire Chief, work together to draft such an ordinance. They felt the Fire Department should be involved with the draft ordinance due to fire code. Councilor Gates agreed to work on such an ordinance.

12. Other

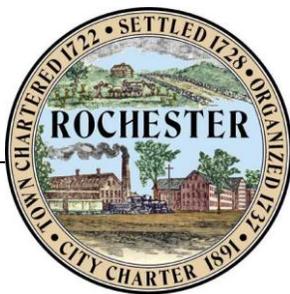
There was no other business to discuss at this time.

13. Adjournment

Councilor Gates **MOVED** to **ADJOURN** the Committee meeting at 8:55 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Nancy Carignan
Assistant City Clerk



Rochester City Council

Community Development Committee

MEETING MINUTES

James Gray, Chairperson
Elaine Lauterborn, Vice-Chair
Sandra Keans
Donna Bogan
Jake Collins

Meeting Date:	December 15, 2014	
Members Present:	Councilor Gray Councilor Lauterborn Councilor Keans Councilor Collins Councilor Bogan	
Staff:	Karen Pollard, Economic Development Manager	
Guests:	Jason Garland, North and South Property Advisors John Hajjar, Owner of 1 Wakefield Street Newton Kershaw III, 1 st Regional Funding LLC Steve Fleming, Elm Grove Property Manager	
1. Call to Order – Attendance		

Tour – 124 North Main Street, RSA 79e Application	Councilor Gray called the meeting to order at 3:00PM at 124 North Main Street. Committee Members and Economic Development Manager Pollard toured two of the units with Newton Kershaw III and Steve Fleming, his property manager. The proposed renovations will include repair or replacement of doors, porches, kitchen and bathroom fixtures, the exterior and boiler. The tour ended at 3:20 pm, and the meeting was recessed to resume at 1 Wakefield St. at 3:30 pm.
Tour – 1 Wakefield Street, RSA 79e Application	Councilor Gray called the meeting back to order at 3:30PM at 1 Wakefield Street. The Committee Members and Economic Development Manager Pollard toured 1 Wakefield Street with the property manager Jason Garland, of North and South Property Advisors. Mr. Garland Stated that the first floor will remain commercial rental units, and that there are no plans for exterior changes. The interior of the top two floors will be gutted down to the studs because the wall materials contain asbestos.. It is Mr. Garland's belief that the property was originally constructed with apartments on the top 2 floors and later converted to offices. Those office units have been difficult to rent in recent years. The renovation will provide a total of 21 apartments when the project is complete. The tour ended at 3:50 pm, and the meeting was recessed to resume at 4:00 pm in the City Council Conference Room.
<p>Councilor Gray called the meeting back to order at 4:00PM at City Hall.</p> <p>2. Review & Approval of Agenda – Approved Unanimously as Amended</p> <p>3. Approval of Minutes – Oct. 2014 (No November meeting) Approved Unanimously</p>	

4. PUBLIC INPUT – No input at this meeting	
The 1 Wakefield Street and 124 North Main Street applicants answered additional questions from the Committee and Manager Pollard.	
124 No. Main 79e Recommendation to City Council	Councilor Lauterborn made a motion to recommend 9 years of relief to the full City Council, Councilor Keans seconded. Councilor Collins asked how the Committee should determine how much benefit is appropriate, and a discussion of the public benefit and eligibility conditions was held. Councilor Collins added that touring the properties and meeting the owners added to his confidence level. The motion passed unanimously.
1 Wakefield 79e Recommendation to City Council	The Committee discussed the apartments to be created as described by Mr. Hajjar and Mr. Garland. Councilor Keans stated that the Councilors are constantly asked to improve Downtown and to help revitalize it, and these are exactly the kinds of projects that will make a difference. Councilor Keans made a motion to recommend 7 years of tax relief to the City Council for 1 Wakefield Street. This was seconded by Councilor Bogan. The motion was unanimously approved by the Committee members.
	Chairman Gray requested the Public Hearings for both applications be set for January 6, 2015, and the City Council action tentatively set for February 3, 2015. He stated that on the past proposal, the Finance Committee asked for a review of the proposal, and it was to be expected that it would be repeated for both new applications. The Finance Committee will meet on Jan. 13, 2015 at 7 pm.
CDBG Reports	The committee reviewed the JOB Loan Report and the Coordinator report as enclosed in the packet. The JOB Loan report is quarterly. Manager Pollard reported that following a meeting of the JOB Loan Committee, an agreement had been reached with Holy Rosary Credit Union to accept \$5,000 to release the City's lien on the property. The Coordinator report is monthly, and gave an update to CDBG activity. Both are also repeated in the monthly department reports.
2015 Committee Schedule	A draft schedule was provided for discussion. The committee prefers to have the November and December meetings be held at the discretion of the Chair. The meeting schedule will be posted on the city website and the conference room will be reserved for the 10 meetings.

Motion to adjourn made by Councilor Collins and seconded by Councilor Lauterborn.
The meeting was adjourned at 5:15 pm.

Next Meeting – January 22, 2015 in the Conference Room at City Hall

Topics

- Consolidated 5 Year Plan, Timeline and Update
- CDBG Annual Budget and Project Lists
- Application Fee increase for 79e Applications from \$50 to \$150



Rochester City Council Community Development Committee

James Gray, Chairperson
Elaine Lauterborn, Vice Chairperson
Sandra Keans
Donna Bogan
Jake Collins

AGENDA

Monday, December 15, 2014
3:00 pm tour 124 No. Main St.
3:30 pm tour 1 Wakefield St.
4:00 pm City Council Conference Room
City Hall, 31 Wakefield Street

- I. Call to Order – Attendance
- II. Review & Approval of Agenda
- III. Approval of Minutes – Oct. 2014 (No November meeting)
- IV. PUBLIC INPUT
- V. DISCUSSION – 79e Applications
 - 1 Wakefield Street (John Hajjar & Jason Garland)
 - 124 No. Main Street (Newton Kershaw, 1st Regional Funding LLC)
- VI. DISCUSSION
 - CDBG Projects & Programs Report by Julian Long
 - Quarterly JOB Loan Program Report
 - CDBG Five Year Plan Timeline
- VII. DISCUSSION
 - 2015 Community Development Committee Schedule
- VIII. OTHER BUSINESS
- IX. NEXT MEETING TOPICS
- X. NON-PUBLIC SESSION – (if needed)
- XI. ADJOURNMENT



City of Rochester, New Hampshire

Division of Community Development

31 Wakefield Street, Rochester NH 03867

(603) 335-7522 www.thinkrochester.biz

Rochester Community Development Committee
meets on the Fourth Thursday of every month.

All meetings begin promptly at 6:00 PM in the Council Conference Room in City Hall.

2015 Meeting Dates

January 22

February 26

March 26

April 23

May 28

June 25

July 23

August 27

September 24

October 22

November * At the Discretion of the Chair

December * At the Discretion of the Chair

CDC 2015	Discuss Agenda with Chair (at latest)	Post Agenda & packets out	2015 Meeting Dates
	13-Jan	16-Jan	22-Jan
	10-Feb	20-Feb	26-Feb
	17-Mar	20-Mar	26-Mar
	14-Apr	17-Apr	23-Apr
	12-May	15-May	28-May
	16-Jun	19-Jun	25-Jun
	14-Jul	17-Jul	23-Jul
	18-Aug	21-Aug	27-Aug
	15-Sep	18-Sep	24-Sep
	13-Oct	16-Oct	22-Oct
	19-Nov	*11/13/2014	At the discretion of the Chair
	8-Dec	*12/11/2014	At the discretion of the Chair

Community Development Coordinator Report
Prepared and submitted by the Community Development Coordinator
11 December 2014

Not all CDBG
 go to school playgrounds.

- Continuing Projects
 - The construction of new playground equipment at Gonic School occurred on November 2nd. A site visit and Davis-Bacon follow-up were both conducted by the Community Development Coordinator. A news release was drafted, as well, garnering positive media attention from *The Rochester Times*.
 - Bid documents for the Hanson Pines Pavilion project have been created by the previous Community Development Specialist, Elena Engle. The next step for this project is to put the public notice out to bid.
- Future Projects
 - Matt Pappas, co-chair of the Gonic School PTA Playground Committee, has requested further funding for Phase 3 of the Gonic School playground project. (Please see attached documents.)
 - The earlier proposed bicycle racks project, which would install bicycle racks in key locations throughout the City, is still in development. The Community Development Coordinator has been collecting initial price quotes to determine a rough necessary budget for the project.
 - The City's Public Library has requested funding to install handicap-accessible doors at its main entrance.
 - The Homeless Center for Strafford County (HCSC) has requested funding to install a new alarm system and do work on the building's roof. HCSC Executive Director Susan Ford is preparing further information and materials to be provided to the Community Development Coordinator.
- Five-Year Consolidated Action Plan and Year 1 Annual Action Plan
 - The Community Development Coordinator has been focusing on the Five-Year Consolidated Action Plan, which is due in May 2015. Multiple meetings with public service agencies have been conducted, as well as the first of several planned visits to and discussions with the local ward district neighborhood meetings.
 - The first of two federally-required public hearings will occur on December 16th during the City Council workshop sessions. The purpose of this public hearing will be information-gathering, and the public hearing is intended primarily for members of the general public.
 - The timeline for the Five-Year Consolidated Action Plan process, prepared by previous Community Development Specialist Elena Engle, is attached.
- Other Items
 - Bridging the Gaps, a youth substance abuse prevention coalition, is ending its fiduciary relationship with the Community Action Partnership of Strafford

County (Strafford CAP) and is seeking a new fiscal agent. Bridging the Gaps has met with representatives of the City to explore the possibility of the City becoming the new fiscal agent. Bridging the Gaps is the recipient of a federal substance abuse prevention grant in the amount of \$125,000 and is required to take a number of remedial steps to bring its program into compliance with the terms of the grant.

- The Community Development Coordinator is receiving weekly CDBG training from Adam Cannon, Special Projects Manager with the City of Portsmouth, NH. The Community Development Coordinator believes this training will be incredibly helpful to the completion of the Five-Year Consolidated Action Plan process.

**Preliminary Outline of Steps to Develop the 5-Year Consolidated Plan
And the First Year Action Plan for FY 15-16
Community Development Block Grant Program**

Tasks Completed: Review of Con Plan Desktop Manual, discussion with Portsmouth and Dover Community Development regarding collaborating on aspects of the 5 year plan over the winter, Plan initiated in HUD IDIS system, Con Plan template downloaded into Word Document, timeline created, input collected from current public service grantees.

Ongoing

- Meet and collaborate with Seacoast Entitlement Communities (Dover/Portsmouth)
- Gather relevant local/regional documents/reports on Housing, Homelessness, Planning, etc.
- Consultation with Local Housing Authority, Continuum of Care, Strafford Regional Planning
- Ongoing discussion with Community Development Committee and Community Development Department regarding priorities for funding.

Proposed Timeline

November, 2014

- Neighborhood Listening Sessions/Public Input
- Reach out to Dover/Portsmouth about a regional meeting with local providers and collaboration on areas of plan applicable to the region.

December 2015

- Mid – Late December – send out CDBG funding applications
- Organize sub-committee to discuss/develop priorities for plan

January 2015

- End of 2nd week – CDBG applications due to CD Coordinator
- CD Coordinator to review and prepare summaries to be sent to CD Committee
- Community Development Committee**
 - Public Service presentations to CD Committee
 - Discussion/Recommendations/Projects for FY 15-16 Action Plan

February 2015

- Committee rating of public services – submitted to CD Coordinator
- Community Development Committee**
 - Ratings distributed
 - Final recommendations on Con Plan and Action Plan

March 2015

- Neighborhood Listening Sessions/Public Input
- Final Preparation of Con Plan/Action Plan

April 2015

- 1st Reading of Draft Action Plan and Consolidated Plan
- Public Hearing

May 2015

- 2nd Reading and Adoption
- Submission of Action Plan and Consolidated Plan to HUD (by May 15th)

**JOB Loan Program Update
December 2014**

The Job Opportunity Benefit (JOB) Loan program provides a source of funding for businesses to expand, modernize or relocate within Rochester. These funds are almost always used as "gap" financing for businesses to add additional debt to their conventional financing. Eligible applicants include Rochester businesses that commit to hiring (*per HUD Regulation 24 CFR 570.209*) one full-time or full-time equivalent worker per \$50,000 of CDBG funds or one full-time or full-time equivalent worker per \$35,000 of CDBG funds if calculated in the aggregate for the year across all JOB Loans.

The JOB Loan account has a balance of **\$99,668** and is receiving **\$5,042.17** in monthly payments.

Community and Economic Development staff are working together to identify eligible businesses that would benefit from this loan program. In addition, Community and Economic Development has reached a settlement with Carney Medical in the amount of \$5,000.

Note: Job Loan balances are run on a quarterly basis- the principal balances below are through November 30, 2014.

Recipient Name	Original Loan Amount	Origination Date	FY14 Principal Balance as of 30 Nov 2014	Is Loan Currently Up to Date?
Custom Banner	\$50,000.00	5/12/2009	\$8,761.95	Yes
Distinctive Forest Creations	\$30,000.00	11/12/2005	\$17,358.94	Yes
Carney Medical	\$50,000.00	8/12/2009	\$31,853.96	Closed
Phone Booth, LLC	\$25,000.00	3/12/2010	\$3,947.14	Yes
Blue Oasis	\$50,000.00	4/12/2010	\$31,042.70	Yes
Country Tire & Service Center	\$40,000.00	8/22/2011	\$24,158.20	Yes
Thompson Tool Company	\$70,000.00	10/12/2012	\$53,603.30	Yes
LHR Sporting Arms	\$100,000.00	1/14/2014	\$98,464.08	Yes
Public House	\$10,000	3/6/14	\$9,370.56	Yes
	\$425,000		\$278,560.83	

Summary of Job Loan Principal Balances
As of November 30, 2014

Recipient Name	Loan Amount	Original Interest %	Original Term Months	Original Loan Date	Pmts Up To Date ?	FY14 Principal Balance	FY15 Capitalized Interest	FY15 Principal Collected	FY15 Nov-14 Principal Bal	FY15 Payment Amount	Notes
Active Job Loans											
Custom Banner	\$50,000	2.44%	72	May-09	Yes	\$8,761.95	\$0.00	\$2,356.56	\$6,405.39	\$886.05	
Distinctive Forest Creations	\$30,000	5.06%	60	Nov-05	Yes	\$17,358.94	\$0.00	\$500.00	\$16,858.94	\$100.00	
Phone Booth, LLC	\$25,000	2.44%	60	Mar-10	Yes	\$3,947.14	\$0.00	\$2,183.82	\$1,763.32	\$443.02	Business Closed-Loan Current
Blue Oasis	\$50,000	2.44%	120	Apr-10	Yes	\$31,042.70	\$0.00	\$2,042.65	\$29,000.05	\$469.99	
Country Tire & Service Center	\$40,000	2.44%	84	Aug-11	Yes	\$24,158.20	\$0.00	\$2,356.56	\$21,801.64	\$518.50	
Thompson Tool Company	\$70,000	2.44%	84	Oct-12	Yes	\$53,603.30	\$0.00	\$4,008.16	\$49,595.14	\$907.37	
LHR Sporting	\$103,050	2.44%	84	Dec-13	Yes	\$98,464.08	\$0.00	\$6,720.42	\$91,743.66	\$1,540.03	
Publick House	\$10,000	2.44%	60	Mar-14	Yes	\$9,370.56	\$0.00	\$794.01	\$8,576.55	\$177.21	
Totals						\$246,706.87	\$0.00	\$20,962.18	\$225,744.69	\$5,042.17	
Closed											
Carney Medical	\$50,000	2.44%	120	Aug-09	NO	\$31,853.96	\$0.00	\$5,000.00	\$0.00	\$0.00	Settlement Check \$5000 Received November 19, 2014 Balance Written Off
Grand Total						\$278,560.83	\$0.00	\$25,962.18	\$225,744.69		

Nov- 14 Cash-Balance Available to Lend **\$99,668**

GRANT PROJECT WORKSHEET
City of Rochester, NH

Date:	Department Name:
Department Contact Person <i>(Name, phone, email):</i>	
Project Name:	
SECTION 1:	
<p>1.) What is the problem that needs to be solved or need to be addressed? Complete the playground at Gonic School</p>	
<p>2.) Project Overview <i>(Include what you will do, where, why and type of support needed):</i> There are a number of small projects that need to be completed at Gonic School to finish the entire project.</p> <p>Here are the items to complete Phase 3:</p> <ul style="list-style-type: none"> * Add 4-6 benches for students to rest or parents to sit while watching their children play * Add "musical garden" - a series of outdoor musical instruments for students to play with * Addition to existing structure (installed Nov. 2012) to include slide, platform & several climbers * Add 2 tire swing bays (an alternative set of swings) * Add stonedust around grass field and around play structures to create walking track (half of track is already installed) <p>Phase 4:</p> <ul style="list-style-type: none"> * build an outdoor classroom, consists of concrete pad, 5 tables (to accommodate 25 students), build gazebo on the pad to provide shelter from sun, rain, etc. 	
<p>3.) Who are the beneficiaries of the project <i>(populations, businesses, age groups, etc.)</i> Gonic School averages 275 students from ages 5-11. In addition, the school's playground is utilized during non-school hours by children of all ages. It is often used by families as it is the only public play space in the Gonic corner of Rochester.</p>	
<p>4.) What is the goal of the project? The goal is to finish the Gonic School Playground project which is to update an old, decrepit playground that was installed over 25 years ago.</p>	
<p>5.) What specific measureable outcomes do you expect as a result of this project? First, students will have more options for their play. Our goal has been to provide an opportunity for children to have the creative and challenging play options. In addition, our goal is to have Gonic School be a "destination" for parents to bring their children to play during non-school hours.</p>	
<p>6.) Is there currently data or other reports/literature to support the need? When we started this project, all play structures were over 15 years old with some over 25 years old. We implemented a</p>	
<p>7.) What resources are required for successful implementation of the project <i>(ie; personnel, equipment, supplies, training, etc.)</i> Funding to pay for structures. We have plenty of parents willing to help</p>	
<p>8.) List any resources you already have in place: We have installed a number of new structures in the last five years. As we fundraise, we install new pieces according to our plan. We have the space to install all of the structures on our list. At this point in our plan, we need the funding to purchase them. Any minor work can be completed by school district personnel or parents.</p>	

9.) List potential partners you may have for this project:For the concrete work, we hope to work with Norm Vetter Concrete as they have expressed an interest in helping our project. In addition, Severino Trucking has communicated that they may be able to provide us stonedust at a reduced cost.

10.) Are you aware of anyone else in the community currently addressing this need?No.

11.) Are you aware of any potential funding sources? NH Charitable Foundation has set us up with a matching grant program which we hope to complete by the end of 2014.

12.) Are there any specific timeframes for this project that need to be met?within next 12-18 months. (by middle of 2016)

13.) Has project been reviewed by City Council or a Committee? (if not, likelihood of support) Not yet.

14.) Does this project relate to the City Master Plan? If so, state the chapter and the context: Unsure.

SECTION 2:

Project Budget (summary):

Construction: \$22,000

Administration: \$

Engineering: \$

Planning: \$

Other: \$

The \$22,000 cost is the estimate to finish Phase 3.

The costs for Phase 4 (the final phase) are estimated at \$31,000



Remaining tasks to complete Phase 3 of Gonic School Playground Project

Details of Phase 3	Est. Cost	Status
Obstacle Course a range of climbing structures to provide many options for students	\$24,500	Installed November 2014
New 6-bay swings a new set of swings to replace 30-year old swings that often break & fall apart	\$5,137	Installed November 2014
Benches Four-six benches for students to periodically rest or for parents to use while visiting	\$2,500	
Musical Garden a range of outdoor musical instruments to experiment w/ a variety of melodic opportunities	\$2,400	
Addition to existing structure Add a platform, wall, climber and chute slide	\$8,300	
2 Tire swing bays Two new alternative swings (tire swings) to provide additional choice for swings on playground.	\$3,800	
Stone Dust Pathway Complete the track around the field, in and around the play equipment, consists of stone dust and crushed rock	Est. \$3,500 - \$5,000	

A committee of the Gonic School PTA * All contributions are 100% tax deductible
10 Railroad Ave. Gonic, NH 03839 603-332-6487 gonicplayground@metrocaster.net

	Description	cost	sub totals	Status
Phase 1				
	Installation of 1 new structure	\$32,000		Complete
	Total Phase 1		\$32,000	
Phase 2				
	Drainage Project - installation of drainage pipes, spreading of sand, loam and walkway	\$24,500		Complete
	hydroseed playground (14,000 sq. ft.)- Liquid Lawn Hydroseeding, LLC	\$1,438		
	purchase of pipes, plugs, couplings, etc. for drainage (from Eliminator Systems, Inc.)	\$1,417		
	Total Phase 2		\$27,355	
Phase 3				
	Installation of More equipment, obstacle course, replace other aging equipment (swings, tire swings), other 1/2 of walkway			
	new obstacle Course	24,500		Complete
	benches (Min. 4)	\$2,500		Planning
	musical garden	\$2,400		Planning
	new addition to structure	\$8,000		Planning
	tire swings	\$3,000		planning
	full swings	5,137		Complete
	wood chip for Nov. install	680		
	Total Phase 3 left to raise:		\$15,900	

Gonic School Playground Rehabilitation Project - 2014

12/31/14

Phase 4						
Final details, benches, walkways, signage, & Outdoor Classroom						
Tiered seating			\$8,000			Planning
shrubs			\$1,400			Planning
Signage			\$1,000			Planning
Outdoor classroom			\$20,000			Planning
Total Phase 4					\$30,400	
Grand total of remaining phases:					\$46,300	
Grand total of entire project (spent + anticipated)					\$136, 022	

City of Rochester Planning Department
31 Wakefield Street
Rochester, NH 03867
(603) 335-1338
Michael.Behrendt@rochesternh.net



Application
Community Revitalization Tax Relief (per RSA 79E)
City of Rochester, New Hampshire

Jason Garland
120 Grant St.
Dorset NH
03826

Date: 4/23/14 [Office use only. Fee submitted: \$50 Final action: CK# 408]

Property information

Property address/location: ONE WAKEFIELD ST., ROCHESTER NH 03867

Name of building (if applicable): _____

Tax map #: 120; Lot #'s): 394; Year built (if known): 1929

Property owner

Name (include name of individual): ONE WAKEFIELD REALTY TRUST. JOHN HALLAR

Mailing address: 134 EAST HOWARD ST., QUINCY MA 02169

Telephone #: 617-770-0500 Email: JHALLAR@FOXCROFTINC.COM

Applicant/developer (if different from property owner) or Agent

Name (include name of individual): NORTH & SOUTH PROPERTY ADVISORS JASON GARLAND

Mailing address: 55 CALEF HWY., SUITE 2, BARRINGTON NH 03825

Telephone #: 603-231-1193 Email: JASON@NORTH SOUTH NH.COM

Proposed project

Explain project: RENOVATION OF SECOND AND THIRD FLOORS INTO
21 RESIDENTIAL APARTMENTS

Building uses. Existing: 27,195 SF; Proposed: 27,195 SF

Nonresidential square footage. Existing: 750 SF; Proposed: 18,130 SF

of residential dwelling units. Existing: 1; Proposed: 21

Expected construction dates. Start: 12/1/14; Finish: APRIL 1, 2015

(Continued Tax Relief (79E) application - Tax Map: 120 Lot: 394)

Project costs

Describe work that will constitute the substantial rehabilitation and estimated/projected costs. Please attach written estimates, if available.

Structural: SEE ATTACHED Cost: \$ _____

Electrical: _____ Cost: \$ _____

Plumbing: _____ Cost: \$ _____

Mechanical: _____ Cost: \$ _____

Other: _____ Cost: \$ _____

Total project cost: \$ _____

Other Information

Name of contractor (if known): NORTH & SOUTH CONSTRUCTION SERVICES

Will the project include any affordable housing units? NO; If so, how many? _____

Will any state or federal grants or funds be used in this project? NO

What are the public benefits associated with this project (in accordance with RSA 79-E:7)?

IT ENHANCES THE ECONOMIC VITALITY OF THE DOWNTOWN

Submission of application

Note: This program is available for projects where the rehabilitation cost equals or exceeds 15 percent of the pre-rehabilitation assessed valuation or \$75,000, whichever is less. Please attach any plot plans, building plans, elevation drawings, sketches, or photographs which help illustrate the project. A \$50.00 application fee (made out to "City of Rochester") must be submitted with this application. This application must be signed by the property owner.

I (we) hereby submit this application under the Community Revitalization Tax Relief Incentive Statute (NH RSA 79-E) and attest that to the best of my (our) knowledge all of the information herein and in the accompanying materials is true and accurate. I (we) have reviewed the statute and understand that: a) there will be a public hearing to evaluate the merits of this application; b) I (we) will need to enter into a covenant with the City; and c) I (we) may be required to pay reasonable expenses associated with the creation of the covenant.

Signature of property owner (1): *Juan A. ...*

Date: 9/23/14

Signature of property owner (2): _____

Date: _____

Rochester
12/31/14
12/9/14
Econ Div



55 Calef Highway, Suite 2, Barrington, NH 03825
(603) 664-0181

December 8, 2014

City of Rochester
31 Wakefield Street
Rochester, NH 03867

To Whom it May Concern:

The purpose of this letter is to explain what the public benefit of renovating the building located at One Wakefield Street to allow for Twenty-one apartments on the second and third floors. It would provide public benefit under the definition by I. It enhances the economic vitality of the downtown; III. It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B; and IV. It increases residential housing in urban or town centers.

Thank you for your attention to this. Please feel free to contact me with any questions.

Sincerely,

Jason Garland



55 Calef Highway, Suite 2, Barrington, NH 03825
(603) 664-0181

September 15, 2014

James Campbell
City of Rochester
31 Wakefield Street
Rochester, NH 03867-1917

Dear Mr. Campbell,

The purpose of this letter is to inform you of the owner's intent to renovate the second and third floors of the property located at One Wakefield Street. Each floor consists of approximately 9,065 sf. The existing use is currently office space and one residential unit. The proposed use is twenty-one residential apartments. The renovations would be limited to the interior of the structure with the exception of mechanical equipment to be located on the roof and not visible from the street. Warren Street Architects has been employed for design and code review. At this time we have met with the Fire Department and Code Enforcement for initial code review. Tenants will use the existing parking lot that contains 41 spaces as well as the municipal lots located in close proximity to the property. The estimated cost of improvements is \$1,200,000. The owner intends to apply for Community Revitalization Tax Relief under RSA 79E. All construction will meet all building and life safety codes.

The property owner's name and address.

One Wakefield Realty Trust
134 East Howard St.
Quincy, MA 02169

The property location (address, tax map and lot number).

One Wakefield Street
Rochester, NH 03867
Map 120 Lot 394

Owner's Representative

Jason Garland
North & South Property Advisors
55 Calef Highway, Suite 2
Barrington, NH 03825
(603) 231-1193

Number of sq. ft. to be used and whether it is existing space or new construction.
18,130 +/- sf renovation of existing space

Description of the proposed use of the property.
Twenty-one Residential Apartments, thirteen one bedroom and eight two bedroom

Description of the previous use of the property.
General Office Space & One Residential Apartment

Brief description of the existing conditions- of the neighborhood (uses of abutting properties, traffic conditions, etc).
The property lies in a B-2 Zone and is surrounded by existing business uses both office and retail with residential uses on the upper floors.

The number of employees that would result from the proposed use.
None

The proposed hours of operation for the new use.
N/A

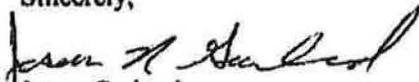
Description of how off-street parking will be accommodated.
Use of owner's current parking lot (41 Spaces) and Municipal Parking

Description of any proposed site changes (ground disturbance, new structures, additions to existing structures). You do not need to address any interior changes to structures; Code Enforcement will outline the necessary procedures and permits.
None

Where the access to the property will be located (driveways, curb cuts, etc.).
Access will remain off of Museum Way and Hanson Street with no additional curb cuts.

Thank you for your attention to this. Please feel free to contact me with any questions.

Sincerely,


Jason Garland

CSI CODE #	DIVISION DESCRIPTION	Labor			materials			Subcontractors			COMMENTS/ REMARKS	
		EST UNITS	Direct /hr	Labor TOTAL	EST UNITS	UNIT COST	Matl COST	Esti Units	Unit costs	Total Costs		
CSI# DIVISION 1 - GENERAL CONDITIONS												
01-110	ARCHITECTURAL SERVICES	0	0	0	0	0	0	100	100	10000		
01-113	STRUCTURAL ENGINEER FEES	0	0	0	0	0	0	20	100	2000		
01-200	OFFICE SUPERVISION	80	35	2800	0	0	0	0	0	0		
01-201	PROJECT MANAGER	10	2200	22000	0	0	0	0	0	0		
01-205	PROJECT SUPERINTENDENT	40	1800	72000	0	0	0	0	0	0	Site Supervision	
01-220	TRAVEL AND OFFICE EXPENSES	2500	0.52	1300	0	0	0	0	0	0	Misc. office expenses	
01-230	PHOTOS AND PRINTS	0	0	0	5	150	750	0	0	0	Blue-line Reproduction	
01-260	TEMPORARY TOILETS	0	0	0	0	0	0	6	90	540		
01-270	TEMPORARY WATER	0	0	0	80	8	640	0	0	0	Bottled water	
01-280	TEMPORARY TELEPHONE	0	0	0	0	0	0	6	50	300	Cell phone	
01-320	PERMITTING COSTS										Building permits & fees	
	Per \$ fee	9	1000	9000	0	0	0	0	0	0		
	Per sq. ft. fee	0	0	0	0	0.044	0	0	0	0		
	app. fee	0	0	0	1	10	10	0	0	0		
01-330	TESTING FEES	0	0	0	0	0	0	1	2000	2000	HAZMAT testing	
01-355	TEMPORARY PROTECTION	40	35	1400	20	100	2000	0	0	0		
01-500	SALVAGE STORAGE	0	0	0	0	0	0	6	300	1800	Site office	
01-510	PERIODIC CLEAN UP	40	35	1400	0	0	0	2	600	1200	Dumpster/daily clean up	
01-520	FINAL CLEAN UP	0	0	0	0	0	0	20	300	6000	Post project clean up	
01-530	TEMPORARY CLOSURES	40	35	1400	20	50	1000	0	0	0		
01-540	SAFETY/SECURITY	24	110	2640	0	0	0	0	0	0	OSHA req'd meetings	
01-620	SMALL TOOLS	0	0	0	1	300	300	0	0	0		
01-700	PUNCH LIST	40	35	1400	20	50	1000	0	0	0		
01-800	MATERIAL HANDLING - trusses	10	35	350	0	0	0	0	0	0		
										Labor	Mat'l's	Subs
										115690	5700	23840
										Division Total		\$ 145,230
CSI# DIVISION 2 - SITE WORK												
02-110	DEMOLITION	0	0	0	0	0	0	1	44000	44000	Abollo	
										Labor	Mat'l's	Subs
										0	0	44000
										Division Total		\$ 44,000
CSI # DIVISION 3- CONCRETE												
03-320	GYPCRETE FLOORS	40	45	1800	0	0	0	4.25	9000	38250		
										Labor	Mat'l's	Subs
										1800	0	38250
										Division Total		\$ 40,050

7/7/2014

Cobb Hill Construction, Inc

Budget.xls

CSI# DIVISION 5 STRUCTURAL STEEL																			
05-100	STRUCTURAL STEEL	40	45	1800	1	5000	5000	0	0	0									
05-410	STEEL STUD FRAMING	0	0	0	0	0	0	2.25	18000	40500									
<table border="1"> <thead> <tr> <th>Labor</th> <th>Mat'l's</th> <th>Subs</th> </tr> </thead> <tbody> <tr> <td>1800</td> <td>5000</td> <td>40500</td> </tr> <tr> <td colspan="2">Division Total</td> <td>\$ 47,300</td> </tr> </tbody> </table>											Labor	Mat'l's	Subs	1800	5000	40500	Division Total		\$ 47,300
Labor	Mat'l's	Subs																	
1800	5000	40500																	
Division Total		\$ 47,300																	
CSI# DIVISION 6 WOODWORK & CARPENTRY																			
06-100	WOOD FRAMING	320	45	14400	2	3000	6000	0	0	0									
06-120	SUBFLOOR	160	45	7200	1	2000	2000	0	0	0									
08-140	UNDERLAYMENT	40	45	1800	20	1000	20000	0	0	0									
06-210	INTERIOR FINISH CARPENTRY	0	0	0	20	1200	24000	20	800	16000									
<table border="1"> <thead> <tr> <th>Labor</th> <th>Mat'l's</th> <th>Subs</th> </tr> </thead> <tbody> <tr> <td>23400</td> <td>52000</td> <td>16000</td> </tr> <tr> <td colspan="2">Division Total</td> <td>\$ 91,400</td> </tr> </tbody> </table>											Labor	Mat'l's	Subs	23400	52000	16000	Division Total		\$ 91,400
Labor	Mat'l's	Subs																	
23400	52000	16000																	
Division Total		\$ 91,400																	
CSI# DIVISION 7 THERMAL & MOISTURE PROTECTION																			
07-200	BUILDING INSULATION	0	0	0	0	0	0	1	18000	18000									
07-250	FOAM BOARD INSULATION	0	0	0	0	0	0	1	6200	6200									
07-410	MEMBRANE ROOFING	0	0	0	0	0	0	1	3000	3000									
07-810	ROOF HATCHES/VENTS	1	200	200	0	0	0	1	400	400									
<table border="1"> <thead> <tr> <th>Labor</th> <th>Mat'l's</th> <th>Subs</th> </tr> </thead> <tbody> <tr> <td>200</td> <td>0</td> <td>27600</td> </tr> <tr> <td colspan="2">Division Total</td> <td>\$ 27,800</td> </tr> </tbody> </table>											Labor	Mat'l's	Subs	200	0	27600	Division Total		\$ 27,800
Labor	Mat'l's	Subs																	
200	0	27600																	
Division Total		\$ 27,800																	
CSI# DIVISION 8 DOORS, WINDOWS & HARDWARE																			
08-100	METAL DOORS AND FRAMES	20	50	1000	0	0	0	20	300	6000									
08-200	WOOD DOORS AND FRAMES	60	50	3000	0	0	0	60	200	12000									
08-700	HARDWARE	80	35	2800	0	0	0	80	100	8000									
08-800	GLAZING	0	0	0	0	0	0	20	1000	20000									
<table border="1"> <thead> <tr> <th>Labor</th> <th>Mat'l's</th> <th>Subs</th> </tr> </thead> <tbody> <tr> <td>6800</td> <td>0</td> <td>46000</td> </tr> <tr> <td colspan="2">Division Total</td> <td>\$ 52,800</td> </tr> </tbody> </table>											Labor	Mat'l's	Subs	6800	0	46000	Division Total		\$ 52,800
Labor	Mat'l's	Subs																	
6800	0	46000																	
Division Total		\$ 52,800																	
CSI# DIVISION 9 FINISHES																			
09-250	GYPSUM WALLBOARD	0	0	0	0	0	0	1	90000	90000									
09-400	CEILING SYSTEM	0	0	0	0	0	0	1	6000	6000									
09-550	FLOORING	0	0	0	0	0	0	1	90000	90000									
09-900	PAINTING	0	0	0	0	0	0	20	2000	40000									
<table border="1"> <thead> <tr> <th>Labor</th> <th>Mat'l's</th> <th>Subs</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>0</td> <td>226000</td> </tr> <tr> <td colspan="2">Division Total</td> <td>\$ 226,000</td> </tr> </tbody> </table>											Labor	Mat'l's	Subs	0	0	226000	Division Total		\$ 226,000
Labor	Mat'l's	Subs																	
0	0	226000																	
Division Total		\$ 226,000																	
CSI# DIVISION 10 SPECIALITIES																			
10-522	FIRE EXTINGUISHERS & CABINET	0	0	0	0	0	0	6	300	1800									
10-800	TOILET AND BATH ACCESSORIES	20	150	3000	20	150	3000	0	0	0									

CSI Code Estimate Format

estimate

10-910 SHELVING-METAL	0	0	0	0	0	0	20	300	6000			
										Labor	Mat'l's	Subs
										3000	3000	7800
										Division Total \$ 13,800		

CSI# DIVISION 11 SPECIALIZED EQUIPMENT												
11-452 RESIDENTIAL APPLIANCES	0	0	0	0	0	0	20	1200	24000			
										Labor	Mat'l's	Subs
										0	0	24000
										Division Total \$ 24,000		

CSI# DIVISION 12 CABINETS & STORAGE												
12-300 CABINETS/STORAGE	0	0	0	0	0	0	20	4000	80000			
12-500 WINDOW FURNISHING	0	0	0	0	0	0	20	400	8000			
12-600 FURNITURE/FURNISHINGS	0	0	0	2	1200	2400	0	0	0			
										Labor	Mat'l's	Subs
										0	2400	88000
										Division Total \$ 90,400		

CSI# DIVISION 15 MECHANICAL SERVICES												
PLUMBING	0	0	0	0	0	0	20	5000	163262	TCC		
FIRE PROTECTION	0	0	0	0	0	0	1	54000	54000	Advantage Fire Sprinkler		
HVAC	0	0	0	0	0	0	1	140000	238000	TCC		
										Labor	Mat'l's	Subs
										0	0	455262
										Division Total \$ 455,262		

CSI# DIVISION 16 ELECTRICAL SERVICES												
ELECTRICAL	0	0	0	0	0	0	1	236000	236000	Irish Electric		
										Labor	Mat'l's	Subs
										0	0	236000
										Division Total \$ 236,000		

CSI# DIVISION 18 CONTINGENCY												
18-100 2% CONTINGENCY	0	0	0	0	0	0	1	26000	26000	Irish Electric		
										Labor	Mat'l's	Subs
										0	0	26000
										Division Total \$ 26,000		

DIRECT COST SUBTOTALS	152,690		68100					1,299,252		\$ -		1,520,042
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TOTAL OF DIRECT COST

\$ 1,520,042.00

7/7/2014

Cobb Hill Construction, Inc

Budget.xls

CSI Code Estimate Format

estimate

Page 4

18-000

PLUS OVERHEAD @ 5.00%

\$ 76,002.10

SUBTOTAL

\$ 1,596,044.10

18-000

PLUS PROFIT @ 5.00%

\$ 79,802.21

TOTAL BID FOR PROJECT estim.

\$1,675,846.31

1.1025

12/31/14

GENERAL PLAN NOTES

1. FINISH FLOOR ELEVATION = 100'-0" = 00 = DISTANCE OF FINISH FLOOR FIVE IN INCHES. + 1 = DISTANCE OF GRADE ABOVE FIVE IN INCHES. FINISH FLOOR ELEVATION OF BUILDING IS REFERENCED AS ARCHITECTURAL. GRADE ELEVATION 100'-0" AND IS MEASURED FROM THE TOP OF CONCRETE SLAB. SEE CIVIL DRAWINGS FOR ELEVATIONS BASED ON TOPOGRAPHIC DATA.
2. DO NOT SCALE DRAWINGS.
3. THE CONTRACTOR SHALL PROVIDE BLOODING FOR ALL MECHANICAL, MECHANICAL, PLUMBING FIXTURES AND ELECTRICAL DEVICES AS REQUIRED.
4. ALL LUMBER IN DIRECT CONTACT WITH CONCRETE SHALL BE PRESSURE TREATED INCLUDING ALL SKEL PLATES FOR WOOD STUD WALLS.
5. GC SHALL REVIEW PRIOR TO INSTALLATION ANY CONFLICT OF ENGINEERING TRADE DEVICES (E.G. FIRE ALARM DEVICES) WITH ARCHITECTURAL DETAILS AND BRING THESE DISCREPANCIES TO THE ARCHITECT FOR REVIEW.
6. ALL DIMENSIONS TO OUTSIDE FACE OF STEEL, FACE OF CONCRETE, FACE OF MASONRY, OR CENTER OF OPENING, U.L.D.
7. EXHIBITATE MISC. STEEL REQUIREMENTS FOR MECHANICAL / HANGING GANTRY SUPPLIED EQUIPMENT.
8. REFER TO DIMENSION PLANS FOR GENERAL PARTITION NOTES & PARTITION TYPES.

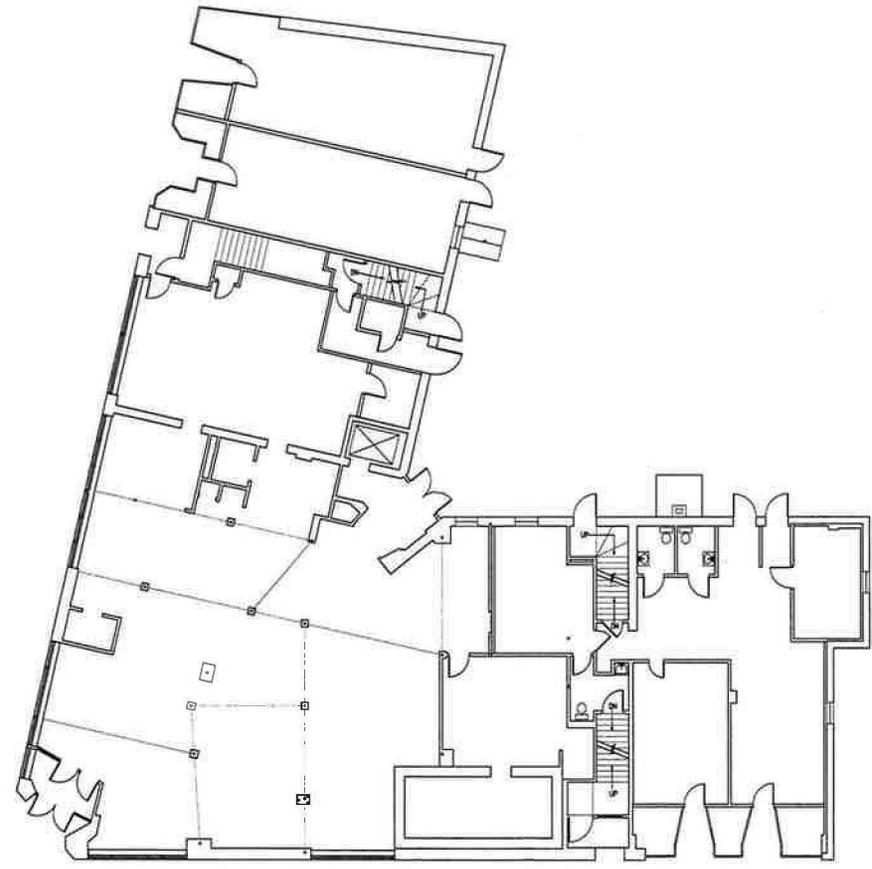
WARRENSTREET ARCHITECTS
 27 Warren Street Concord, NH 03301
 TEL: 603.224.1111 FAX: 603.224.1112 www.warrenstreet.com

CONSULTANTS / KEY PLAN

CONSTRUCTION LEGEND

- EXISTING PARTITIONS
- NEW PARTITIONS
- CONSTRUCTION NOTE. SEE LEGEND BELOW
- FIRE EXTINGUISHER AND CABINET

CONSTRUCTION NOTE LEGEND



FIRST FLOOR PLAN
 1/16" = 1'-0"

PROJECT TITLE / ADDRESS
ONE WAKEFIELD STREET

ONE WAKEFIELD ST
 ROCHESTER, NH 03867

SCALE: AS NOTED ENGL. JESSIE HELDING
 JOB # 2002 PREP
 DESIGNED BY: RL CDD BY: AS

10/24/2014
 SCHEMATIC DESIGN
 NOT FOR CONSTRUCTION

REVISIONS:

FIRST FLOOR PLAN

A101

SHEET NUMBER OF
Copyright WarrenStreet Architects © 2014

P:\PROJECTS\2012 ONE WAKEFIELD STREET\06-00-00\01-01\1113131.dwg, 10/24/2014 11:53:31 AM, jpe in, dwg to pdf ecl, ARCH, full bleed D (24.00 x 36.00 inches)

12/31/14

WARRENSTREET ARCHITECTS
27 Warren Street Concord NH 03301
1.603.225.8444 F.603.225.8101 www.warrenstreetarchitects.com

GENERAL PLAN NOTES

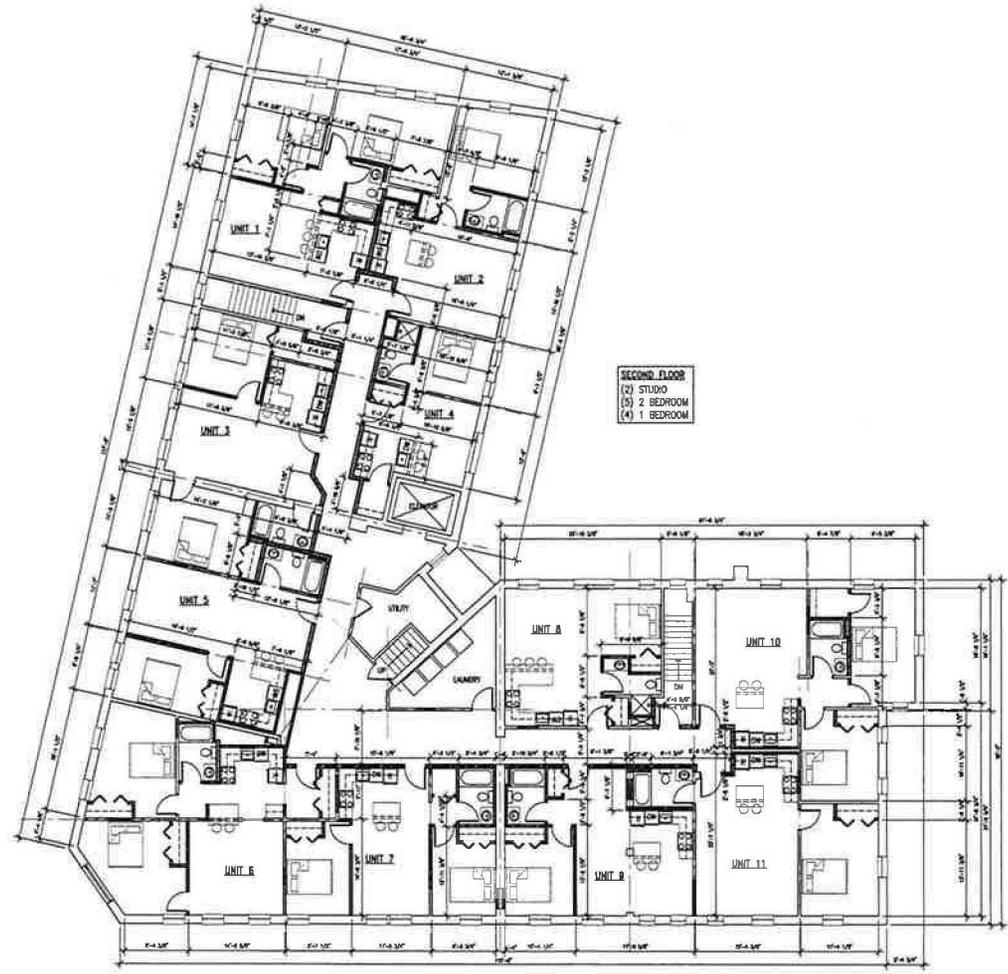
1. FINISH FLOOR ELEVATION = 200'-0" - (0) = DENOTES 0' ABOVE BENCH MARK. FINISH FLOOR ELEVATION OF BUILDING IS INDICATED AS ARCHITECTURAL. ROOM ELEVATION 100'-0" AND IS MEASURED FROM THE TOP OF CONCRETE SLAB. SEE CIVIL DRAWINGS FOR ELEVATIONS BASED ON TOPOGRAPHIC DATA.
2. DO NOT SCALE DRAWINGS
3. THE CONTRACTOR SHALL PROVIDE BIDDING FOR ALL MILLWORK, MECHANICAL FIXTURES, PLUMBING FIXTURES AND ELECTRICAL DEVICES AS REQUIRED.
4. ALL LUMBER IN DIRECT CONTACT WITH CONCRETE SHALL BE PRESSURE TREATED INCLUDING ALL SILL PLATES FOR WOOD STUD WALLS.
5. GC SHALL REVIEW PRIOR TO INSTALLATION ANY CONFLICT OF ENGINEERING TRADE DEVICES (E.G. FIRE ALARMS) WITH ARCHITECTURAL DETAILS AND BRING THESE DISCREPANCIES TO THE ARCHITECT FOR REVIEW.
6. ALL DIMENSIONS TO OUTSIDE FACE OF SLAB, FACE OF CONCRETE, FACE OF BRICKWORK, OR CENTER OF OPENING, UNLESS NOTED.
7. COORDINATE MISC. STEEL REQUIREMENTS FOR HOISTING / VARIOUS OTHER SUPPLIED EQUIPMENT.
8. REFER TO DIMENSION PLANS FOR GENERAL PARTITION NOTES & PARTITION TYPES.

CONSULTATIVE KEY PLAN

CONSTRUCTION LEGEND

- EXISTING PARTITIONS
- NEW PARTITIONS
- ① → CONSTRUCTION NOTE. SEE LISTING BELOW.
- ② FIRE EXTINGUISHER AND CHANCK

CONSTRUCTION NOTE LEGEND



SECOND FLOOR
(2) STUDIO
(3) 2 BEDROOM
(4) 1 BEDROOM

1 THIRD FLOOR PLAN
1/15 1/14

PROJECT TITLE/ADDRESS
ONE WAKEFIELD STREET
ONE WAKEFIELD ST
ROCHESTER, NH 03867

SCALE: AS NOTED DWG: 2004 (S.D.P.W.)
JOB #: 2502 DATE: 10/24/14
DRAWN BY: RL CHECKED BY: JR

10/24/2014
SCHEMATIC DESIGN
NOT FOR CONSTRUCTION

REVISIONS

FLOOR PLAN

A103

SHEET NUMBER OF
Copyright WarrenStreet Architects © 2014

P:\PROJECTS\2007 ONE WAKEFIELD STREET\08 - 08-0000\101 - ARCH\2014\02 - PLANS\3.dwg, 10/29/2014 11:52:37 AM, John H. Ding to PDF e-a-3, ARCH, Use Wred D (24.00 x 36.00 inches)



City of Rochester, New Hampshire

Division of Community Development
31 Wakefield Street, Rochester NH 03867
(603) 335-7522 www.thinkrochester.biz

Review Form: For RSA 79e Community Revitalization Tax Relief Incentive

Building Name (if any): _____ Building Address: <u>1 Wakefield St.</u> Owner Name(s): <u>One Wakefield Realty Trust</u> Owner Address(es): <u>134 East Howard St., Quincy, MA 02169</u>	Map# <u>0120</u> Lot# <u>0394</u> Zoning: <u>DC - Downtown Commercial</u> Overlay District: <u>Special Downtown</u> Year Built <u>1928</u> Gross Square Footage of Building <u>38,063 SF</u>
Contact Name: <u>John Hajjar</u> Phone # <u>617-770-0500</u> Email address: <u>jhajjar@foxcroftinc.com</u>	Applicant Name(s) (if different from owner): <u>Jason Garland, North & South Property Adv.</u> Applicant Address: <u>55 Calef Hwy, Ste 2, Barrington, NH 03825</u> 603-231-1193 Phone # Email address: <u>Jason@northsouthnh.com</u>
	Application Fee Paid: <u>X</u> Yes <u> </u> No
Existing Uses (describe number of units by type and size) Is there a change of use associated with this project? <u>X</u> Yes <u> </u> No If so, please describe: <u>The two upper floors have been office space, but increasingly difficult to rent and vacant for a long time. These floors will be converted to market rate, non age-restricted apartments.</u>	Is the building eligible or listed on the State or National Register of Historic Places or located in a Local, State, or Federal Historic District? Yes <u>X</u> <u> </u> No <u> </u> Provide historic district name: <u>Downtown Rochester Historic District</u>
Will the project include rehabilitation or new of residential units? <u>X</u> Yes <u> </u> No If yes, how many: <u>22</u> If yes, please describe: <u>Upper floors will be converted into market rate apartments. Floor plans included with application.</u>	Will the project involve affordable residential units? <u> </u> Yes <u> N </u> No If yes, please describe: <u>Portsmouth-Rochester, NH 60% RENT LIMIT</u> <u>EFFIC. \$925/ 1 BR \$991/ 2 BR \$1,189</u> <u>NHHFA RENTS EFFECTIVE DATE: 5/1/2014</u> <u>Rental rates are below the above maximums.</u>
<u>Other Review & Comment (if necessary)</u> Historic District Review: <u>X</u> TBD Special Downtown Review: <u>X</u> TBD Minor Site Review: <u>N/A</u> Planning Board Review: <u>X</u> TBD Zoning Board of Adjustment: <u>N/A</u> TBD Tax Assessor: <u>X</u> Done by Tom Mullin ~Dec. 1, 2014	<u>Section 79:E-4</u> Application Date: <u>12/8/14</u> Complete: <u>Y/N</u> Staff Review: <u>11/24/14</u> Community Development Committee: <u>12/15/14</u> Post Public Hearing: _____ Public Hearing Date: <u>1/6/15</u> *Required within 60 days of receipt of application City Council: <u>2/10/15</u> *Required within 45 days of Public Hearing

Does this application meet the appropriate tests?

Is it a qualifying structure located in a designated downtown zone? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Pre-rehabilitation assessed value (from most recent City Assessment): \$ <u>693,100</u>	
Total estimated cost of rehabilitation (from application):	\$ <u>1,675,846.31</u>
Percentage of rehabilitation costs to assessment valuation:	<u>249.71</u> %
Does the estimated cost of rehabilitation exceed 15% of pre-rehabilitation assessed valuation, or \$75,000, whichever is lower? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Is there public benefit? Must satisfy at least 1 of the conditions below. (Section 79-E:7)	
<input checked="" type="checkbox"/> It enhances the economic vitality of the Downtown District.	
<input checked="" type="checkbox"/> It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district.	
<input checked="" type="checkbox"/> It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community.	
<input checked="" type="checkbox"/> It increases residential housing in urban or town centers.	
<input checked="" type="checkbox"/> In a Local, State, or Federal Historic District?	
Are other funding programs being applied to this project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Other Programs. – The provisions of this chapter shall not apply to properties whose rehabilitation or construction is subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50 percent of construction costs from state or federal programs.	

ELIGIBILITY: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<u>5</u>
1) Substantial Rehabilitation Tax Relief Incentive (Up to 5 Years)	<u>2</u>
2) Additional Tax Relief Incentive for New Residential Units (Up to 2 Years)	<u> </u>
3) Additional Tax Relief Incentive for Affordable Housing (Up to 4 Years)	<u> </u>
4) Additional Tax Relief for rehabilitation of historic places* (Up to 4 Years)	<u> </u>
* Rehabilitation in accordance with the in accordance with Secretary of Interior's Standards for Rehabilitation.	<u>7</u>
	(Total)

Name & Title: Karen Pollard, Economic Development Manager

Date: 12/15/14



CAI Property Card

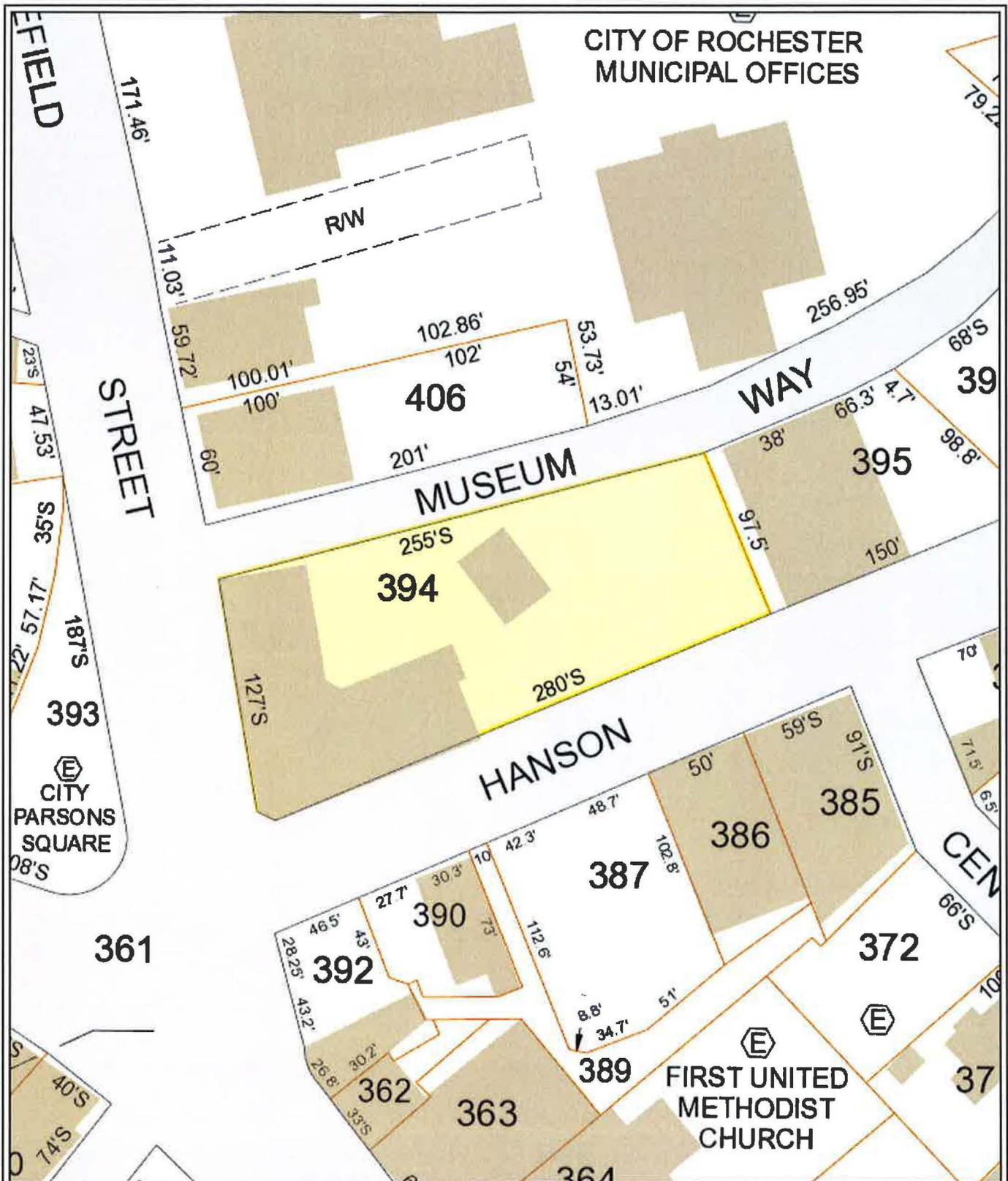
Town of Rochester, NH

GENERAL PROPERTY INFORMATION	BUILDING EXTERIOR	
LOCATION: 1 WAKEFIELD ST ACRES: 0.67 PARCEL ID: 0120-0394-0000 LAND USE CODE: 340 CONDO COMPLEX: OWNER: ONE WAKEFIELD REALTY TRUST % CO - OWNER: S JOHN HAJJAR MAILING ADDRESS: 134 E HOWARD ST QUINCY, MA 02169 ZONING: DTC PATRIOT ACCOUNT #: 220	BUILDING STYLE: OFFICE UNITS: 1 YEAR BUILT: 1928 FRAME: WOOD EXTERIOR WALL COVER: BRICK ROOF STYLE: FLAT ROOF COVER: MEMBRANE	
	BUILDING INTERIOR	
<th data-bbox="107 709 954 745">SALE INFORMATION</th> <td data-bbox="954 592 1485 1318"> INTERIOR WALL: AVERAGE FLOOR COVER: AVERAGE HEAT TYPE: FORCED W/A FUEL TYPE: GAS PERCENT A/C: 0 # OF ROOMS: 6 # OF BEDROOMS: 2 # OF FULL BATHS: 2 # OF HALF BATHS: 7 # OF ADDITIONAL FIXTURES: 0 # OF KITCHENS: 2 # OF FIREPLACES: 0 # OF METAL FIREPLACES: 0 # OF BASEMENT GARAGES: 0 </td>	SALE INFORMATION	INTERIOR WALL: AVERAGE FLOOR COVER: AVERAGE HEAT TYPE: FORCED W/A FUEL TYPE: GAS PERCENT A/C: 0 # OF ROOMS: 6 # OF BEDROOMS: 2 # OF FULL BATHS: 2 # OF HALF BATHS: 7 # OF ADDITIONAL FIXTURES: 0 # OF KITCHENS: 2 # OF FIREPLACES: 0 # OF METAL FIREPLACES: 0 # OF BASEMENT GARAGES: 0
<th data-bbox="107 940 954 976">PRINCIPAL BUILDING AREAS</th> <td data-bbox="954 1318 1485 1354"></td>	PRINCIPAL BUILDING AREAS	
GROSS BUILDING AREA: 38,063 FINISHED BUILDING AREA: 28,728 BASEMENT AREA: 9,225 # OF PRINCIPAL BUILDINGS: 2		
<th data-bbox="107 1318 954 1354">ASSESSED VALUES</th> <td data-bbox="954 1390 1485 1425"></td>	ASSESSED VALUES	
LAND: 88,200 YARD: 18,900 BUILDING: 586,000 TOTAL: \$693,100		
<th data-bbox="107 1425 954 1461">SKETCH</th> <th data-bbox="954 1425 1485 1461">PHOTO</th>	SKETCH	PHOTO
<p>Property sketch showing lot dimensions and features:</p> <ul style="list-style-type: none"> Lot dimensions: 19.5, 31, 60, 110, 13, 117, 45, 64, 9 Features: CNP (110), TFL H=10, SFL, PFL, BMT (9225) 	<p>Photograph of the building exterior, a multi-story brick structure.</p>	



www.cai-tech.com

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Rochester, NH
 1 Inch = 69 Feet
 December 15, 2014



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

www.cai-tech.com



City of Rochester Planning Department
31 Wakefield Street
Rochester, NH 03867
(603) 335-1338
Michael.Behrendt@rochesternh.net



Received 12/18/14
12/31/14
ECON DEV
1st Regional Funding
LLC
440 Hanover St.
Manchester NH
03104

Application
Community Revitalization Tax Relief (per RSA 79E)
City of Rochester, New Hampshire

CK# 1667

Date: 11/14/2014 [Office use only. Fee submitted: \$50 Final action: _____]

Property information

Property address/location: 124 No Main St

Name of building (if applicable): _____

Tax map #: 2025; Lot #'(s): 587; Year built (if known): 1920

Property owner

Name (include name of individual): 1st Regional Funding, LLC

Mailing address: 440 Hanover St Manchester, NH 03104

Telephone #: 603.666.8534 Email: nkershaw@elmgrovecompanies.com

Applicant/developer (if different from property owner) **or Agent**

Name (include name of individual): _____

Mailing address: _____

Telephone #: _____ Email: _____

Proposed project

Explain project: Purchased out of foreclosure, this building requires a substantial amount of deferred interior and exterior maintenance to be addressed so it can be operated responsibly.

Building uses. Existing: Residential; Proposed: Residential

Nonresidential square footage. Existing: 0; Proposed: 0

of residential dwelling units. Existing: 8; Proposed: 8

Expected construction dates. Start: Upon 79-E resolution; Finish: Six Months from Start

(Handwritten mark)

(Continued Tax Relief (79E) application - Tax Map: 2025 Lot: 587)

Project costs

Describe work that will constitute the substantial rehabilitation and estimated/projected costs. Please attach written estimates, if available.

Structural: Foundation work, windows, insulation, roofing, etc. Cost: \$ 50,000

Electrical: Electrical update, lighting, appliances Cost: \$ 10,000

Plumbing: Plumbing update, kitchens, bathrooms Cost: \$ 5,000

Mechanical: Furnace/Boiler Cost: \$ 5,000

Other: Cleaning, painting, landscaping, finishes, etc. Cost: \$ 20,000

Total project cost: \$ 90,000

Other Information

Name of contractor (if known): Kindler Development

Will the project include any affordable housing units? Yes; If so, how many? 8

Will any state or federal grants or funds be used in this project? No

What are the public benefits associated with this project (in accordance with RSA 79-E:7)?

Please see attachment.

Submission of application

Note: This program is available for projects where the rehabilitation cost equals or exceeds 15 percent of the pre-rehabilitation assessed valuation or \$75,000, whichever is less. Please attach any plot plans, building plans, elevation drawings, sketches, or photographs which help illustrate the project. A \$50.00 application fee (made out to "City of Rochester") must be submitted with this application. This application must be signed by the property owner.

I (we) hereby submit this application under the Community Revitalization Tax Relief Incentive Statute (NH RSA 79-E) and attest that to the best of my (our) knowledge all of the information herein and in the accompanying materials is true and accurate. I (we) have reviewed the statute and understand that: a) there will be a public hearing to evaluate the merits of this application; b) I (we) will need to enter into a covenant with the City; and c) I (we) may be required to pay reasonable expenses associated with the creation of the covenant.

Signature of property owner (1): Clinton Keshaw III

Date: 11/14/14

Signature of property owner (2): _____

Date: _____



440 Hanover St.
Manchester, NH 03104
603.782.0990

Re: 124 N Main St Rochester, NH – Scope of Work

Following a visit to the property, Kindler Development has provided an estimate for accomplishing the following items:

- Flooring (4,275 sq. ft.)
- Foundation sealing and re-pointing
- New lighting installation
- Prep and paint interior
- Paint exterior
- Replace trim and doors throughout
- Install new windows throughout
- Insulate where accessible
- Repair shingle roofing as needed
- Clean and remove trash
- Update kitchens, including appliances
- Update bathrooms, including fixtures
- Ensure building is pest-free
- Light landscaping
- Repair or replace existing bulkhead
- Repair or replace existing heating system(s)

Based on the work outlined here, Kindler expects to incur final costs not in excess of \$90,000.

We thank you for this opportunity and look forward to implementing these renovations. Thank you.

Regards,

A handwritten signature in black ink, appearing to read "Chris Schleyer", written over a horizontal line.

Chris Schleyer
Member

This 8-unit building provides affordable housing in or near Rochester's city center. As such, renovations to prevent it from falling into dereliction serve to revitalize Rochester's core and prevent urban blight. Given the current extent of disrepair and 1st Regional Funding's expected operating rents, renovation of 124 No. Main St effectively increases the supply of safe affordable housing in Rochester's city center. In this way, this architecturally unique building will be brought to a state where it and its residence can contribute to Rochester's safety, vitality, and sense of community.





City of Rochester, New Hampshire

Division of Community Development

31 Wakefield Street, Rochester NH 03867

(603) 335-7522 www.thinkrochester.biz

Review Form: For RSA 79e Community Revitalization Tax Relief Incentive

Building Name (if any): <u>Flatiron Building</u> Building Address: <u>124 No. Main, Rochester NH</u> Owner Name(s): <u>1st Regional Funding LLC</u> Owner Address(es): <u>440 Hanover St., Manchester, NH 03104</u>	Map# <u>0121</u> Lot# <u>0163</u> Zoning: <u>NMU – Neighborhood Mixed-Use</u> Overlay District: <u>Special Downtown</u> Year Built <u>1920</u> Gross Square Footage of Building <u>6,517</u>
Contact Name: <u>Newton Kershaw III</u> Phone # <u>603-666-8534</u> Email address: <u>nkershaw@elmgrovecompanies.com</u>	Applicant Name(s) (if different from owner): _____ Applicant Address: _____ Phone # _____ Email address: _____
Existing Uses (describe number of units by type and size) Is there a change of use associated with this project? <u>Yes</u> <input checked="" type="checkbox"/> <u>No</u> <input checked="" type="checkbox"/> If so, please describe: _____ _____ _____	Application Fee Paid: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Is the building eligible or listed on the State or National Register of Historic Places or located in a Local, State, or Federal Historic District? Yes _____ No <input checked="" type="checkbox"/> Provide historic district name: _____
Will the project include rehabilitation of residential units? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many: <u>8</u> If yes, please describe: <u>Purchased out of foreclosure, this building requires a substantial amount of deferred interior and exterior maintenance to be addressed so it can be operated responsibly.</u>	Will the project involve affordable residential units? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe: <u>Portsmouth-Rochester, NH 60% RENT LIMIT</u> <u>EFFIC. \$925/ 1 BR \$991/ 2 BR \$1,189</u> <u>NHHFA RENTS EFFECTIVE DATE: 5/1/2014</u> <u>Rental rates are below the above maximums.</u>
Other Review & Comment (if necessary) Historic District Review: <u>N/A</u> Special Downtown Review: <u>N/A</u> Minor Site Review: <u>N/A</u> Planning Board Review: <u>N/A</u> Zoning Board of Adjustment: <u>N/A</u> Tax Assessor: <u>XDone by Tom Mullin ~Dec 1, 2014</u>	<u>Section 79:E-4</u> Application Date: <u>12/5/14</u> Complete: <u>Y/N</u> Staff Review: <u>11/24/14</u> Community Development Committee: <u>12/15/14</u> Post Public Hearing: _____ Public Hearing Date: <u>1/6/15</u> *Required within 60 days of receipt of application City Council: <u>2/3/15</u> *Required within 45 days of Public Hearing

Does this application meet the appropriate tests?

Is it a qualifying structure located in a designated downtown zone? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Pre-rehabilitation assessed value (from most recent City Assessment): \$ <u>104,400</u>	
Total estimated cost of rehabilitation (from application): <u>\$ 90,000</u>	
Percentage of rehabilitation costs to assessment valuation: <u>86.21</u> %	
Does the estimated cost of rehabilitation exceed 15% of pre-rehabilitation assessed valuation, or \$75,000, whichever is lower? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Is there public benefit? Must satisfy at least 1 of the conditions below. (Section 79-E:7)	
<input checked="" type="checkbox"/> It enhances the economic vitality of the Downtown District.	
<input type="checkbox"/> It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district.	
<input checked="" type="checkbox"/> It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community.	
<input checked="" type="checkbox"/> It increases residential housing in urban or town centers.	
<input type="checkbox"/> In a Local, State, or Federal Historic District?	
Are other funding programs being applied to this project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Other Programs. – The provisions of this chapter shall not apply to properties whose rehabilitation or construction is subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50 percent of construction costs from state or federal programs.	

ELIGIBILITY: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<u>5</u>
1) Substantial Rehabilitation Tax Relief Incentive (Up to 5 Years)	<u> </u>
2) Additional Tax Relief Incentive for New Residential Units (Up to 2 Years)	<u> </u>
3) Additional Tax Relief Incentive for Affordable Housing (Up to 4 Years)	<u>4</u>
4) Additional Tax Relief for rehabilitation of historic places* (Up to 4 Years)	<u> </u>
* Rehabilitation in accordance with the in accordance with Secretary of Interior's Standards for Rehabilitation.	<u>9</u>
	<u>(Total)</u>

Name & Title: Karen Pollard, Economic Development Manager

Date: 12/15/14



CAI Property Card

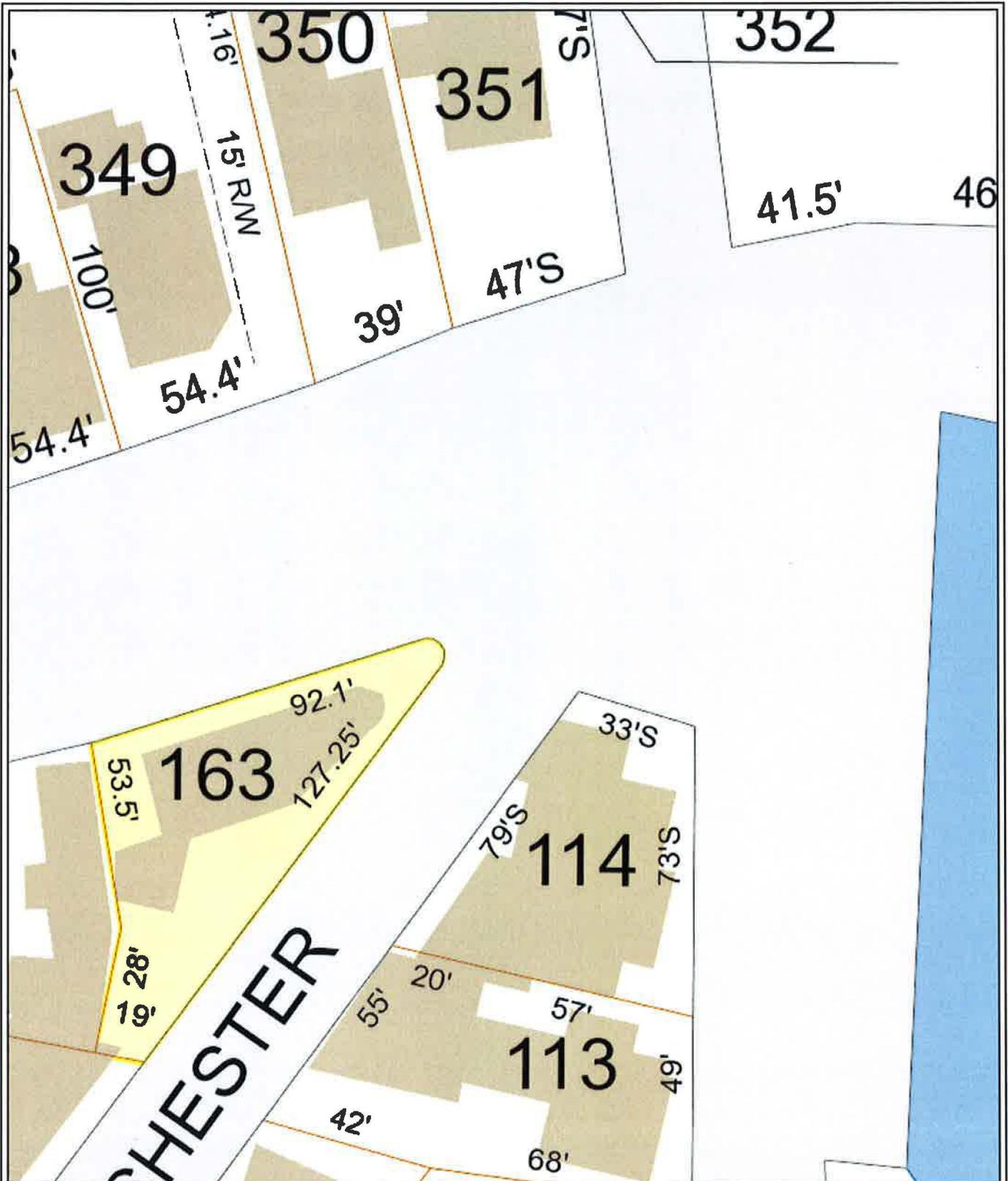
Town of Rochester, NH

GENERAL PROPERTY INFORMATION	BUILDING EXTERIOR
LOCATION: 124 NO MAIN ST ACRES: 0.1 PARCEL ID: 0121-0163-0000 LAND USE CODE: 111 CONDO COMPLEX: OWNER: 1ST REGIONAL FUNDING LLC CO - OWNER: MAILING ADDRESS: 440 HANOVER ST MANCHESTER, NH 03104-5101 ZONING: NMU PATRIOT ACCOUNT #: 256	BUILDING STYLE: MULTIFAMILY UNITS: 8 YEAR BUILT: 1920 FRAME: WOOD EXTERIOR WALL COVER: VINYL ROOF STYLE: MANSARD ROOF COVER: ASPH SHINGLE
	BUILDING INTERIOR
SALE INFORMATION SALE DATE: 10/17/2014 BOOK & PAGE: 4252-70 SALE PRICE: \$110,000 SALE DESCRIPTION: Bank Sale SELLER: CARTER ROGER,	INTERIOR WALL: PLASTER FLOOR COVER: AVERAGE HEAT TYPE: SPACE HTRS FUEL TYPE: GAS PERCENT A/C: 0 # OF ROOMS: 22 # OF BEDROOMS: 8 # OF FULL BATHS: 8 # OF HALF BATHS: 0 # OF ADDITIONAL FIXTURES: 0 # OF KITCHENS: 8 # OF FIREPLACES: 0 # OF METAL FIREPLACES: 0 # OF BASEMENT GARAGES: 0
PRINCIPAL BUILDING AREAS GROSS BUILDING AREA: 6,517 FINISHED BUILDING AREA: 4,599 BASEMENT AREA: 1,582 # OF PRINCIPAL BUILDINGS: 1	
ASSESSED VALUES LAND: 34,600 YARD: 0 BUILDING: 69,800 TOTAL: \$104,400	
SKETCH	PHOTO



www.cai-tech.com

Data shown on this report is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this report.



Rochester, NH
1 Inch = 35 Feet
December 15, 2014



www.cai-tech.com



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FINANCE COMMITTEE MEETING
December 10, 2014
Council Chambers
7:31 P.M.

Members Present:

Mayor Jean
Deputy Mayor Varney
Councilor Keans
Councilor Lauterborn
Councilor Laroche
Councilor Walker
Councilor Torr

Other Present

Councilor Gray
Councilor Hamann
Councilor Gates
Councilor Bogan
Councilor Collins
Attorney Coraine
City Manager Fitzpatrick
Deputy City Manager Cox
Police Chief Allen

MINUTES

1] Call to Order

Mayor Jean called the meeting to order at 7:31 P.M. (immediately following the Zoning Board of Adjustments meeting).

2] Public Input

Several residents of Champlin Ridge appeared before the Committee to discuss the recent update of property values conducted by the Assessing Office.

3] Old Business

3.1 Review of Non-Union Merit Increases

Mayor Jean informed the Committee that he recently met with the Police Commission regarding the non-union merit based salary adjustment process for the Police Department Command Staff. Mayor Jean has invited the Police Commission to attend the January 13, 2015 Finance Committee meeting to continue this discussion.

3.2 Buildings and Grounds Outsourcing

The Committee took no action upon this item. Mayor Jean indicated that it would stay in Committee.

3.3 Planning & Permitting Software

Councilor Hamann and Deputy City Manager Cox provided the Committee with an update on the Planning and Permitting Software Request for Proposals process. The eight (8) vendors that responded to the second RFP has been reduced to two finalists. The group working on this project expects to have a final recommendation to make in time for the January Finance Committee meeting.

4] New Business

4.1 Columbus Avenue "Roundhouse" Property Deed

Attorney Coraine was present to serve as the representative for the owner of the property located on Columbus Avenue who is seeking a deed from the City.

Councilor Walker MOVED to recommend to the full Council that a deed be issued by the City as contemplated and intended by the City Council in 1974. Councilor Torr provided a second to the motion which was ADOPTED by a unanimous voice vote.

5] Finance Director's Report

Deputy City Manager Cox informed the Committee that based upon advice from our Financial Advisor, William Fazioli of Public Financial Management, the City would be issuing a Bond Anticipation Note (BAN) for \$18.2 M to provide needed cash until the end of January 2015. In late January permanent bonds will be sold. This strategy is expected to achieve better long term financing rates for the City.

Deputy City Manager Cox informed the Committee of a request related to the Granite Ridge development to modify a conservation easement. Specifically, 120 square feet of land needs to come out of the easement to accommodate an access road. In exchange, 2000 square feet of contiguous land will be added to the easement.

6] Monthly Financial Statements

There was no discussion on the Financial Statements.

7] Other

Mayor Jean informed the Committee that the Rochester Community Coalition for Alcohol and Drug Prevention has approached the City to assume the role of fiscal agent for their Bridging the Gaps program.

Councilor Walker MOVED to recommend to the full Council to authorize the Finance Director to serve as the fiscal agent for the Bridging the Gaps program. Councilor Varney provided a second to the motion, which was ADOPTED by a unanimous voice vote.

8] Adjournment

Councilor Walker **MOVED** to adjourn the Finance Committee meeting. Councilor Larochelle provided a second to the motion which was **ADOPTED** by a unanimous voice vote.

The meeting adjourned at 8:56 P.M.

Respectfully Submitted,

Blaine M. Cox
Deputy City Manager

BMC:sam

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Public Safety Committee
 Council Chambers
 December 17, 2014
 7:00 PM

MEMBERS PRESENT

Councilor David Walker, Chairman
 Councilor Jake Collins
 Councilor Robert Gates
 Councilor Donald Hamann

MEMBERS ABSENT

Councilor Peter Lachapelle

OTHERS PRESENT

Scott Dumas, Deputy Chief P.D.
 Karen Pollard, Manger Economic Development
 Jean-Rae Richard, 6 Old Wakefield Road
 Paul Spencer, 49 Sheepboro Road
 Julie Costella, District Vice President, YMCA
 Michael Bezanson, PE City Engineer

Minutes

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

1. Public Input

Jean-Rae Richard of 6 Old Wakefield Road was present to discuss her concern with the amount of beer cans and other trash that is thrown on Old Wakefield Road. She walks the road frequently and picks up wheelbarrows full of beer cans. She said they throw them out of the vehicle as they drive by. There have been several occasions where she has had to jump into a ditch to avoid being hit. She would like some signs placed on the road "Do not litter \$250.00 fine" to see if that helps the situation. Deputy Chief Dumas will let the officers in this area know of the issue. They will have some directed patrols conducted on Old Wakefield Road. Deputy Chief Dumas stated that she should also talk to the Town of Milton about this issue as well. Councilor Collins said that they put a "\$250 fine for littering" sign on Chamberlain Street and feels like it has helped.

Councilor Collins made a motion to install two "do not litter \$250.00 fine" signs on Old Wakefield Road. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.

2. Sheepboro Road- Bus Stop Safety Concerns

Councilor Walker summarized the issue. Paul Spencer of 49 Sheepboro Road was present to discuss the bus stop concerns he had. When you're coming from Crown Point Road to Sheepboro Road the vehicles cannot see who is standing in the road. The bus will not go down Sheepboro Road, so when the kids get on the school bus the door to the bus is facing the road. The School Department said they do not feel comfortable sending a bus down the road because of the structure of the road. Mr. Spencer said he would fix his driveway so the bus had a suitable turn around. He said that Norm Vetter has a piece of property and that Mr. Vetter said that he would move the jersey barriers and that could be used as a turnaround for the bus, but that piece of property is not at the end of the road. Mr. Spencer is the last house before the Farmington town line. He stated that Farmington has a school bus that goes the full length of the road. Councilor Walker asked how many kids wait at the bus stop. Mr. Spencer said at least 5. Councilor Walker asked what times the school bus arrives there. Mr. Spencer said the high

school bus is 6:30 a.m. and grammar school is 7:30 a.m. Councilor Walker said they do not have much jurisdiction over the school Department. Councilor Walker asked Mr. Bezanson to send a letter to the School Department explaining the concerns. Councilor Gates told Mr. Spencer to call Paul Lynch, he is on the School Department for Ward 5. Councilor Walker will go to the area in the morning to check out the problem. Mr. Spencer asked if it would help if he wrote a letter and got signatures of the residents on Sheepboro Road. Councilor Walker said it wouldn't hurt to write a letter. He also told Mr. Spencer he should go to a school board meeting to express his concerns. This was kept in committee for more information.

3. Ten Rod Road Business Park Signage Policy

Councilor Walker summarized the issue. Mr. Bezanson said that the state DOT Bureau of Traffic jurisdiction includes the area within 660 feet of the right-of-way or any area visible from the state highway. He said an application would need to be put in for an off-premise sign and that a permit may not be approved, but if that's the case the application fee will be returned. Karen Pollard of Economic Development said all previous applications for signs have been denied. Julie Costella, District Vice President of YMCA said they did apply and were refused. Councilor Walker asked Ms. Pollard to send an e-mail to the mayor to ask the Governor of NH for assistance in this matter. Ms. Pollard did say DOT did install two signs on Ten Rod Road. They are yellow with an x on them. They do not look like a street sign or directional sign. Councilor Walker asked if the owner of Spaulding Commons might let them put a sign near there. Ms. Pollard said he already has random signs. Ms. Pollard said off premise signs are not allowed in Rochester. She said that three Industrial Park signs were approved in FY2013. There was a DOT grant of \$13,900.00 that was paid to Renaissance Signs for the sign and the rest \$6,001.00 for the rest of the sign and landscape area. The businesses at the Industrial park had agreed to pay \$2000.00 each to have their business included, but when it was time to install 5 companies did not want to pay. The current sign has 5 businesses listed at the bottom of the sign. Ms. Pollard said \$6,000.00 was approved for lighting. Ms. Costella will get the rejection e-mail to Ms. Pollard and send an e-mail to the Mayor to request the Governor for help.

4. New Soccer Field Parking Concerns (update)

Councilor Walker summarized the issue. He stated that he talked to Mr. Lynch about the parking issue. Mr. Lynch will have Mr. Bickford take a look to see if they can make a parking lot out of the lot in the area. Councilor Walker said he will go back to the next school board meeting.

5. Other

Maple Street- No Parking Signs

Mr. Bezanson said the "no parking" signs have been taken down.

Academy Street

Mr. Bezanson said the bushes have been trimmed around the sign.

Fifth Street

Mr. Bezanson said the street sign has been installed on the Western Avenue end.

State Street

Mr. Bezanson said that the "stop" sign has been installed on State Street for traffic exiting Cedarbrook Village.

Councilor Gates made a motion to adjourn the meeting, seconded by Councilor Collins. The motion passed and the meeting adjourned at 7:59 PM.

Respectfully submitted by
Laura Miller
Secretary II, DPW

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Public Works and Buildings Committee**December 18, 2014****Council Chambers****7PM****MEMBERS PRESENT**

Councilor Ray Varney- Vice Chairman

Councilor Sandy Keans

Councilor David Walker

Councilor Donald Hamann

MEMBERS ABSENT

Councilor Ralph Torr – Chairman

OTHERS PRESENT

Councilor Jake Collins

Dan Fitzpatrick, City Manager

Peter Nourse, PE - DPW Director

Jennifer Hale, PE – Tighe & Bond Engineers

Bob Steele

Ralph Sanders, 2 Norman Street

MINUTES

The Vice Chairman, Councilor Varney called the Public Works and Buildings Committee to order at 7:00 PM.

1. Approve minutes from November 20, 2014 meeting

Councilor Varney requested a recommendation on last month's minutes.

Councilor Walker motioned to accept minutes as presented for the November 20, 2014 Meeting. The motion was seconded by Councilor Hamann. The Motion passed unanimously.

2. Public Input

Mr. Sanders of #2 Norman Street addressed the Committee. Mr. Sanders thanked Mr. Nourse for the corrections made to accommodate the crosswalk at the intersection of Hancock and the Common. Mr. Sanders asked that Mr. Nourse go out and look at the culvert / bridge on Chesley Hill Road. He stated that this large culvert was installed after the floods that had washed out the road. He said there is an issue with the direction of the stream and the abutment that causes the water to pond and not move in the summer. He said this is a breeding ground for mosquitoes and he believes this can be fixed with minimal costs and effort. Mr. Nourse stated he would look at the issue.

Columbus Ave - China Palace Parking Lot Agenda Item #7 Mr. Steele addressed the committee and stated that he was here to discuss agenda item #7. Vice Chair Varney asked if anyone objected to a moving this issue up on the agenda. There were no objections. Mr. Steele stated that he was asked by Mrs. Goon, the owner of the China Palace Restaurant, to advocate for her. Mr. Steele stated that this restaurant is a long time business in the City. He stated that several years ago Mrs. Goon approached the City with a parking lot design that included approximately 30 parking spots. He stated that he remembered it to be somewhat controversial and that there were issues with abutters that resulted in a 6 foot fence and though he was unsure of the reason the size of the lot was reduced to 15 spots. He further stated that when Mrs. Goon originally approached the City to build the parking lot her plan was to participate in the cost. Due to the controversy and the subsequent changes of the plan, she did not end up contributing. Mr. Steele stated that Mrs. Goon is interested in having the lot extended to the full extent of the original plan. Mr. Steele stated that Mrs. Goon is again offering to participate in the cost as there is a real need for parking for her patrons. Mr. Steele stated that the original conceptual plan was completed by Art Nickless at Norway Plains. Mr. Steele stated he was able to get a copy of that plan and he can provide it to the City Manager. Mr. Steele stated that a portion of this area is now being used as a staging area for SUR and he questioned if SUR would be able to do some of the initial site work to compensate the City for use of that property. Mr. Nourse stated that SUR is using the staging area as part of the contract for the Catherine Street I/I project and the stipulations for the use and the restoration of the space are already in place. Councilor Keans stated that she has seen people using the bank parking lot and crossing four lanes of roadway to get to the China Palace. Councilor's Walker and Haman both agreed to the need for additional parking, but suggested that there be a documented agreement for payment participation. Councilor Varney suggest that a deposit be received. Councilor Varney asked that Mr. Fitzpatrick gather all necessary information regarding the previous project and an estimated cost for the expansion and report back to the committee next month.

3. **Granite Ridge**

Mr. Nourse stated that this project is on schedule to go out to bid and award this winter. He then introduced Jennifer Hale, PE of Tighe & Bond Engineers. Mrs. Hale distributed 2 sets of plans. She describe the first set as a plan for the work to be done in the State of NH right of way along Route 11, and the second set as the work do be done on Frontage Road which will be City owned at the completion of the project in 2018. She stated that there is a need for a water pump station. This pump station and housing will be built large enough to accommodate future expansion as it becomes necessary. Ms. Hale stated that the guidance she needs is in regards to the lighting. The original plan had tall lights that would require maintenance not provided by PSNH. The approved posts are too tall for City Staff to maintain as well. Mrs. Hale stated that there are other lights that are

decorative in design that PSNH would maintain, or they could look at shorter lights to be maintained by City Staff. There was discussion regarding both types of lights. Councilor Walker stated that he would prefer that City staff not have start maintaining street lights. Councilor Varney stated that this would be a change to the project that needs to be approved by the planning board. Mrs. Hale stated that she would soon have cut sheets depicting the lights that PSNH can maintain and would get back to the Committee and then Planning Board. Councilor Varney asked Mrs. Hale about the ownership of the property. He stated that she said that it wouldn't be City owned until 2018 and he has concerns regarding that issue. He further stated that it would not be legal to be spending City funds on private property. Mrs. Hale stated that she would look into the developer agreement and Mr. Nourse stated that he would discuss with Attorney Wensley.

4. **Ramsey / Norman – Groundwater / drainage**

Mr. Nourse stated that per the Committee's request from last month he had the Chesley Hill Road engineers look at the ground water issues in the area. He summarized their findings as follows. He stated that the engineers went out and inspected the area. They had seen water coming up from the ground in areas. The engineers also noted that on USGS maps have always depicted this area as wetlands with an intermittent stream that runs through it. Mr. Nourse stated that they noted drainage pipe behind the houses on Norman Street and Ramsey Drive that may actually tie into a catch basin on Chesley Hill Road. Mr. Nourse stated that there is basically drainage ditch that surrounds the neighborhood and that the water table is high. He stated that there will be some work done as part of the Chesley Hill Road project that might help some, but the issues that are experienced by the property owners over on Norman Street are not part of the project scope and the work necessary would be on private property. Councilor Walker asked if the City put drainage in the City owned right of way would it be helpful to these property owners. Mr. Nourse stated there may be some help, but the majority of the work needed is on private property and even then they might still have problems. Councilor Varney stated that we cannot solve be working on private property and we cannot solve all of the old drainage problems in developments such as this. Councilor Hamann stated that it does not seem like the City's responsibility. Councilor Walker suggested asked Mr. Nourse if he could get the Committee a cost for installing underground drainage on Norman Street. Councilor Varney stated that if he has the engineers put together a cost then the report should tell the Committee if the work was performed would it solve the property owners problems. Mr. Nourse stated that he could have the engineers look at this. He also stated that the additional engineering comes at a cost to the project. He stated that the funding for this project is tight and the additional engineering cost comes from these funds.

5. **Franklin Street I/I Project**

Mr. Nourse stated that this I/I project includes reconstruction on Franklin Street, Western and Adams Ave and 1st, 2nd, 3rd, 4th and 5th Streets. He stated that this project has been in

the works for several years and the Western Ave pump station replacement project will be completed as part of the project. He stated that the funding with the pump station funds included is a little over 4 million and the newest engineering estimate is that this project could be about 6.6 million. Mr. Nourse stated that he is proposing to bid the project with the Pump Station, Franklin Street Reconstruction and some of the streets to be addressed first and have the other streets to be addressed as bid alternates based on funding available. He stated that he would put the additional cost in the FY2016 CIP. Mr. Nourse stated that the alternative would be to do a supplemental aafter we have bid results. Councilor Varney asked if we would know the cost in time for approval of the FY2016 CIP. Mr. Nourse stated that the plan is to bid in the spring so ideally we would be able to adjust the numbers for budget approval. Mr. Nourse stated that he would like the Committee's guidance regarding the Franklin Street sidewalks. He stated he would like to know the preference on asphalt sidewalks or concrete sidewalks. Councilor Walker stated that asphalt should be ok in that area. Councilor Keans stated that from Chamberlain to East Rochester is all concrete and asphalt would not be appropriate. Councilor Varney stated that the full City Council should hear the discussion on both sidewalks and funding and he asked Mr. Nourse to do an Agenda Bill to add it to the next City Council meeting.

6. City Hall Structural Evaluation

Mr. Nourse stated that the Opera House staff had brought a crack in the City Hall Structure to his attention. He stated that crack runs from the basement up to the 3rd floor. Mr. Nourse stated that he has been working with a structural consultant to address the issue and preliminary results show that there is no immediate cause for concerns, but there is a concern for snow loads and this will be something that needs to be addressed in the near future. Mr. Nourse stated that he expects it to be somewhat costly and he will keep the Committee informed.

7. Columbus Ave Parking Lot (Addressed above – see public input)

8. RoadWork

Mr. Nourse distributed a list FY16 proposed paving list. He stated that he is seeking the Committee and Council guidance as the bid to be developed should specify streets to be paved. Councilor Varney stated that in recent years the Council has been appropriating approximately 1 million dollars for road paving and reconstruction. He asked Mr. Nourse if it was likely that this paving would occur in the summer of FY15 or Spring of FY15. Mr. Nourse stated it might start late in the summer but would continue into the next construction season. Councilor Varney suggested that the street list be attached to the minutes for the full Council to see. **(SEE ATTACHED LISTING)**

9. Other

EDA Sewer Extension/Salmon Fall Rd.

Mr. Nourse stated that the preliminary discussions regarding crossing the sewer on Denali Drive were favorable. The owner of the large apartment building was very much

in favor of working with the City and the home owner is likely to agree to the easement as well. Mr. Nourse stated that current funding for this project is 3.9 million and the current engineers estimate to go the original way would be about 4 million and to go cross country at Denali is estimate to be 4.4 million. Mr. Nourse stated that Market Basket ran the numbers and stated that they may be willing to contribute another \$50,000. Councilor Walker asked if we were going to be connecting the industrial park to the line. Mr. Fitzpatrick stated that we would not be. Mr. Nourse stated that the plan is to bid this as early as possible. He stated that there is an undersized culvert to be replaced and that the plan will need time to go to the State of NH for review and permit approval by February in order to bid in the late spring.

Water Tank Maintenance Projects – Mr. Nourse stated that funding for engineering and design of this project has been completed over the past 2-3 years. He stated there is a remaining balance of \$478,000 plus or minus and the lowest responsible bid is \$548,000. Mr. Nourse stated that all three tanks would be completed and including mixing system and removal of lead paint at one of the tanks. Mr. Nourse stated that he would be requesting a supplemental appropriation at the next City Council meeting and would like to have a recommendation from the Committee regarding the project.

Councilor Varney made a motion to recommend the full Council approve a supplemental funding request. The motion was seconded by Councilor Hamann. The motion passed unanimously.

Salmon Falls Road HSIP Project – Mr. Nourse stated that this project is moving slowly and that we are in the phase where we are required to work with the property owners on temporary and permanent easements. He stated that they need to settle the issues with the property owner #732 Salmon Falls before moving on to the other property owners. Mr. Nourse stated that the attorney for the property owner has stated that they would like a stone retaining wall as they have concerns with cars that have hit their buildings during previous automobile accidents. Councilor Walker asked Mr. Nourse if the curve would be softened to reduce the chances of that happening again. Mr. Nourse stated that the curve would be softened. He further stated that the engineers plan calls for chevron signage and rumble strips as well. Councilor Varney stated that he is not in favor of a stone wall. Councilors Walker and Haman also expressed disapproval.

Fairgrounds Winter Snow Storage – Mr. Nourse stated that staff has looked at the site that Councilor Torr stated was available off from Summer / Allen Street and it is not able to accommodate the department. He stated it was small and in a neighborhood where noise would cause a problem. Snow removal is done at night and often the sounds of tailgate slamming down can cause complaints from neighbors. Mr. Nourse stated that the Fairgrounds Board of Directors has held to charging the City ½ of their tax bill as payment for storing the snow. This year's increase for storing the snow was approximately 20% higher than last year because the property assessment had increased.

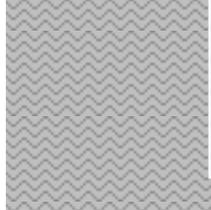
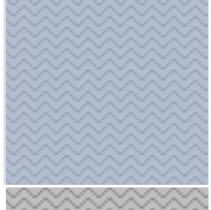
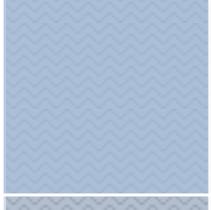
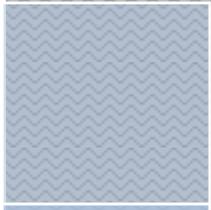
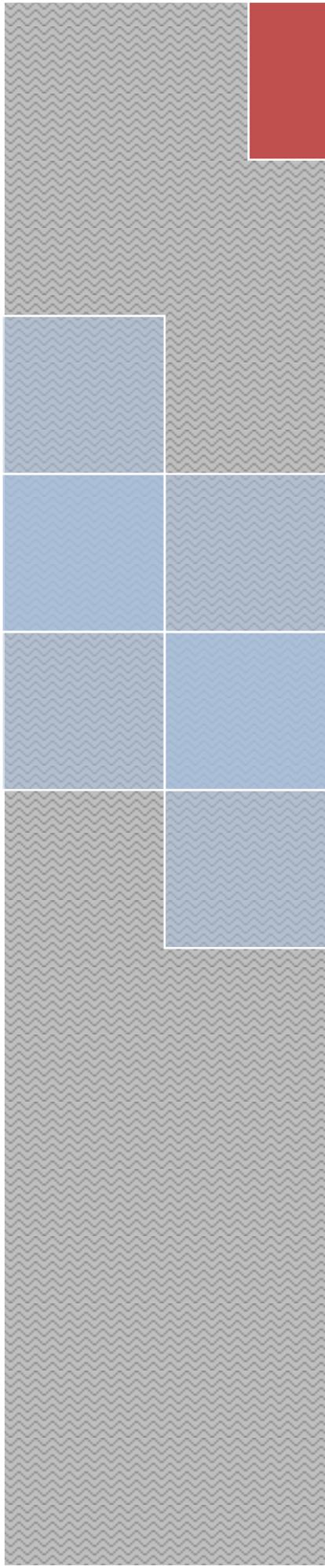
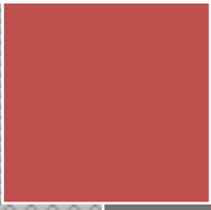
Mr. Nourse stated that he had approached the Board hoping to tie the annual increases to a CPI or some other reasonable escalator, but they would not consider it. The Committee stated that it is time for the department to find another place to use. Mr. Nourse stated that they are actively looking but options are limited as it needs to be near the downtown area. He stated that this year they would be continuing to use the fairgrounds. Councilor Collins suggested that Mr. Nourse look into the area use for public gardens on Franklin Street.

Crosswalks Downtown Lighting – Councilor Keans stated that she had notice how dark the downtown crosswalks are and asked if anything could be done. She stated that specifically the area near the library was very dark. Mr. Nourse stated that there is a possibility of adding additional lights to the antique posts. There was discussion and the consensus of the Committee was that they did not want to add additional lighting to the antique style posts.

Community Center Plowing – Councilor Keans asked Mr. Nourse to look into the way that the Community Center was being plowed. She stated that in the areas out front where the bump outs are, they are plowing in a way that they lose quite a few parking spot due to snow pile left there.

Councilor Walker made a motion for adjournment at 8:46PM. Councilor Hamann seconded the motion. The motioned passed unanimously.

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



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**RESOLUTION DEAUTHORIZING PORTION OF FY 2011-2012
CAPITAL BUDGET APPROPRIATION OF THE CITY OF ROCHESTER
FOR LAND PURCHASE RELATED TO
THE SO-CALLED GRANITE STATE BUSINESS PARK**

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

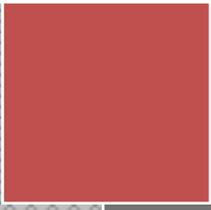
WHEREAS, by virtue of a Resolution by the Mayor and City Council in October 2011, a Capital Improvements Budget appropriation in the amount of Seven Hundred Ten Thousand Dollars (\$710,000.00) was adopted and approved in the FY 2011-2012 City of Rochester, Department of Public Works budget, for the purpose of purchasing approximately 77 acres of land in and/or adjacent to the so-called Granite State Business Park, for use in the City's expansion of such Business Park (the "Project"), with such appropriation to be funded, in its entirety, from the proceeds of bonding to be undertaken by the City of Rochester; and

WHEREAS, the Project has been completed, and the sum of Eight Thousand Three Hundred Twenty-Eight Dollars Fifty Cents (\$8,328.50) of funds appropriated for the Project are no longer necessary for such Project's purposes;

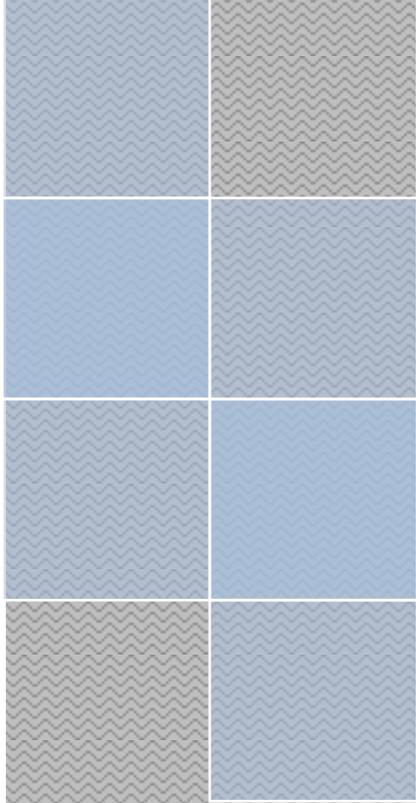
NOW, THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby deauthorize Eight Thousand Three Hundred Twenty-Eight Dollars Fifty Cents (\$8,328.50) of the aforementioned previously appropriated funds for the so-called Project, and hereby further withdraw and discontinue the previous borrowing authority granted with respect to the above Project appropriation to the extent of Eight Thousand Three Hundred Twenty-Eight Dollars Fifty Cents (\$8,328.50), thereby leaving a total appropriation for such Project in the amount of Seven Hundred One Thousand Six Hundred Seventy-One Dollars and Fifty Cents (\$701,671.50) .

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

CC FY 15 1-06 AB 77



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City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT DEAUTHORIZE UNEXPENDED BALANCE OF GSBP LAND PURCHASE

COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>
--

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

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

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

AGENDA DATE	DECEMBER 2, 2014		
DEPT. HEAD SIGNATURE	Karen Pollard, Economic Development Manager Signature on File		
DATE SUBMITTED	November 7, 2014		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	N/A
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox, Deputy City Manager Signature on file with City Clerk
CITY MANAGER	Dan Fitzpatrick, City Manager Signature on file with City Clerk

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Roland Connor, Deputy Finance Director Signature on file with City Clerk
SOURCE OF FUNDS	Origin – General Fund
ACCOUNT NUMBER	Project 12534 Granite State Business Park Land Purchase
AMOUNT	Remainder - \$8,328.50
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	De-authorize and Transfer to General Fund

LEGAL AUTHORITY

SUMMARY STATEMENT

On November 1, 2014 Economic Development was notified by Roland Connors, Deputy Director of Finance to prepare an Agenda Bill to De-authorize the remaining \$8,328.50 in Project 12534 Granite State Business Park Land Purchase. This acquisition is complete, and the excess funds may be returned to the General Fund.

RECOMMENDED ACTION

That the City Attorney prepare a resolution for City Council action at the December 2, 2014 regular meeting, to de-authorize the remaining \$8,328.50 in Project 12534 GSBP Land Purchase and return that amount to the General Fund.

RESOLUTION DEAUTHORIZING PORTION OF
A FY 2013-2014 POLICE DEPARTMENT OPERATING BUDGET FOR
NH HIGHWAY SAFETY AGENCY GRANT
FOR OPERATION SAFE COMMUTE PATROLS

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

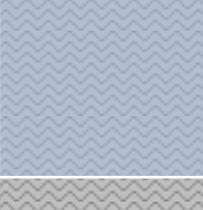
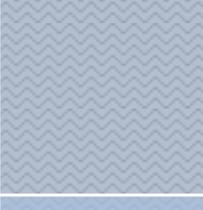
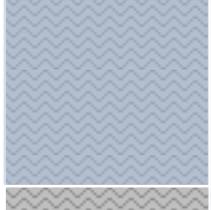
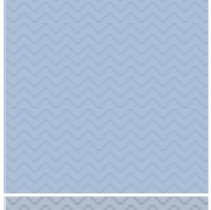
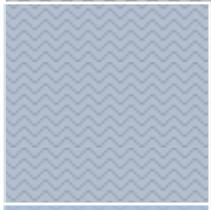
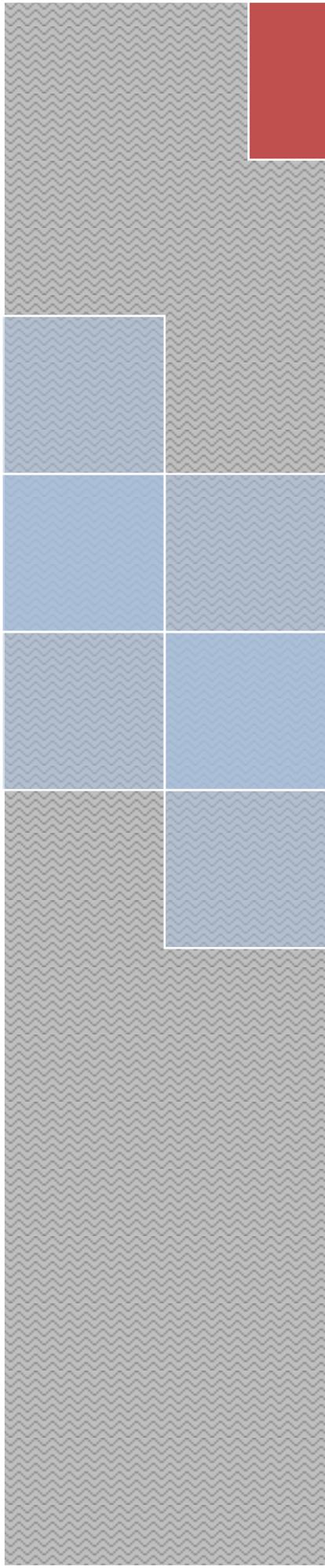
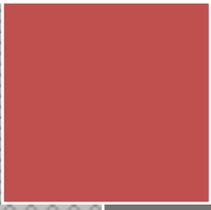
WHEREAS, by resolution previously adopted by the Mayor and City Council in October 2013, the sum of Four Thousand Six Hundred Eighty Dollars (\$4,680.00) to be derived from a State of New Hampshire, N.H. Highway Safety Agency grant to the City of Rochester, Police Department was appropriated to a FY 2013-2014 operating budget special non-lapsing reserve account of the City of Rochester, Police Department, for the purpose of providing funding designed to improve the safety of Rochester's roads and highways through the so-called "Operation Safe Commute" program (the "Project"); and

WHEREAS, One Thousand Five Hundred Twenty-Three Dollars Eighty-Six Cents (\$1,523.86) of the funds appropriated for such Project are no longer necessary for such purpose, as the Project has been completed;

NOW, THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby deauthorize One Thousand Five Hundred Twenty-Three Dollars Eighty-Six Cents (\$1,523.86) previously appropriated for the said Project, thereby leaving a total appropriation for such Project in the amount of Three Thousand One Hundred Fifty-Six Dollars and Fourteen Cents (\$3,156.14).

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

CC FY 15 1-06 AB 78



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City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT: De-authorize funds in the amount of \$1,523.86 for the "Operation Safe Commute" Highway Safety Grant# 315-13A-051. We were unable to spend the total overtime amount because we were unable to fill all available shifts.

COUNCIL ACTION ITEM

INFORMATION ONLY

RESOLUTION REQUIRED? YES NO

FUNDING REQUIRED? YES NO

* IF YES ATTACH A FUNDING RESOLUTION FORM

FUNDING RESOLUTION FORM? YES NO

AGENDA DATE

Next meeting in December 2014.

DEPT. HEAD SIGNATURE

DATE SUBMITTED

11/25/14

ATTACHMENTS YES NO

* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED

1

COMMITTEE SIGN-OFF

COMMITTEE

CHAIR PERSON

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER

CITY MANAGER

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL

SOURCE OF FUNDS

State

ACCOUNT NUMBER

Fund 61012010project 14535

AMOUNT

\$1,523.86

APPROPRIATION REQUIRED YES NO

LEGAL AUTHORITY

Council action required

SUMMARY STATEMENT

De-authorize funds in the amount of \$1,523.86.

RECOMMENDED ACTION

Recommend council de-authorize funds in the amount of \$1,523.86

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: De-authorize \$1,523.86 from the Highway Safety "Operation Safe Commute" Grant #315-13A-051

Date: 11/05/2014

Fiscal Year: FY15

Fund (select one):

GF Water Sewer Arena
 CIP Water CIP Sewer CIP Arena CIP
 Special Revenue

Request Type: Supplemental Deauthorization

Fund Type: Lapsing Annual Non-Lapsing Multi Year

Deauthorization

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	61012010	513001	14535		\$ 1,523.86	
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 # 968578153

CFDA # 20.600

Grant # 315-13A-051

Grant Period: From 10/01/2013
 To 09/30/2014

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

Reimbursement Request will be reduced Funds will be returned

12/16/2014 17:18
roland

CITY OF ROCHESTER
YTD BUDGET REPORT

P 1
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FOR 2015 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED

6101 FY14 POLICE GRANTS	-----						
6101002 FY14 POLICE GRANT REVENUES	-----						
6101002 402178 14535 LOCAL GRANTS-N	-4,680	.00	-4,680.00	-3,156.14	.00	-1,523.86	67.4%*
TOTAL FY14 POLICE GRANT REVENU	-4,680	.00	-4,680.00	-3,156.14	.00	-1,523.86	67.4%
61012010 FY14 POLICE GRANTS EXPENSES	-----						
61012010 511001 14535 SALARIES - FU	3,428	-3,428.00	.00	.00	.00	.00	.0%
61012010 513001 14535 OVERTIME - RE	0	3,428.00	3,428.00	2,490.42	.00	937.58	72.6%
61012010 522000 14535 SOCIAL SECURI	68	.00	68.00	35.68	.00	32.32	52.5%
61012010 523000 14535 RETIREMENT	1,184	.00	1,184.00	630.04	.00	553.96	53.2%
TOTAL FY14 POLICE GRANTS EXPEN	4,680	.00	4,680.00	3,156.14	.00	1,523.86	67.4%
TOTAL FY14 POLICE GRANTS	0	.00	.00	.00	.00	.00	.0%
TOTAL REVENUES	-4,680	.00	-4,680.00	-3,156.14	.00	-1,523.86	
TOTAL EXPENSES	4,680	.00	4,680.00	3,156.14	.00	1,523.86	
GRAND TOTAL	0	.00	.00	.00	.00	.00	.0%

** END OF REPORT - Generated by Roland Connors **

REPORT OPTIONS

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Sequence 1	1	Y		N
Sequence 2	9	Y		N
Sequence 3	0	N		N
Sequence 4	0	N		N

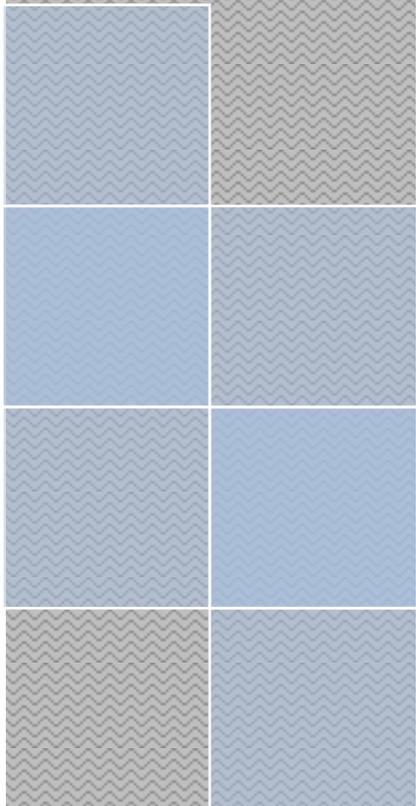
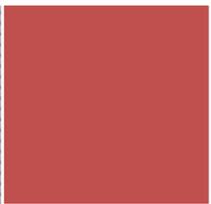
Report title:
YTD BUDGET REPORT

Includes accounts exceeding 0% of budget.
 Print totals only: N
 Print Full or Short description: F
 Print full GL account: N
 Format type: 2
 Double space: N
 Suppress zero bal accts: Y
 Include requisition amount: N
 Print Revenues-Version headings: N
 Print revenue as credit: Y
 Print revenue budgets as zero: N
 Include Fund Balance: N
 Print journal detail: N
 From Yr/Per: 2015/ 1
 To Yr/Per: 2015/13
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1
 Include additional JE comments: N
 Sort/Total Budget Rollup: N
 Multiyear view: L
 Amounts/totals exceed 999 million dollars: N

Year/Period: 2015/13
 Print MTD Version: N
 Roll projects to object: N
 Carry forward code: 1

Find Criteria

Field Name	Field Value
Fund	
LEVEL GOVT	
FUNCTION	
LEVEL/DEPT	
PRGM/ACTIVIT	
LOCATION	
GRADE	
REVENUE	
Character Code	
Org	
Object	
Project	14535



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RESOLUTION DEAUTHORIZING PORTION OF FY 2004-2005
CAPITAL BUDGET APPROPRIATION OF THE CITY OF ROCHESTER
DEPARTMENT OF PUBLIC WORKS
SO-CALLED ISTEAFEDERAL GRANT FUNDS

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

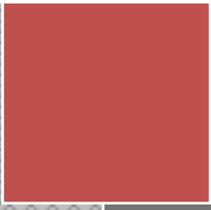
WHEREAS, by virtue of a Resolution by the Mayor and City Council in June 2004, a Capital Improvements Budget appropriation in the amount of Sixteen Thousand Dollars (\$16,000.00) was adopted and approved in the FY 2004-2005 City of Rochester, Department of Public Works budget, for purpose of providing funds for certain DPW capital improvement grant qualifying activities (the "Project") (project# 05552), with such appropriation to be funded, in its entirety, from the proceeds of the above referenced ISTEAFederal funds; and

WHEREAS, the Project has been completed, and the sum of Five Thousand One Hundred Fifty Dollars (\$5,150.00) of funds appropriated for the Project have already been deauthorized, and the additional sum of Five Hundred Dollars (\$500.00) of the aforesaid Project appropriation is no longer necessary for such Project's purposes;

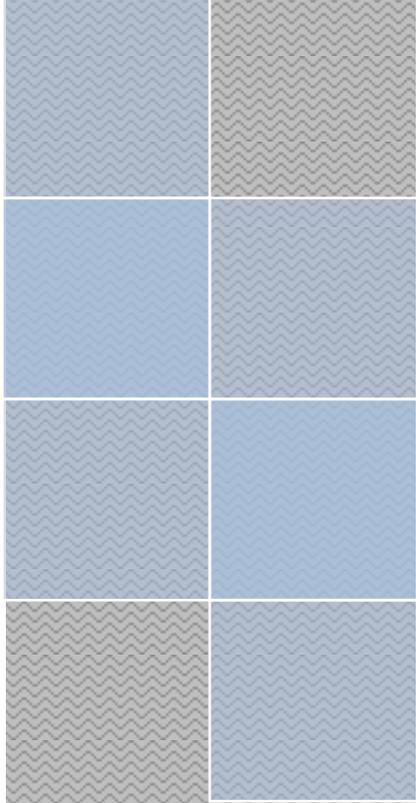
NOW, THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby deauthorize Five Hundred Dollars (\$500.00) of the aforementioned previously appropriated, and currently un-deauthorized, funds for the so-called Project, thereby leaving a total appropriation for such Project in the amount of Ten Thousand Three Hundred Fifty Dollars (\$10,350.00) .

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

CC FY 15 1-06 AB 79



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City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT: De-Authorize Unspent Grant Account 05552

Council Action Item <input checked="" type="checkbox"/> or Information Only <input type="checkbox"/> Send to Council Committee? _____	Funding Required? Yes ___ No <input checked="" type="checkbox"/> Funding Worksheet Attached? Yes ___ No _
--	--

Council Resolution Required? Yes <input checked="" type="checkbox"/> No ___	Coming From Committee? Yes ___ No <input checked="" type="checkbox"/> Recommendation Attached? Yes ___ No ___
---	--

AGENDA DATE	January 6, 2015
DEPT. HEAD SIGNATURE	Peter C. Nourse, PE DPW Director Original on file at City Clerks office with Signature
DATE SUBMITTED	December 5 ,2014
ATTACHMENTS Yes <input type="checkbox"/> No <input type="checkbox"/>	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEUPTY CITY MANAGER	Blaine Cox, Deputy City Manager Signature on file with City Clerk
CITY MANAGER	Dan Fitzpatrick. City Manager Signature on file with City Clerk

FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	Roland Connor, Deputy Finance Director Signature on file with City Clerk
SOURCE OF FUNDS	GRANT
SOURCE ACCOUNT NUMBER	15013010-771000-05552
EXPENDITURE AMOUNT	\$500
APPROPRIATION REQUIRED Yes No <input checked="" type="checkbox"/>	

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT

Grant funds not used. The incorrect amount was previously de-authorized at City Council Meeting held 3/16/2010 . This request is de-authorize remaining \$500 left in account

RECOMMENDED ACTION

1. Resolution to de-Authorize \$500 "ISTEA FEDERAL GRANT"

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: De-authorize ISTEA Grant Unexpended Appropriation

Date: 01/06/2015

Fiscal Year: FY15

Fund (select):

GF Water Sewer Arena
 CIP Water CIP Sewer CIP Arena CIP
 Special Revenue

Fund Type: Annual Lapsing Multi-year Non-Lapsing

Request Type: De-authorization

Supplemental

Change of Funding Source

Appropriation Account(s)

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	15013010	771000	05552	500.00	-	-
2				-	-	-
3				-	-	-
4				-	-	-
5				-	-	-

Revenue Account(s)

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	150005	471000	05552	500.00	-	-
2				-	-	-
3				-	-	-
4				-	-	-
5				-	-	-

DUNS #

CFDA #

Grant #

Grant Period: From
To

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

Reimbursement Request will be reduced

Funds will be returned

12/05/2014 10:00
roland

CITY OF ROCHESTER
YTD BUDGET REPORT

P 1
glytdbud

FOR 2015 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED

1501 CAPITAL PROJECTS GENERAL FUND	-----						
150005 CIP REVENUE GRANTS	-----						
150005 471000 05552 05 ISTEAFED GR	-16,000	5,150.00	-10,850.00	-10,350.00	.00	-500.00	95.4%*
TOTAL CIP REVENUE GRANTS	-16,000	5,150.00	-10,850.00	-10,350.00	.00	-500.00	95.4%
15013010 CIP PUBLIC WORKS EXPENSE	-----						
15013010 771000 05552 ISTEAFED GRA	16,000	-5,150.00	10,850.00	10,350.00	.00	500.00	95.4%
TOTAL CIP PUBLIC WORKS EXPENSE	16,000	-5,150.00	10,850.00	10,350.00	.00	500.00	95.4%
TOTAL CAPITAL PROJECTS GENERAL	0	.00	.00	.00	.00	.00	.0%
TOTAL REVENUES	-16,000	5,150.00	-10,850.00	-10,350.00	.00	-500.00	
TOTAL EXPENSES	16,000	-5,150.00	10,850.00	10,350.00	.00	500.00	
GRAND TOTAL	0	.00	.00	.00	.00	.00	.0%

** END OF REPORT - Generated by Roland Connors **

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	1	Y	N
Sequence 2	9	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
YTD BUDGET REPORT

Includes accounts exceeding 0% of budget.
 Print totals only: N
 Print Full or Short description: F
 Print full GL account: N
 Format type: 2
 Double space: N
 Suppress zero bal accts: Y
 Include requisition amount: N
 Print Revenues-Version headings: N
 Print revenue as credit: Y
 Print revenue budgets as zero: N
 Include Fund Balance: N
 Print journal detail: N
 From Yr/Per: 2015/ 1
 To Yr/Per: 2015/13
 Include budget entries: N
 Incl encumb/liq entries: N
 Sort by JE # or PO #: J
 Detail format option: 1
 Include additional JE comments: N
 Sort/Total Budget Rollup: N
 Multiyear view: L
 Amounts/totals exceed 999 million dollars: N

Year/Period: 2015/13
 Print MTD Version: N
 Roll projects to object: N
 Carry forward code: 1

Find Criteria	
Field Name	Field Value
Fund	1501
LEVEL GOVT	
FUNCTION	
LEVEL/DEPT	
PRGM/ACTIVIT	
LOCATION	
GRADE	
REVENUE	
Character Code	
Org	
Object	
Project	05552

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CITY OF ROCHESTER
YTD BUDGET REPORT

P 3
glytdbud

REPORT OPTIONS

Account type
Account status
Rollup Code

City of Rochester
Draft

Special City Council Meeting
March 16, 2010

accounts to the 2009-2010 City of Rochester General Fund Revenue account, Transfer from Capital Projects.

II. WHEREAS, by virtue various resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the sum of Eight Hundred Eleven Thousand Nine Hundred Thirty-Seven Dollars and Seventy-One Cents (\$811,937.71) to various Capital Improvement Project budgets of the City of Rochester for various Department of Public Works projects, funding such appropriations from the proceeds of bonds, which bonds have not been issued, all as more particularly set forth in **EXHIBIT A** annexed hereto; and

WHEREAS, the aforesaid various projects, or portions thereof, as indicated in **EXHIBIT A** annexed hereto have been completed and there remains in such accounts unexpended, unbonded and currently unnecessary balances, or such projects have never been fully implemented and, to the extent not so implemented, such projects are no longer deemed necessary for bonding by the City, thereby rendering the remaining unbonded balances in such accounts unnecessary for their appropriated purposes, all as more particularly set forth in **EXHIBIT A** annexed hereto;

NOW THEREFORE, in light of the completion of, and/or lack of need for, the aforementioned projects in a manner leaving in unexpended, unbonded and unencumbered balances in the aforesaid accounts, the Mayor and City Council of the City of Rochester hereby withdraw and deauthorize Eight Hundred Eleven Thousand Nine Hundred Thirty-Seven Dollars and Seventy-One Cents (\$811,937.71) of the previous appropriations, and authority to bond therefore, of said balances for the various aforementioned projects, all as more particularly detailed in **EXHIBIT A** annexed hereto:

III. WHEREAS, by virtue various resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the sum of Fifty-One Thousand Three Hundred Thirty-Five Dollars (\$51,335.00) to various Capital Improvement Project budgets of the City of Rochester, Public Works, Public Buildings and ISTEPA Departments, for various projects, funding such appropriations with funds to be received from various grants, all as more particularly set forth in **EXHIBIT A** annexed hereto; and

WHEREAS, the aforesaid various projects have been completed and there remains in such accounts unexpended and currently unnecessary balances, thereby rendering the remaining balances in such accounts unnecessary for their appropriated purposes, or such projects have been determined by the Mayor and City Council to be no longer necessary, and/or the grants to fund such projects are no longer anticipated to be received;

NOW THEREFORE, in light of the completion of, and/or lack of need for, the aforementioned projects in a manner leaving Fifty-One Thousand Three Hundred Thirty-Five Dollars (\$51,335.00) in unexpended and unencumbered funds in the

General Fund

Cash Projects balance to de-authorize												
Department	Org	Object	Project	Year	Source	Description	Cash Amount to Deauthorize	Add to State Grant Fund Source	Add to Cash Funding Source	Add to Bond Funding Source	Add to SRF Funding Source	Recommendation
Public Buildings	15011090	773100	9508	Jun-08	Ded Rev	City Hall Furnace	97,000.00	1,688.00				Project complete - remaining funding not needed
DPW	15013010	701261		Jun-00	Ded Rev	Landfill Closure	30,000.00	8,319.05				Project complete - remaining funding not needed
Community Center	15017050	773500	07520	Jun-06	Cash	Lighting Project	19,102.00	840.65				Project complete - remaining funding not needed
Total							10,847.71	0.00	0.00	0.00	0.00	

Not Yet Bonded Projects to be de-authorize & Change portion of funding source												
Department	Org	Object	Project	Date Approved	Source	Description	Original Appropriation	Bond Deauthorize Amount				Recommendation
DPW	15013010	702230		Jan-01	Bond	Bridge Rehab Program	101,000.00	101,000.00	5,217.08	1,304.27		Use only a portion of funds for North Main Street Bridge \$6521.35 spent
DPW	15013010	771000	03503	Jun-02	Bond	Bridge Rehab Program	38,000.00	38,000.00				This funding not needed at this time
DPW	15013010	771000	03505	Jan-02	Bond	Rte 125 Light Project	44,749.99	44,749.99		44,749.99		City has unsuccessfully attempted to secure reimbursement from state - will not happen - recommend funding rescinded amount from cash
DPW	15013010	772000	03516	Jun-04	Bond	Salt/Sand Shed W/Sander Rack	175,000.00	34,777.00				Project complete - remaining funding not needed
DPW	15013010	771000	03523	Jan-04	Bond	Outfall Rehab Program	50,000.00	50,000.00				Project not needed at this time
DPW	15013010	771000	03526	Jun-04	Bond	Dam Rehab Program	50,000.00	31,306.00				Project complete - remaining funding not needed
DPW	15013010	771000	06519	Jan-05	Bond	Sheridan Glen Grant Streets Rehab	100,000.00	64,466.72				Project will not proceed further at this time - engineering bonded in FY10 bond issue
DPW	15013010	771000	07517	Jun-06	Bond	Congress Street Parking Lot	300,000.00	14,816.00		628.60		Project complete - remaining funding not needed
DPW	15013010	771000	08511	Jun-07	Bond	Brock Street Reconstruction	250,000.00	238,629.00				Project not needed at this time
DPW	15013010	771000	08513	Jun-07	Bond	Hanson Street Reconstruction	225,000.00	134,193.00				Project complete - remaining funding not needed
DPW	15013010	771000	08518	Jun-07	Bond	Sheridan Glen Grant Streets Rehab	60,000.00	60,000.00				Project not needed at this time
Total							\$11,937.71	5,217.08	46,682.66	0.00	0.00	

State Grant Portion of Projects to be de-authorize													
Department	Org	Object	Project	Year	Source	Description		Grant Deauthorize Amount				Recommendation	
DPW	1500000	471000	05520	Jun-04	Grant	Traffic Signal Rte 11 Project				129,673.00		Original funding from state was projected at \$ 5256,433. Received in March 2009, state only funded \$116,760.32 as allowable. Remaining balance either needs to be bonded as a non-exempt bond or through surplus. I recommend funding through surplus.	
DPW	15013010	771002	04509	Jan-04	Grant	Spring Street Rehab		42,000.00				Not funded at state level - recommend to de-authorize	
Public Buildings	15011090	772000	05507	Jan-04	Grant	Handicapped Accessibility	33,000.00	4,185.00				Project complete - remaining funding not needed or scheduled to be received	
ISTEA	15013010	771000	05552	Jan-04	Grant	ISTEA Fed Grant	16,000.00	3,650.00				Project complete - remaining funding not needed or scheduled to be received	
Total								51,835.00	0.00	139,673.00	0.00	0.00	

P. 107

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CITY OF ROCHESTER
G/L ACCOUNT DETAIL

P 1
glactinq

Org: 15013010 Object: 771000 Project: 05552
ISTEA FED GRANT 1501-0-0000-301-000-00-00-0-771000-05552

YEAR	PER	JOURNAL	EFF DATE	SRC T	PO/REF2	REFERENCE	AMOUNT	P CHECK NO	WARRANT	VDR NAME/ITEM	DESC	COMMENTS
2010	11	000530	05/20/2010	BUA 5		DEAUTH	-5,650.00	Y				CC DEAUTH
Total Amount:							-5,650.00					

** END OF REPORT - Generated by Roland Connors **

12/31/14

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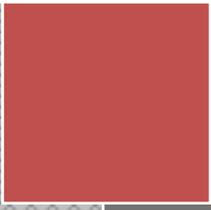
CITY OF ROCHESTER
G/L ACCOUNT DETAIL

P 1
glactinq

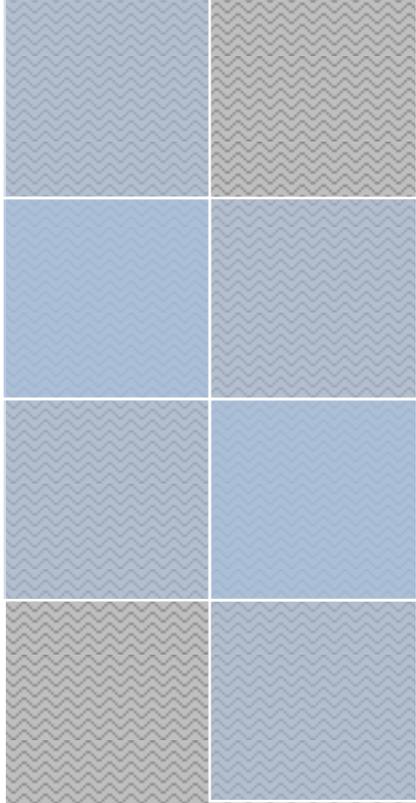
Org: 15013010 Object: 771000 Project: 05552
ISTEA FED GRANT 1501-0-0000-301-000-00-00-0-771000-05552

YEAR	PER	JOURNAL	EFF DATE	SRC T	PO/REF2	REFERENCE	AMOUNT	P	CHECK NO	WARRANT	VDR NAME/ITEM	DESC	COMMENTS
2010	12	000189	06/07/2010	BUA	5	DEAUTH	500.00	Y					ADD BACK-
Total Amount:						500.00							

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AMENDMENT TO ORDINANCES
ADOPTING A NEW CHAPTER OF THE
GENERAL ORDINANCES OF THE CITY OF ROCHESTER,
TO BE KNOWN AS CHAPTER 68 OF THE
GENERAL ORDINANCES OF THE CITY OF ROCHESTER

THE CITY OF ROCHESTER ORDAINS:

I. That the General Ordinances of the City of Rochester, as presently amended, be further amended, by adding to Title IV – Traffic Code thereof, a new Chapter, said Chapter to be known as Chapter 68 of the General Ordinances of the City of Rochester and entitled “Distribution of Items To and From Motor Vehicles”, said Chapter 67 to provide as follows:

“CHAPTER 68

DISTRIBUTION OF ITEMS TO AND FROM MOTOR VEHICLES

68.1 Intent of Ordinances.

This Ordinance is intended to provide for the free flow of motor vehicle traffic on roadways in the City. The City Council finds that persons who distribute any item to, receive any item from, or exchange any item with, the occupant of a motor vehicle upon a Roadway present a threat to the free and safe flow of motor vehicle traffic. By this Ordinance, the City Council intends to promote the health, safety and welfare of the citizens traveling by vehicle in the City.

68.2 Definitions.

For purposes of this Chapter, the following definitions apply:

- (a) Pass/Passing: Distributing any item to, receiving any item from, or exchanging any item with the occupant of a motor vehicle that is located in the Roadway.
- (b) Roadway. All public roads open to motorized vehicles within the City. This definition excludes private roads and private property. This definition also excludes areas in which parking is permitted in the City.
- (c) Item. Any physical object.

68.3 Prohibition of Roadway.

It shall be unlawful to violate any of the prohibitions set forth below in the City.

- (a) No person shall knowingly distribute any item to, receive any item from, or exchange any item with the occupant of any motor vehicle when the vehicle is located in the Roadway.
- (b) This Ordinance shall not apply to the distribution, receipt or exchange of any item with the occupant of a motor vehicle on private property or in a permitted parking area.
- (c) This Ordinance shall not apply to any law enforcement officer acting in the scope of his/her official duties.
- (d) This Ordinance shall not apply to the distribution, receipt or exchange of any item with the occupant of a motor vehicle located in the roadway in order to assist the occupant after a motor vehicle accident, with a disabled motor vehicle or where the occupant is experiencing a medical emergency.

68.4 Penalty.

A person found in violation of this section shall be guilty of a violation and may be fined not more than \$500.00.

68.5 Severability.

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

- II.** This ordinance shall take effect upon its passage.

CC FY 15 12-02 AB 72



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: Amendment to City Ordinances – Adopting a New Chapter of the General Ordinances of the City of Rochester, to be known as Chapter 68 of the General Ordinances of the City of Rochester.

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	December 2, 2014	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	11/25/2014	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	Peter Lachapelle, Signature on file
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox, Signature on file with City Clerk
CITY MANAGER	Dan Fitzpatrick, Signature on file with City Clerk

FINANCE & BUDGET INFORMATION

FINANCE APPROVAL	Roland Connors, Signature on file with City Clerk
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

LEGAL AUTHORITY

Attorney Wensley has reviewed this proposed amendment and placed it in our City Ordinances format.

CC FY 15 AB 72

SUMMARY STATEMENT

The Codes and Ordinances Committee has recommended sending this ordinance to the full City Council for review.

RECOMMENDED ACTION

Send the matter to a public hearing.

**RESOLUTION ACCEPTING A SO-CALLED EMP GRANT
TO THE ROCHESTER FIRE DEPARTMENT FOR THE DEVELOPMENT
OF A CONTINUITY OF OPERATIONS PLAN FOR THE CITY
AND MAKING A SUPPLEMENTAL APPROPRIATION
IN CONNECTION THEREWITH**

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

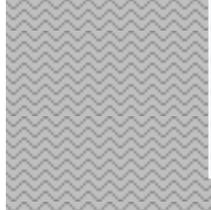
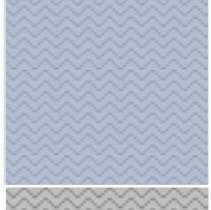
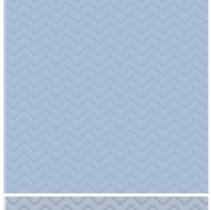
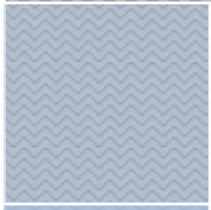
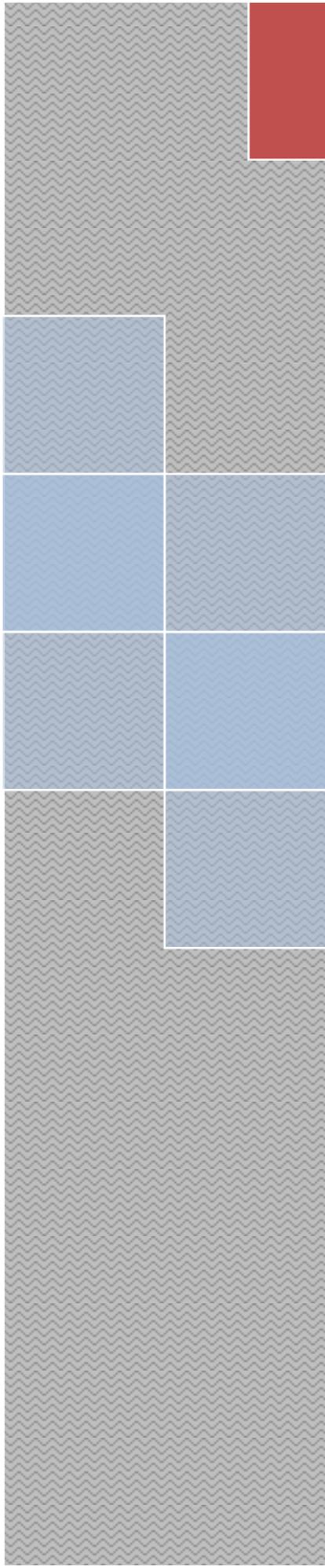
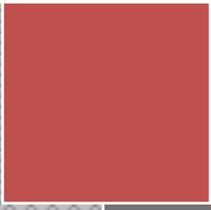
WHEREAS, the City of Rochester is eligible for, and will be, awarded a grant in the amount of Six Thousand Five Hundred Dollars (\$6,500.00), such sums being awarded pursuant to a federal grant for the development of a so-called Continuity of Operations Plan for the City of Rochester (the "Project"), the Mayor and City Council of the City of Rochester, by adoption of this Resolution, do hereby accept such grant on behalf of the City of Rochester; and

WHEREAS, the aforesaid grant requires a 50% match by the City of Rochester, which match will be accomplished by in-kind contributions, with a value of Six Thousand Five Hundred Dollars (\$6,500.00), to the development of the said Continuity of Operations Plan by the City's provision of various City forces and services to the Project;

NOW THEREFORE, by adoption of this Resolution the sum of Six Thousand Five Hundred Dollars (\$6,500.00) to be received by the City of Rochester as a grant pursuant to the aforementioned federal grant for the development of a so-called Continuity of Operations Plan be, and hereby is, appropriated as part of the 2014-2015 operating budget of the City of Rochester Fire Department, the same to be deposited in a special non-lapsing account by the Finance Director, or his designee(s), for the purpose of paying costs associated with the development of a so-called Continuity of Operations Plan, all as more specifically set forth in the grant application and/or other grant documents, and that the sums necessary to fund the aforesaid appropriation shall be drawn, in their entirety, from funds received from the abovementioned grant to the City of Rochester.

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

CC FY15 01-06 AB 81



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City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT Supplemental appropriation to the Fire Department for EMPG Grant for the Continuity of Operations Plan (COOP).

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	January 6, 2015	
DEPT. HEAD SIGNATURE	Norm Sanborn, Jr. Signature on file with City Clerk	
DATE SUBMITTED	December 12, 2015	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	5

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox Signature on File
CITY MANAGER	Dan Fitzpatrick Signature on File

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Roland Connors Signature on File
SOURCE OF FUNDS	EMPG Grant
ACCOUNT NUMBER	61092020-532200-155xx
AMOUNT	\$6,500.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

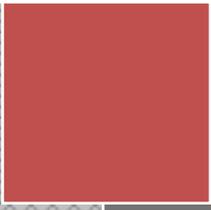
Council Action Required.

SUMMARY STATEMENT

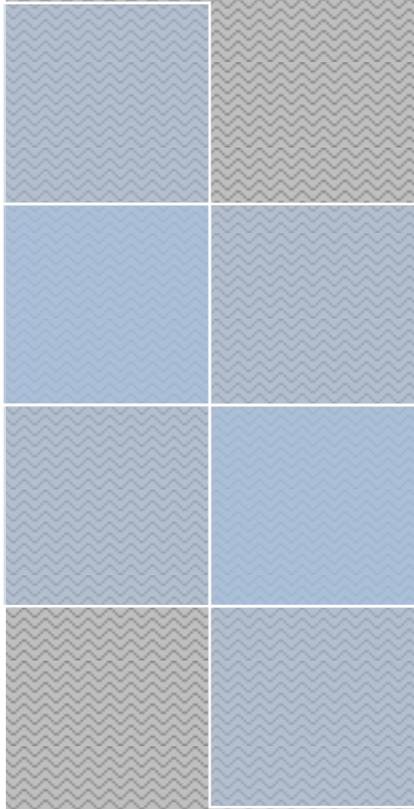
The Fire Dept. is eligible for a grant which requires a fifty percent match from the City, Federal share of grant is for \$6,500.00 and will be reimbursed to the City. The required \$6,500.00 match will be covered by in-kind services from the City. The grant will cover the non-city portion cost (\$6,500.00) of Hubbard Consulting LLC Services. This is to create a Continuity of Operations Plan for the City of Rochester.

RECOMMENDED ACTION

Recommend Council approve supplemental appropriation to the Fire Department budget.



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**AMENDMENTS TO CHAPTER 23 OF THE
GENERAL ORDINANCES OF THE CITY OF ROCHESTER
REGARDING “FIRE SAFETY MEASURES”**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 23 of the General Ordinances of the City of Rochester, entitled “Fire Safety Measures”, as presently amended, be further amended as follows:

- I. That Chapter 23 of the General Ordinances of the City of Rochester, entitled “Fire Safety Measures”, as presently amended, be further amended, by amending the “introductory “SECTIONAL ANALYSIS” of such Chapter 23, so as to provide as follows:

“

23.1 Fire Safety Rules and Regulations

23.2 Smoke Detector Wiring

23.3 Enforcement Officer

23.4 Control of Outdoor Fires

23.5 Knox Box Installations

23.6 Public Safety Amplification System Required in Large Facilities

23.7 Administration and Enforcement

23.8 Means of Escape

23.9 Fire Department Access

23.10 Control of Fire Hazards

23.11 Penalty

23.12 Sprinkler Requirements for Certain Single-family Dwelling Units

23.13 Prohibition and Regulation of Fireworks

23.14 Certificate of Fitness Program

23.15 Regulation of Fire Alarms”

- II. That Section 23.7 of the General Ordinances of the City of Rochester entitled “Administration and Enforcement”, as presently amended, be further amended, by amending said Section 23.7, as presently enacted, to provide as follows, said amended Section to be known as Section 23.7 of the General Ordinances of the City of Rochester, to wit:

“**23.1 Administration and Enforcement.**

The authority having jurisdiction for the administration and enforcement of this chapter shall be Fire Prevention of the City of Rochester. The fee schedule under this chapter shall be as follows:

Tank Removal	\$25.00
Blasting	\$25.00
Incident Report	\$5.00
Fire Marshal’s Investigation Report	\$25.00

Photographs (Fire Scene)	\$15.00
CD Photos (Fire Scene)	\$15.00
Fire Alarm System Plan Review	\$1.00 per device or \$50.00 minimum
Sprinkler System Plan Review	\$1.00 per device or \$50.00 minimum
Commercial Hood Fire Suppression	\$1.00 per device or \$50.00 minimum
Clean Agent Initial Inspection	\$1.00 per device or \$50.00 minimum Free of Charge
Re-Inspections (Sprinkler Systems, Fire Alarm Systems, Commercial Hood Fire Suppression, Clean Agent)	\$50.00 per person with \$100.00 minimum
Fine permit or license)	\$100.00 <u>175.00</u> (working without a
Certificate of Fitness	\$25.00 per year, per restriction
False Alarm, Fire alarm activation	\$175 after 2 consecutive, per calendar year"

III. That Chapter 23 of the General Ordinances of the City of Rochester entitled “Fire Safety Measures”, as presently amended, be further amended, by adding to said Chapter 23, a new Section, to be known as Section 23.14 of the General Ordinances of the City of Rochester, said Section 23.14 to provide as follows, to wit:

“23.14 Certificate of Fitness Program”

In accordance with NFPA 1:2009 1.13, The Rochester Fire Department enacts the applicable section of the currently adopted version of NFPA 1 for the Certificate of Fitness Program. The Fire Chief or his designee shall promulgate administrative rules for the management of the Certificate of Fitness program.”

IV. That Chapter 23 of the General Ordinances of the City of Rochester entitled “Fire Safety Measures”, as presently amended, be further amended, by adding to said Chapter 23, a new Section, to be known as Section 23.15 of the General Ordinances of the City of Rochester, said Section 23.15 to provide as follows, to wit:

“23.15 Regulation of Fire Alarms”

The Fire Chief or his designee shall promulgate administrative rules for the management the installation and maintenance of Fire Alarms.”

CC FY 15 01-06 AB 82

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City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT **Amendments to Chapter 23: 23.14, and 23.15 ---Fire Safety Measures**

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	January 6, 2015	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	December 11, 2015	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	Codes and Ordinances Committee
CHAIR PERSON	Councilor Peter Lachapelle Signature on File

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox Signature on File
CITY MANAGER	Dan Fitzpatrick Signature on File

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

Sent to Attorney Dan Wensley for review

SUMMARY STATEMENT

Proposed changes to City Ordinances

RECOMMENDED ACTION

First reading and refer to Public Hearing

**AMENDMENTS TO CHAPTER 34 OF THE
GENERAL ORDINANCES OF THE CITY OF ROCHESTER
REGARDING “JUNK AND SECOND-HAND DEALERS”**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 34 of the General Ordinances of the City of Rochester, entitled “Junk and Second-Hand Dealers”, as presently amended, be further amended as follows:

- I. That Section 34.4 of the General Ordinances of the City of Rochester entitled “License Applications”, as presently amended, be further amended, by amending said Section 34.4, as presently enacted, to provide as follows, said amended Section to be known as Section 34.4 of the General Ordinances of the City of Rochester, to wit:

“34.4 License Applications. Applications for licenses shall be made to the Licensing Board and filed with the Director of Building, Zoning, & Licensing Services Department upon blanks furnished by the Director of Building, Zoning, & Licensing Services Department for that purpose, and shall be submitted by the Director of Building, Zoning, & Licensing Services Department to the Chief of Police who shall cause an investigation to be made of the fitness of the applicant to engage in the business of a junk dealer or second-hand dealer and report his findings to the Licensing Board before such license is acted upon by the City Council. The license fee for each license shall be Fifty Dollars (\$50.00) per year payable in advance to the Building, Zoning, & Licensing Services Department. There shall be no fee for non-profit charitable organizations, public schools, and public institutions.

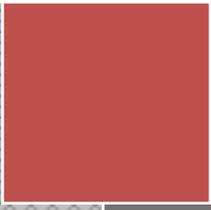
The Licensing Board, after a satisfactory investigation by the Police Chief, may issue a temporary license to existing junk or second-hand dealer establishments when there is only a change of ownership.”

- II. That Section 34.4 of the General Ordinances of the City of Rochester entitled “License Applications”, as presently amended, be further amended, by amending said Section 34.4, as presently enacted, to provide as follows, said amended Section to be known as Section 34.4 of the General Ordinances of the City of Rochester, to wit:

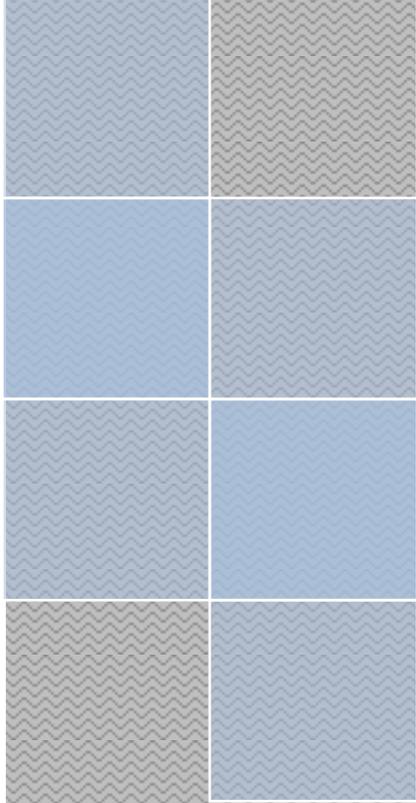
“34.5 License Revocation/Expiration. ~~Such Annual licenses shall expire on April 1st of each year, unless sooner revoked, and shall not be assigned or transferred, but it may be revoked at any time by the Licensing Board after notice and hearing for just cause.~~ Temporary licenses shall expire after 45 days from the date issued or when acted upon by the City Council, whichever occurs first. Licenses shall not be re-assigned or transferred and may be revoked at any time by the Licensing Board after notice and hearing for just cause.”

CC FY 15 01-06 AB 83

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City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT **Amendments to Chapter 34: 34.4, and 34.5**

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	January 6, 2015	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	December 11, 2015	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	Codes and Ordinances Committee
CHAIR PERSON	Councilor Peter Lachapelle Signature on File

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox Signature on File
CITY MANAGER	Dan Fitzpatrick Signature on File

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

Sent to Attorney Dan Wensley for review

SUMMARY STATEMENT

Proposed changes to City Ordinances

RECOMMENDED ACTION

First reading and refer to Public Hearing

**AMENDMENTS TO CHAPTER 42 OF THE
GENERAL ORDINANCES OF THE CITY OF ROCHESTER
REGARDING “ZONING”**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 42 of the General Ordinances of the City of Rochester, entitled “Zoning”, as presently amended, be further amended, as follows:

- I. That Section 42.2 of the General Ordinances of the City of Rochester entitled “Definitions and Terminology”, as presently amended, be further amended, by amending the definition of “Manufactured Housing” as presently contained in Section 42.2(a), to provide as follows, said amended Section to be known as the definition of “Manufactured Housing” as contained Section 42.2(a) of the General Ordinances of the City of Rochester, to wit:

“42.2 Definitions and Terminology.

* * *

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

- II. That Section 42.20 of the General Ordinances of the City of Rochester entitled “Standards for Specific Permitted Uses”, as presently amended, be further amended, by amending subsections (b)(9) and (b)(10) of Section 42.20, entitled “Manufactured Housing Subdivision” and “Manufactured Housing Unit” respectfully, as presently enacted, to provide as follows, said amended subsections of Section 42-20 to be known as subsections (b)(9) and (b)(10) of Section 42.20 of the General Ordinances of the City of Rochester, to wit:

“b. Conditions for Particular Uses.

For each individual use listed below, all of the specific conditions attached to that use must be met along with any requirements of this chapter.

* * *

9. **Manufactured Housing Subdivision – Not part of an existing Mobile Home Park – See Chapter 43 for existing Mobile Home Parks**

A. Overall Development.

- i. All requirements otherwise applicable to subdivision of lots for conventional houses within a conservation subdivision shall apply.
- ii. Additions to Manufactured Housing Units (or “Homes”). There shall be no additions constructed onto manufactured homes with the exception of **garages**, skirting, carports, cabanas, awnings, canopies, porches, decks, and steps. All must be approved by the Director of Building, Zoning, and Licensing Services.
- iii. Minimum Size. Every manufactured home shall be at least ~~28~~**23** feet in overall width ~~at the body~~ and have at least 700 square feet of habitable living space.”

10. Manufactured Housing Unit – Not part of an existing Mobile Home Park – See Chapter 43 for existing Mobile Home Parks

- A. Manufactured Homes are allowed only: i) on individual lots in the AG zoning district; ii) within manufactured housing subdivisions, located in the AG zoning district; and iii) within established mobile home parks on approved pads/lots.
- B. Additions to Manufactured Homes. There shall be no additions constructed onto manufactured homes with the exception of **garages**, skirting, carports, cabanas, awnings, canopies, porches, decks, and steps. All must be approved by the Director of Building, Zoning, and Licensing Services.
- C. Minimum Size. Every manufactured home shall be at least ~~28~~**23** feet in **overall** width ~~at the body~~ and have at least 700 square feet of habitable living space.”

III. That Section 42.23 of the General Ordinances of the City of Rochester entitled “Accessory Uses”, as presently amended, be further amended, by amending subsection (a)(2) of Section 43.5, as presently enacted, to provide as follows, said amended subsection Section to be known as subsection (a)(2) of Section 43.5 of the General Ordinances of the City of Rochester, to wit:

“42.23 Accessory Uses

* * *

b. Standards for Specific Accessory Uses. The following standards shall apply to these specific accessory uses, activities, structures, and situations wherever they are allowed:

5. Commercial Vehicles, Parking of. Parking commercial vehicles outdoors overnight within residential districts is permitted as an accessory use as follows:

- A. One small commercial vehicle - a passenger automobile, pick-up truck or van - is allowed. Additional commercial vehicles may be allowed by special exception.
- B. Other larger types of commercial vehicles – ~~such as box trucks or vehicles with more than 2 axles~~ **those weighing over 26,000 gvw** - are permitted only by special exception subject to the property owner being able to provide adequate buffering and sound mitigation.
- C. Adequate off-street parking must be provided. Parking shall not be within any public right-of-way.”

IV. That Section 42.28 of the General Ordinances of the City of Rochester entitled “Performance Standards”, as presently amended, be further amended, by amending subsection (d)(1)(A) of Section 42.28, as presently enacted, to provide as follows, said amended subsection Section to be known as subsection (d)(1)(A) of Section 42.28 of the General Ordinances of the City of Rochester, to wit:

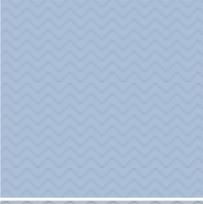
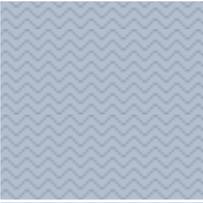
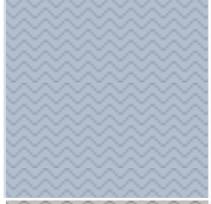
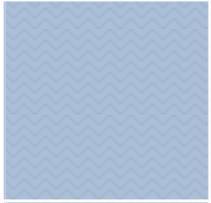
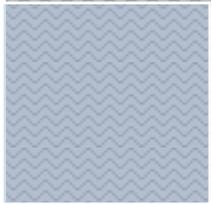
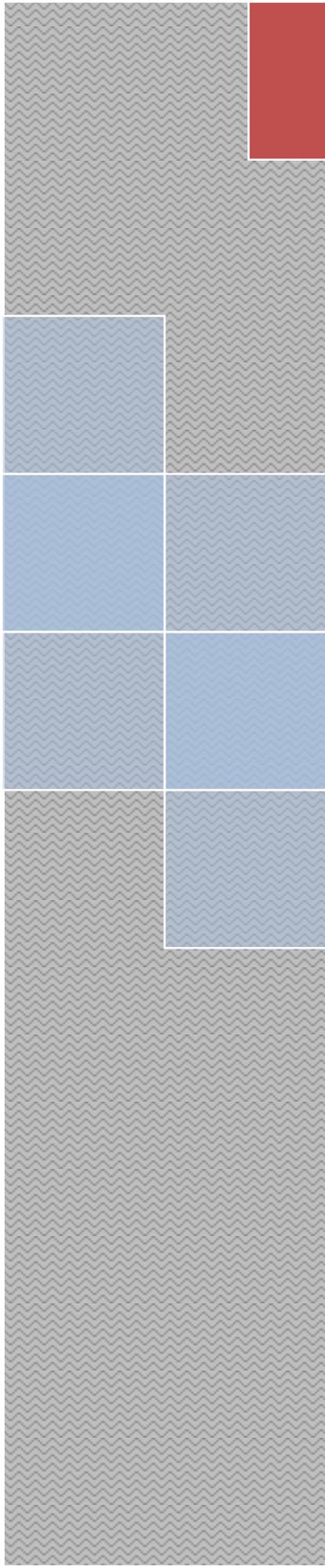
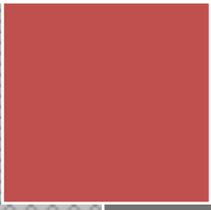
“d. Other Specific Standards

1. Glare or Light

- a. ~~All lighting installations, for every use (including single family dwellings), shall be shielded in order to avoid skyglow or undue glare onto any road or adjoining property.~~ **All exterior lights shall be designed, located, installed and directed in such a manner so as to prevent glare and objectionable light trespass onto neighborhood properties or roads.”**

CC FY 15 01-06 AB 84 (1)

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**AMENDMENTS TO CHAPTER 43 OF THE
GENERAL ORDINANCES OF THE CITY OF ROCHESTER
REGARDING “MOBILE HOME PARK ORDINANCE”**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 43 of the General Ordinances of the City of Rochester, entitled “Mobile Home Park Ordinance”, as presently amended, be further amended as follows:

- I.** That Section 43.1 of the General Ordinances of the City of Rochester entitled “Purpose and Intent”, as presently amended, be further amended, by amending said Section 43.1, as presently enacted, to provide as follows, said amended Section to be known as Section 43.1 of the General Ordinances of the City of Rochester, to wit:

“43.1 Purpose and Intent.

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

- II.** That Section 43.3 of the General Ordinances of the City of Rochester entitled “Definitions”, as presently amended, be further amended, by amending subsection (j) of Section 43.3, as presently enacted, to provide as follows, said amended subsection Section to be known as subsection (j) of Section 43.3 of the General Ordinances of the City of Rochester, to wit:

“(j) **Manufactured Housing.** Any structure, transportable in one or more sections, which, in the traveling mode, is 8 body feet or more in width and 40 body feet or more in length, ~~or~~ **and** when erected on site, **is at least 13 feet in overall width and have at least 320700** square feet or more **of habitable living space**, and which is built on a permanent chassis and is designed to be used as a single-family habitation with or without a permanent foundation when connected to required utilities, which include plumbing, heating, and electrical systems contained therein (in conformance with the definition in RSA 674:31, as amended).”

- III.** That Section 43.5 of the General Ordinances of the City of Rochester entitled “Design Standards”, as presently amended, be further amended, by amending subsection (a)(2) of Section 43.5, as presently enacted, to provide as follows, said amended subsection Section to be known as subsection (a)(2) of Section 43.5 of the General Ordinances of the City of Rochester, to wit:

“(a) * * *

(2) No mobile home with accessory buildings, garage, structures, storage building and paved parking spaces shall occupy in excess of ~~twenty five percent (25%)~~ **thirty five percent (35%)** of a mobile home lot.”

CC FY 15 01-06 AB 83

NOTE: Deleted matter appears with ~~strikeout~~ (e.g. ~~strikeout~~)
Added matter appears in red (e.g. **red**)



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 Various Amendments to Chapter 42: 42.2, 42.23 – Amendments to Chapter 43: 43.3, and 43.5	
COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

AGENDA DATE	January 6, 2015	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	December 11, 2015	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	Codes and Ordinances Committee
CHAIR PERSON	Councilor Peter Lachapelle Signature on File

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox Signature on File
CITY MANAGER	Dan Fitzpatrick Signature on File

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

Sent to Attorney Dan Wensley for review

SUMMARY STATEMENT

Proposed changes to City Ordinances

RECOMMENDED ACTION

First reading and refer to Public Hearing

**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION
TO THE 2014-2015 CAPITAL IMPROVEMENTS BUDGET OF THE
CITY OF ROCHESTER, DEPARTMENT OF PUBLIC WORKS, WATER WORKS
FOR THE SO-CALLED WATER TANK MAINTENANCE PROJECT**

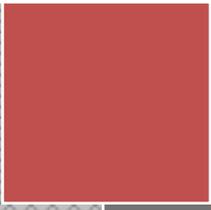
BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That the sum of Seventy Five Thousand Dollars (\$75,000.00) be, and hereby is, appropriated as a supplemental appropriation to the 2014-2015 capital improvements budget of the City of Rochester, Department of Public Works, Water Works, for the purpose of providing sums necessary to pay costs and/or expenditures with respect to the so-called Water Tank Maintenance Program (the "Project"), and provided further that such appropriation shall be drawn in its entirety from the proceeds of bonding/borrowing to be undertaken by the City of Rochester.

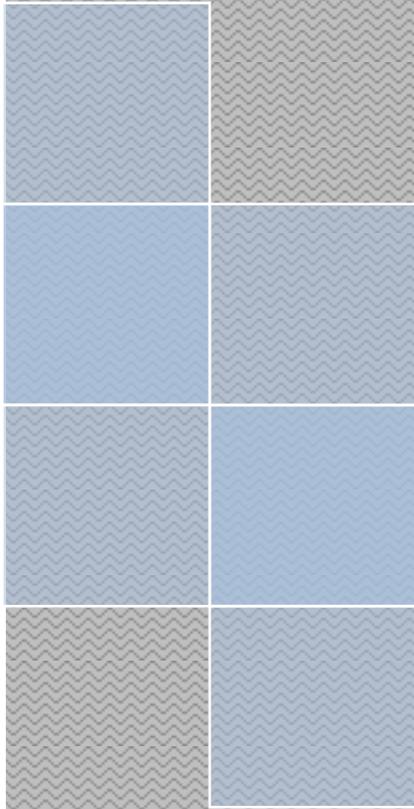
Further, that the Mayor and City Council of the City of Rochester hereby resolve that, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Seventy Five Thousand Dollars (\$75,000.00), through the issuance of bonds and/or notes, and/or through other legal form(s), for the purposes of funding the expenditures incident to the implementation of the Project outlined, and referred to, in the preceding paragraph, such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate. The useful life for the aforesaid Project is 20 years.

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

CC FY15 01-06 AB 86



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City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT : SUPPLEMENTAL APPROPRIATION Water Tank Maintenance Program

COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
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RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
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AGENDA DATE	JANUARY 6, 2015		
DEPT. HEAD SIGNATURE	Peter C. Nourse, PE – Director DPW Signature on File at City Clerk’s office		
DATE SUBMITTED	12/24/14		
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	Bond
ACCOUNT NUMBER	55016010-771000-15XXX
AMOUNT	
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	\$75,000

LEGAL AUTHORITY

City Council Action.

SUMMARY STATEMENT

The Water Tank Maintenance Program has been funded during the FY13 and FY15 CIP Processes and the funding source is bond. The project has gone out to bid and will need an additional \$75,000 in order to complete all of the proposed water tank maintenance items. Original appropriations total \$580,000; spent and encumbered on the project to date is \$101,831.69. The remaining balance is \$478,168.31. The lowest responsible bidder is Utility Service Co., Inc. with a total bid of \$548,131.00. This leaves a shortfall of \$69,962.69; and this request is for \$75,000, which will leave \$5,037.31 for contingencies.

RECOMMENDED ACTION

Resolution for a supplemental appropriation in the amount of \$75,000.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

GF Water Sewer Arena
 CIP Water CIP Sewer CIP Arena CIP
 Special Revenue

Fund Type: Annual Lapsing Multi-year Non-Lapsing

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	55016010	772000	13528			380,000.00
2	55016010	772000	15538			200,000.00
3	55016010	771000	15xxx			75,000.00
4				-	-	-

Revenue

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

DUNS #

CFDA #

Grant #

Grant Period: From
To

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

Reimbursement Request will be reduced

Funds will be returned

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RESOLUTION GRANTING
COMMUNITY REVITALIZATION
TAX RELIEF TO THE PROPERTY SITUATE AT 1 WAKEFIELD STREET
UNDER THE PROVISIONS OF RSA 79-E
IN CONNECTION WITH ITS PROPOSED REHABILITATION PROJECT

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

WHEREAS, in an effort to stimulate local economic development and enhance City downtowns and Town centers, the New Hampshire Legislature has enacted Chapter 79-E of the New Hampshire Revised Statutes Annotated, entitled “Community Revitalization Tax Relief Incentive”; and

WHEREAS, the City of Rochester on October 7, 2008 availed itself of the opportunities and benefits available through the adoption of Chapter 79-E, by adopting the provisions of such Community Revitalization Tax Relief Incentive Program pursuant to the Provisions RSA Chapter 79-E on October 7, 2008; and

WHEREAS, the owner(s) of the so-called 1 Wakefield Street property in downtown Rochester is/are desirous of taking advantage of the potential opportunities and benefits available to property owners as a result of the adoption of Chapter 79-E and they have, therefore, proposed a substantial rehabilitation project with respect to the so-called 1 Wakefield Street property structure; and

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

NOW, THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby make the following determinations and findings with respect to the proposed substantial rehabilitation proposal for the so-called 1 Wakefield Street property contemplated by the owner’s Community Revitalization Tax Relief Application dated September 23, 2014, to wit:

(1) Any tax relief under the provisions of Chapter 79-E or this resolution that is to be accorded with respect to the so-called 1 Wakefield Street property project shall be accorded only after the property owners grant to the City a covenant pursuant to the provisions of RSA 79-E:8 ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and in accordance with the requirements of RSA 79-E:8; and

(2) The Mayor and City Council find a public benefit(s) under RSA 79-E:7 in the proposed revitalization project proposed with respect to the so-called 1 Wakefield Street property project; and

(3) The proposed substantial rehabilitation project with respect to the aforesaid 1 Wakefield Street provides the following public benefits to downtown Rochester:

- I. It enhances the economic vitality of the downtown;
- II. It enhances and improves a structure that is culturally or historically important on a local level, within the context of Rochester's Historic District and/or the City center in which the building is located;
- III. It promotes development of downtown Rochester, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B;

(4) The specific public benefit is preserved through a covenant under RSA 79-E:8 if the project is implemented consistent with (a) the aforementioned application; (b) compliance with the recommendation to the Council approved by the Community Development Committee at its December 15, 2014 meeting; (c) the terms of this resolution; and (d) any other applicable requirements of Chapter 79-E; and

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

Furthermore, as a result of making such determinations and findings, and subject to the owner(s) compliance therewith, and with the provisions of Chapter 79-E, the Mayor and City Council hereby grants the requested tax relief for a period of seven (7) years beginning with the completion of the substantial rehabilitation of the so-called 1 Wakefield Street property structure.

CC FY15 01-06 AB 88



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: Approval of application RSA 79-E – Community Revitalization Tax Relief Incentive for One Wakefield Street and if approved, determination of length of tax relief.

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

RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
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AGENDA DATE	January 6, 2015 – 1 st Reading and Public Hearing February 3, 2015 – 2 nd Reading and Possible Adoption		
DEPT. HEAD SIGNATURE	Original on file with City Clerk		
DATE SUBMITTED	12/8/2014		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	One Wakefield application, RSA 79-E, RSA Fact Sheet, RSA application process <i>Packet of information can be found under the Community Development Committee Report</i>	

COMMITTEE SIGN-OFF

COMMITTEE	Community Development Committee 12/15/2014
CHAIR PERSON	James Gray

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox, Deputy City Manager Signature on file with City Clerk
CITY MANAGER	Dan Fitzpatrick Signature on file with City Clerk

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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

SUMMARY STATEMENT

RSA 79-E (Community Revitalization Tax Relief Incentive) is a legislative proposal that encourages investment in downtowns and village centers with a new tax incentive modeled on NH statute (Barn Bill). Its goals are to encourage the rehabilitation and active use of under-utilized buildings and in doing so, to

- promote strong local business
- promote smart, sustainable growth, as an alternative to sprawl, in accordance with the purpose and objectives of RSA Ch. 9-B.

One Wakefield Street

One Wakefield Street would qualify for this incentive program as it is located in the 79E Tax Increment Finance District. This program would help to maintain the economic vitality by increasing the residential housing in urban or town centers, it promotes development of municipal centers, providing efficiency, safety, and a greater sense of community, consistent with RSA 9-B.

Project Details –

Construction of twenty one residential apartments which is currently under-utilized and hard to rent office space on the second and third floors. The renovations will remain in the current footprint of the building.

- Thirteen one bedroom units
- Eight two bedroom units
- First floor to remain commercial rental units
- Interior of top two floors will be gutted down to the studs because the wall materials contain asbestos.
- No exterior changes are expected.

RECOMMENDED ACTION

Approve the application for RSA 79-E for One Wakefield Street, allowing tax relief for this building for a period of time determined by the Rochester City Council in accordance with Section 79-Ef. Economic Development recommends the full 7 years available.

Section 79-E:5 Duration of Tax Relief Period

- I. The governing body may grant such a tax assessment relief for a period of up to 5 years, beginning with the completions of the substantial rehabilitation.
- II. The governing body may, in its discretion, add up to an additional 2 years of tax relief for a project that results in new residential units and up to 4 years for a project that includes affordable housing.

79 E Assessment & Tax Calculation Sheet for 1 Wakefield Street 2014-12-31-12-31-14

Property Address: 1 Wakefield Street

Baseline Assessed Value: \$ 693,100.00

Estimated Change in Assessed Value **: \$ 638,500.00

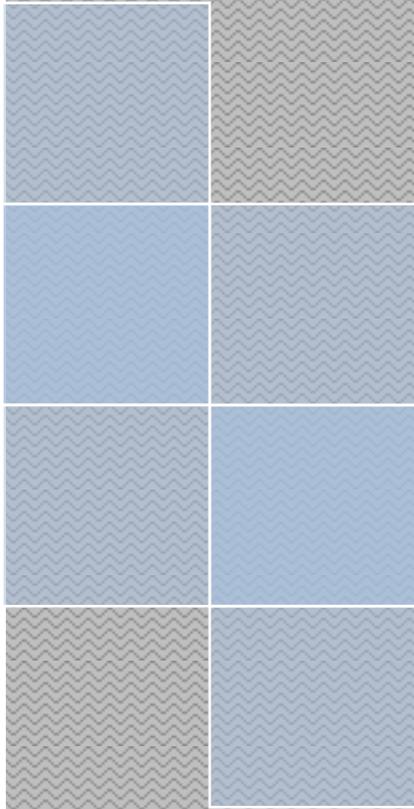
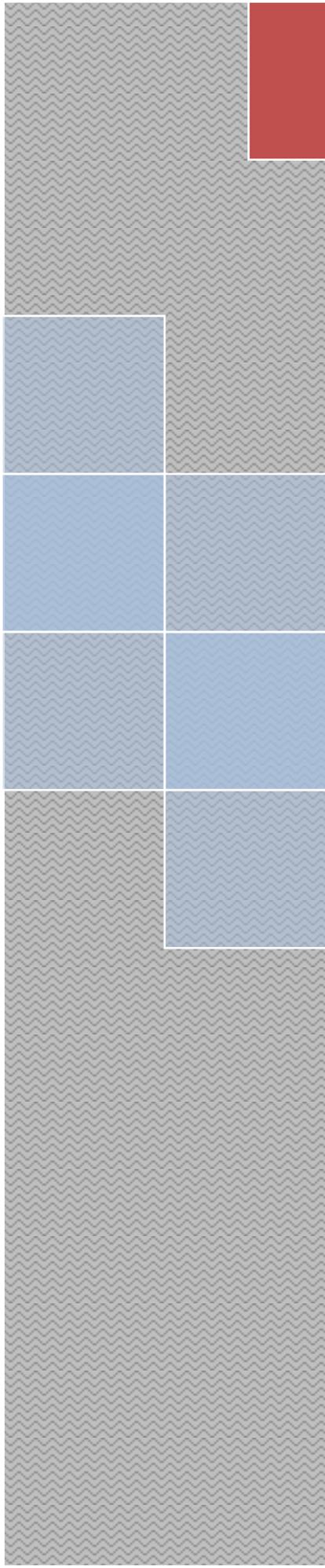
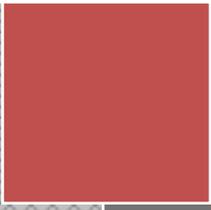
Current Tax Rate (TY 2014): \$ 27.47

Estimated Annual Tax Rate Increase (%): 3.00%

Tax Relief Provided

		<u>Cumulative \$</u>
Year #1:	\$ 17,539.60	\$ 17,539.60
Year #2:	\$ 18,065.78	\$ 35,605.38
Year #3:	\$ 18,607.76	\$ 54,213.13
Year #4:	\$ 19,165.99	\$ 73,379.12
Year #5:	\$ 19,740.97	\$ 93,120.09
Year #6:	\$ 20,333.20	\$ 113,453.29
Year #7:	\$ 20,943.19	\$ 134,396.48
Year #8:	\$ 21,571.49	\$ 155,967.97
Year #9:	\$ 22,218.63	\$ 178,186.61
Year #10:	\$ 22,885.19	\$ 201,071.80
Year #11:	\$ 23,571.75	\$ 224,643.55
Year #12:	\$ 24,278.90	\$ 248,922.45
Year #13:	\$ 25,007.27	\$ 273,929.72
Year #14:	\$ 25,757.49	\$ 299,687.21
Year #15:	\$ 26,530.21	\$ 326,217.42

** The estimated change in assessed value is determined by City Assessor. He has estimated the resultant assessed value of the property once the contemplated upgrades have been completed.



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RESOLUTION GRANTING
COMMUNITY REVITALIZATION
TAX RELIEF TO THE PROPERTY SITUATE AT 124 NORTH MAIN STREET
UNDER THE PROVISIONS OF RSA 79-E
IN CONNECTION WITH ITS PROPOSED REHABILITATION PROJECT

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

WHEREAS, in a effort to stimulate local economic development and enhance City downtowns and Town centers, the New Hampshire Legislature has enacted Chapter 79-E of the New Hampshire Revised Statutes Annotated, entitled “Community Revitalization Tax Relief Incentive”; and

WHEREAS, the City of Rochester on October 7, 2008 availed itself of the opportunities and benefits available through the adoption of Chapter 79-E, by adopting the provisions of such the Community Revitalization Tax Relief Incentive Program pursuant to the Provisions RSA Chapter 79-E on October 7, 2008; and

WHEREAS, the owner(s) of the so-called 124 North Main Street property in downtown Rochester is/are desirous of taking advantage of the potential opportunities and benefits available to property owners as a result of the adoption of Chapter 79-E and they have, therefore, proposed a substantial rehabilitation project with respect to the so-called 124 North Main Street property structure; and

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

NOW, THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby make the following determinations and findings with respect to the proposed substantial rehabilitation proposal for the so-called 124 North Main Street property contemplated by the owner’s Community Revitalization Tax Relief Application dated November 14, 2014, to wit:

(1) Any tax relief under the provisions of Chapter 79-E or this resolution that is to be accorded with respect to the so-called 124 North Main Street property project shall be accorded only after the property owners grant to the City a covenant pursuant to the provisions of RSA 79-E:8 ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and in accordance with the requirements of RSA 79-E:8; and

(2) The Mayor and City Council find a public benefit(s) under RSA 79-E:7 in the proposed revitalization project proposed with respect to the so-called 124 North Main Street property project; and

(3) The proposed substantial rehabilitation provides the following public benefits to downtown Rochester:

- I. It enhances the economic vitality of the downtown;
- II. It enhances and improves a structure that is culturally or historically important on a local level, within the context of Rochester's Historic District and/or the City center in which the building is located;
- III. It promotes development of downtown Rochester, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B;

(4) The specific public benefit is preserved through a covenant under RSA 79-E:8 if the project is implemented consistent with (a) the aforesaid application; (b) compliance with the recommendation to the Council approved by the Community Development Committee at its December 15, 2014 meeting; (c) the terms of this resolution; and (d) any other applicable requirements of Chapter 79-E; and

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

Furthermore, as a result of making such determinations and findings, and subject to the owner(s) compliance therewith, and with the provisions of Chapter 79-E, the Mayor and City Council hereby grants the requested tax relief for a period of nine (9) years beginning with the completion of the substantial rehabilitation of the so-called 124 North Main Street property structure.

CC FY15 01-06 AB 89



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: Approval of application for RSA 79-E Community Revitalization Tax Relief Incentive for 124 North Main Street and if approved, determination of length of tax relief.

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

AGENDA DATE	January 6, 2015 – 1 st Reading and Public Hearing February 3, 2015 – 2 nd Reading and Possible Adoption		
DEPT. HEAD SIGNATURE	Original signature on file with City Clerk		
DATE SUBMITTED	12/5/2015		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	124 North Main Street application, RSA 79-E, RSA Fact Sheet, RSA Application Process <i>Packet of information can be found under the Community Development Committee Report</i>	

COMMITTEE SIGN-OFF

COMMITTEE	Community Development Committee December 15, 2014
CHAIR PERSON	James Gray

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Blaine Cox Signature on file with City Clerk
CITY MANAGER	Dan Fitzpatrick Signature on file with City Clerk

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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

SUMMARY STATEMENT

RSA 79-E (Community Revitalization Tax Relief Incentive) is a legislative proposal that encourages investment in downtowns and village centers with a new tax incentive modeled on NH statute (Barn Bill). Its goals are to encourage the rehabilitation and active use of under-utilized buildings and in doing so, to

- promote strong local business
- promote smart, sustainable growth, as an alternative to sprawl, in accordance with the purpose and objectives of RSA Ch. 9-B.

124 North Main Street

Purchases out of foreclosure, this building requires a substantial amount of deferred interior and exterior maintenance to be addressed so it can be operated responsibly.

- foundation sealing and re-pointing
- replace or repair existing heating system, bulkhead,
- update kitchens and bathrooms, paint the interior and exterior
- new lighting, flooring, appliances
- ensure the building is pest free

RECOMMENDED ACTION

Approve the application for RSA 79-E for One Wakefield Street, allowing tax relief for this building for a period of time determined by the Rochester City Council in accordance with Section 79-Ef. Economic Development recommends the full 9 years available.

Section 79-E:5 Duration of Tax Relief Period

- I. The governing body may grant such a tax assessment relief for a period of up to 5 years, beginning with the completions of the substantial rehabilitation.
- II. The governing body may, in its discretion, add up to an additional 2 years of tax relief for a project that results in new residential units and up to 4 years for a project that includes affordable housing.

Property Address: 124 North Main Street

Baseline Assessed Value: \$ 104,400.00

Estimated Change in Assessed Value **: \$ 145,000.00

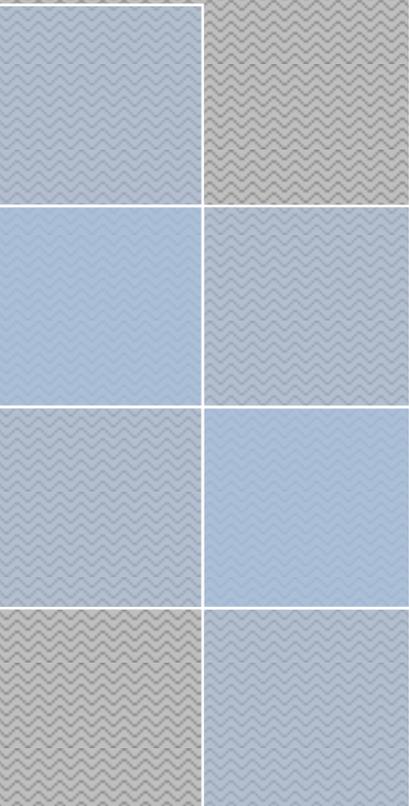
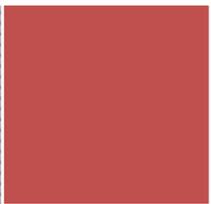
Current Tax Rate (TY 2014): \$ 27.47

Estimated Annual Tax Rate Increase (%): 3.00%

Tax Relief Provided

			<u>Cumulative \$</u>
Year #1:	\$	3,983.15	\$ 3,983.15
Year #2:	\$	4,102.64	\$ 8,085.79
Year #3:	\$	4,225.72	\$ 12,311.52
Year #4:	\$	4,352.50	\$ 16,664.01
Year #5:	\$	4,483.07	\$ 21,147.08
Year #6:	\$	4,617.56	\$ 25,764.65
Year #7:	\$	4,756.09	\$ 30,520.74
Year #8:	\$	4,898.77	\$ 35,419.51
Year #9:	\$	5,045.74	\$ 40,465.24
Year #10:	\$	5,197.11	\$ 45,662.35
Year #11:	\$	5,353.02	\$ 51,015.37
Year #12:	\$	5,513.61	\$ 56,528.98
Year #13:	\$	5,679.02	\$ 62,208.00
Year #14:	\$	5,849.39	\$ 68,057.39
Year #15:	\$	6,024.87	\$ 74,082.26

** The estimated change in assessed value is determined by City Assessor. He has estimated the resultant assessed value of the property once the contemplated upgrades have been completed.



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City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT	Update & Discussion Regarding Ongoing Litigation
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COUNCIL ACTION ITEM <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
INFORMATION ONLY <input checked="" type="checkbox"/>	* IF YES ATTACH A FUNDING RESOLUTION FORM

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

AGENDA DATE	January 6, 2015		
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	Blaine Cox, Deputy City Manager Signature on file with City Clerk
CITY MANAGER	Dan Fitzpatrick, City Manager Signature on file with City Clerk

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

RSA 91-A:2 Non-Meeting for "Consultation with Legal Counsel."

SUMMARY STATEMENT

Attorney Wensley has requested a non-meeting session with the Council to provide an update regarding an ongoing legal matter.

RECOMMENDED ACTION

None