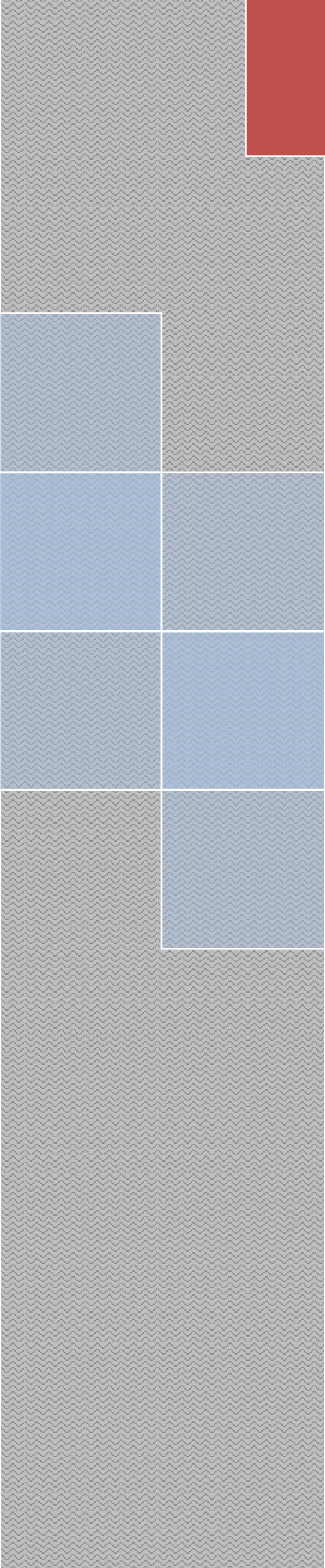




**Regular City Council Meeting  
July 12, 2016  
Council Chambers  
7:00 PM**

**Agenda**

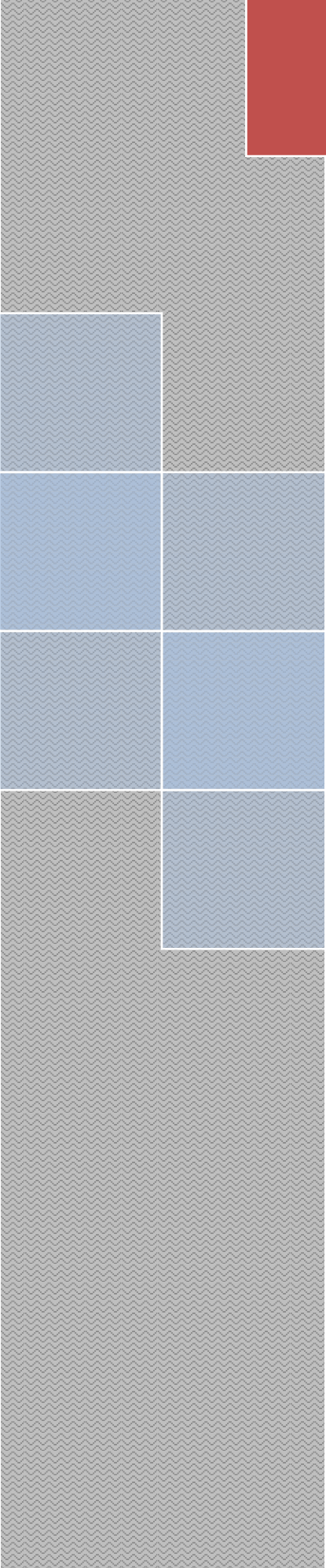
- 1. Call to Order**
- 2. Pledge of Allegiance**
  - 2.1 Presentation of the Colors and Pledge of Allegiance: Knights of Columbus**
- 3. Opening Prayer**
- 4. Roll Call**
- 5. Acceptance of Minutes**
  - 5.1. June 7, 2016: Regular City Council Meeting P. 5**
  - 5.2. June 21, 2016: Special City Council Meeting P. 25**
- 6. Communications from the City Manager**
  - 6.1. Employee of the Month Award**
  - 6.2. City Manager's Report P. 31**
- 7. Communications from the Mayor**
- 8. Presentations of Petitions and Council Correspondence**
- 9. Nominations, Appointments, Resignations, and Elections**
  - 9.1 Kevin Quigley, Ward 6 Moderator**
  - 9.2 Joanne Sylvain, Personnel Advisory Board**
  - 9.3 Robert Pallas, Trustees of the Trust Fund**
- 10. Reports of Committees:**



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- 10.1.     **Appointments Committee**     P. 91
- 10.2.     **Community Development Committee**     P. 93
- 10.3.     **Government Channel Committee - did not have a quorum**
- 10.4.     **Public Safety Committee**     P. 95
- 10.5.     **Public Works Committee**     P. 101
- 11.     **Old Business**
- 12.     **New Business**
  - 12.1 **AB 02** Resolution Authorizing the Application for and Acceptance of a State of NH Department of Environmental Services (NHDES) Clean Water State Revolving Fund (CWSRF) Loan and Supplemental Appropriation Connected Therewith  
P. 105
  - 12.2 **AB 03** Resolution Authorizing the Acceptance of an Emergency Management Performance Grant (EMPG) for a Generator on Behalf of the Rochester Fire Department and Supplemental Appropriation Connected Therewith  
P. 109
  - 12.3 **AB 05** Government Channel Policy Approval     P. 119
  - 12.4 **AB 06** New Staff Positions - Classifications     P. 125
- 13.     **Other**
- 14.     **Non-Public Session**
  - 14.1.     **Non-Public Session - Personnel, RSA 91-A: 3,II (b)**
  - 14.2.     **Non-Public Session - Land, RSA 91-A: 3, II (d)**
- 15.     **Adjournment**



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**Regular City Council Meeting  
June 7, 2016  
Council Chambers  
7:00 PM**

**COUNCILORS PRESENT**

Councilor Abbott  
Councilor Barnett  
Councilor Bogan  
Councilor Gates  
Councilor Gray  
Councilor Hamann  
Councilor Lachapelle  
Councilor Lauterborn  
Councilor Keans  
Councilor Torr  
Councilor Varney  
Councilor Willis  
Mayor McCarley

**OTHERS PRESENT**

City Manager Daniel Fitzpatrick  
Deputy City Manager Cox  
Roland Connors, Deputy Finance  
Director  
Michael Hopkins, Superintendent of  
Schools

**MINUTES**

**1. Call to Order**

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

**2. Pledge of Allegiance**

**2.1. Presentation of the Colors and Pledge of Allegiance:  
Rochester Lodge of Elks # 1393**

The Rochester Lodge of Elks # 1393 Color Guard presented the colors to the City Council and led the Pledge of Allegiance.

**3. Opening Prayer**

**3.1. Opening Prayer: Representative of the Rochester Lodge  
of Elks # 1393**

The Rochester Lodge of Elks # 1393 led the opening prayer.

Mayor McCarley read the Flag Day Proclamation and presented it to Rochester Lodge of Elks # 1393.

Rochester Lodge of Elks #1393 gave a few announcements about the Flag Day events.

#### **4. Roll Call**

Kelly Walters, City Clerk, took the roll call. All Councilor Members were present.

Mayor McCarley clarified for the public that public input would take place prior to next week's Budget Workshop and the anticipated date for the budget adoption is June 21, 2016.

#### **5. Acceptance of Minutes**

##### **5.1. May 3, 2016: Regular City Council Meeting**

Councilor Torr **MOVED** to **ACCEPT** the May 3, 2016, Regular City Council meeting minutes. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

##### **5.2. May 17, 2016: Special City Council Meeting**

Councilor Lachapelle **MOVED** to **ACCEPT** the May 17, 2016, Special City Council meeting minutes. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

#### **6. Communications from the City Manager**

##### **6.1. Employee of the Month Award**

City Manager Fitzpatrick announced that Mark Sullivan, Senior Accountant, has been selected as the Employee of the Month for June.

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

City Manager Fitzpatrick gave the following report:

Management Team Meeting minutes:

- April 25, 2016
- May 2, 2016
- May 9, 2016
- May 16, 2016

Contracts and documents executed since last month:

City Manager's Office

Rochester Farmer's Market – additional sign request

Department of Public Works

- EDA Milton Road/Salmon Falls Road Sewer Extension project contract
- Gonic Dam Removal grant contract
- Granite Ridge Phase I – Change Orders 4 & 5
- Head Start Lease renewal
- Head Start Lease renewal – modification
- Multiple Meter Agreement – Little Falls Bridge Co-Op Mobile Home Park
- Sewer CIP - follow-up memo

Economic & Community Development

- First Impressions - MOU
- CDBG - Collaboration Agreement with Rochester Housing Authority
- CDBG Funding – Crossroads House
- CDBG Funding – Share Fund
- CDBG SF-424 Form for Action Plan
- CDBG - Victims of Crime Act Assistance Grant

The following standard reports have been enclosed:

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

City Manager Fitzpatrick said the Rochester Farmer's Market letter had not been ready for the packet and should not have been included until the letter had been properly typed. He apologized for the oversight.

**7. Communications from the Mayor**

No discussion.

**8. Presentations of Petitions and Council Correspondence**

No discussion.

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

No discussion.

**10. Reports of Committees**

**10.1. Appointments Committee**

Councilor Keans stated that Nancy McGinnis, resident, submitted a Statement of Interest to serve on the Welfare Appeals Board. This Board has not had a need to meet in over two years, however, Ms. McGinnis would like to serve.

Mayor McCarley nominated Nancy McGinnis to serve on the Welfare Appeals Board, with a term to expire in January, 2019. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nominations cease. Councilor Abbott seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Ms. McGinnis has been appointed by a unanimous ballot vote.

**10.2. Codes and Ordinances Committee**

Councilor Lachapelle said the Codes and Ordinances Committee discussed the Fire Works Ordinance. It was determined that the problem with setting off fireworks is more of an enforcement issue and a letter would be sent to the Police Chief.

Councilor Lachapelle stated that there were a few action items listed under new business and the next Committee meeting would take place on August 4, 2016.

**10.3. Community Development Committee**

Councilor Lauterborn stated that the action items for this report have been addressed. She said the Community Development Committee would review another grant opportunity at the next meeting.

**10.4. Government Channel Committee**

Councilor Willis reported that the Government Channel Committee reviewed the City's retention policy for keeping the digital copies of the City Council meetings. He added that few request for digital copies have been received and it seemed appropriate to shorten the retention law for retaining such copies. There is more information available in the City Council packet.

Councilor Willis stated that the Committee reviewed the final changes to the Government Channel Policy and it was recommended that the policy would be sent to the City Attorney's Department for review.

Councilor Willis stated that at least half of the households in Rochester, or 6,777, residents subscribe to Metrocast. The information has been provided by Metrocast.

### **10.5. Public Safety Committee**

Councilor Hamann said there were no action items.

Councilor Hamann reviewed several items from the Public Safety Committee report and stated the Committee requested that Michael Bezanson, City Engineer, write a thank you letter to the State for resolving the problems with the intersection of Washington Street/Estes Road.

### **10.6. Public Works Committee**

Councilor Torr said there were no action items other than to send the Leak Abatement Policy to the next Codes and Ordinances Committee meeting for review.

Councilor Torr stated that the Committee reviewed some of the pavement projects.

## **11. Old Business**

No discussion.

## **12. Consent Calendar**

- 12.1. AB 168 Resolution De-Authorizing Funding From the Department of Public Buildings CIP First Reading, Second Reading, and Adoption**

**12.2. AB 171 Resolution De-Authorizing Funding for the Four Pump Stations Project First Reading, Second Reading and Adoption**

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

**13. New Business**

**13.1. AB 167 Motor Vehicle Junk Yards and Junk Dealers Motion to Approve**

Councilor Lachapelle **MOVED** to **APPROVE** the Motor Vehicle Junk Yards and Junk Dealers. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Under "other" Councilor Keans requested that the specific Motor Vehicle Junk Yards and Junk Dealers be included with the official record as follows:

**Motor Vehicle Junk Yards and Junk Dealers approved are as follows:**

1. American Used Auto Parts – location: 40 Little Falls Bridge Road, Rochester, NH 03867 **Motor Vehicle Junk Yard & Junk Dealer**
2. Colony Used Auto Parts – location: 181 A Milton Road, Rochester, NH 03868 **Motor Vehicle Junk Yard**
3. Lambert's Auto Truck Recyclers Inc. – location: 2 Salmon Falls Road, Rochester, NH 03868 **Motor Vehicle Junk Yard & Junk Dealer**

**13.2. AB 175 Resolution Approving Cost Items Associated with Proposed City of Rochester Multi-Year Collective Bargaining Agreement with Rochester Municipal Employees Association SEIU Local 1984 (Support Personnel All City Departments) First Reading, Second Reading, and Adoption**

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

**RESOLUTION APPROVING COST ITEMS ASSOCIATED WITH  
PROPOSED  
CITY OF ROCHESTER  
MULTI-YEAR COLLECTIVE BARGAINING AGREEMENT WITH  
ROCHESTER MUNICIPAL EMPLOYEES ASSOCIATION SEIU LOCAL  
1984  
(Support Personnel All City Departments)**

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

That pursuant to, and in accordance with, the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the cost items associated with the multi-year year collective bargaining agreement between the City of Rochester and the ROCHESTER MUNICIPAL EMPLOYEES ASSOCIATION (RMEA) Local 1984

Bargaining Unit, covering the period July 1, 2016 to June 30, 2020, as set forth in the proposed contract, and as more particularly detailed on the attached "EXHIBIT A: RMEA LOCAL 1984 – JUNE 2016," which includes a summary financial analysis of the annual costs of the contract to the City provided by the Rochester Director of Finance, is hereby approved. The provision of funds necessary to fund the aforementioned, and hereby approved, collective bargaining agreement "cost items" in the first year of the agreement will be contained in the Fiscal Year 2017 operating budget of the City.

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

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

- 13.3. AB 159 Resolution Authorizing the Rochester Police Department to Apply for a US Department of Justice "COPS" Grant First Reading, Second Reading, and Adoption**

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

**RESOLUTION AUTHORIZING THE ROCHESTER POLICE DEPARTMENT TO  
APPLY FOR A U.S. DEPARTMENT OF JUSTICE “COPS” GRANT**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution approve the submission of a grant application in a total amount up to Six Hundred Ninety Nine Thousand Seven Hundred Eleven and 72/100 Dollars (\$699,711.72) to the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) by the the Rochester Police Department for the purpose of hiring two (2) additional police officers over a four-year period.

**Further**, that such grant would provide a total reimbursement over a three-year period of up to Two Hundred Fifty Thousand Dollars (\$250,000) from the U.S. Department of Justice.

**Further**, that the total estimated cost to the City of Rochester over the four-year period is Four Hundred Forty Nine Thousand Seven Hundred Eleven and 72/100 Dollars (\$449,711.72).

**Further**, that such grant is subject to the understanding that it requires that the level of sworn officers in the Rochester Police Department, including the two (2) officers hired as a result of the grant, may not be reduced during the three-year life of the grant or for one year after the conclusion of the term of the grant. **CC FY 16 AB 159**

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

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

Councilor Keans spoke against the motion. She said the Police Department currently has a full staff and the City Council has budget constraints to deal with this year's budget. It does not make sense to add positions at this time.

Councilor Willis said this is a competitive grant and the City may not be awarded the grant. He could not support the City seeking two new Police Department positions; however, he could support the City applying for just one position. Chief Allen stated that there is no guarantee that the City would be awarded just half the grant; however, he would be willing to scale down the request to just *one* officer if the City Council wished to do so. He reiterated that the reason for requesting applying for two positions was directly related to drug and violence prevention education during the school year. He confirmed that if only one position was awarded the priority would be with specific needs of the schools.

Councilor Lachapelle **MOVED** to **AMEND** the resolution by reducing the funding and application to seek only "one" police officer and not two. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a majority voice vote. Mayor McCarley called for a vote on the motion as amended. The **MOTION CARRIED** as amended by a 10 to 2 roll call, as the first voice vote had been unclear. Councilor Torr requested the roll call and Councilor Gates seconded the request. Councilors Bogan, Abbott, Varney, Willis, Lachapelle, Gray, Barnett, Torr, Hamann, Gates, and Mayor McCarley voted in favor of the motion. Councilor Keans and Lauterborn voted against the motion.

#### **13.4. School Budget Revisits (Honeywell, Debt Service)** **Discussion**

Michael Hopkins, Superintendent of Schools, gave a PowerPoint presentation about Honeywell and Debt Service, as it relates to the Fiscal Year 2017 proposed budget.

Councilor Willis asked if the estimated savings shown on the charts would be an estimate of the "annual" savings. Mr. Hopkins replied yes, which if approved as presented would start in Fiscal Year 2018; however, some of the cost savings would begin sooner and are not calculated in with the projected annual savings.

The City Council discussed the initial bid process. Councilor Varney questioned if the City Council approved this request this year, would the

School Department be back again within two years for a similar request. Mr. Hopkins confirmed that it is not likely that the School Department would be back with such a request within the next two years.

Councilor Gates asked about the final accounting of the New East Rochester School project. Mr. Hopkins said the Joint Building Committee met and discussed the final figures of the project. He said once the painting is completed and other purchases are made [some window shades and signage] the final project should be \$11,784,000.

Deputy City Manager Cox said the original bond authorization for this project had been \$13,100,000 and the actual amount bonded had been \$12,205,000. This is \$420,000 less the original bond. The amount of \$895,000 should be de-authorized and the amount of \$420,000 should be repurposed.

Mayor McCarley informed the City Council that the purpose to add this topic to the Agenda this evening had *only* been for discussion purposes. She thanked Mr. Hopkins for providing the additional information.

**13.5. AB 164 Resolution Authorizing Acceptance and Appropriation of Certified Local Government Grant Award First Reading, Second Reading, and Adoption**

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

**RESOLUTION AUTHORIZING ACCEPTANCE AND APPROPRIATION OF CERTIFIED LOCAL GOVERNMENT GRANT AWARD**

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

**WHEREAS**, that a Certified Local Government (CLG) grant in the amount of Twenty-Five Thousand Four Hundred Dollars (\$25,400.00) awarded to the City of Rochester is hereby accepted by the City of Rochester;

**FURTHER**, that the sum of Twenty-Five Thousand Four Hundred Dollars (\$25,400.00) be, and hereby is, appropriated to a non-lapsing Special

Revenue Fund to be created for the purpose of carrying out historic restoration work to the City Hall Annex building;

**FURTHER**, that the City Manager is authorized to enter into a grant agreement and any other contracts with the New Hampshire Division of Historical Resources to receive and administer the grant funds detailed above; and

**FURTHER**, to the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. CC FY 16 AB 164

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

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

**13.6. AB 165 Resolution Authorizing Supplemental Appropriation for the Purchase of 2 St. James Terrace  
First Reading, Second Reading, and Adoption**

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

**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION  
FOR THE PURCHASE OF 2 ST. JAMES TERRACE**

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

That the sum of Two Hundred Thirty Thousand Dollars (\$230,000.00) be, and hereby is, appropriated as a supplemental appropriation to the 2015-2016 General Overhead Department capital improvement (CIP) budget of the City of Rochester to provide sums necessary to pay costs and/or expenditures with respect to the purchase of the property located at 2 St.

James Terrace, Rochester, New Hampshire and provided further that such appropriation shall be drawn in its entirety from the General Fund unassigned fund balance.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded. **CC FY16 06-07 AB 165**

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

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

**13.7. AB 166 Resolution Approving A Historic Restoration Grant Application to the Land and Community Heritage Investment Program First Reading and Adoption**

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

**RESOLUTION**  
**APPROVING A HISTORIC RESTORATION GRANT APPLICATION TO**  
**THE LAND AND COMMUNITY HERITAGE INVESTMENT PROGRAM**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the submission by the Office of Economic and Community Development of a grant application in an amount up to Fifty Seven Thousand Dollars (\$57,000.00) to the Land and Community Heritage

Investment Program in order to fund necessary historic restoration of the façade of the City Hall Annex building. **CC FY 16 AB 166**

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

**13.8. AB 170 Resolution Authorizing Supplemental Appropriation to the 2015-2016 Rochester City Clerk Special Revenue Fund for Codification Services of the General Code First Reading, Second Reading, and Adoption**

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

**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION  
TO THE 2015-2016 ROCHESTER CITY CLERK SPECIAL REVENUE FUND  
FOR CODIFICATION SERVICES OF THE GENERAL CODE**

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

That a sum not to exceed Eleven Thousand Three Hundred Nineteen Dollars (\$11,319.00) be, and hereby is, appropriated as a supplemental appropriation to the 2015-2016 City of Rochester City Clerk's, Non-Lapsing Special Revenue Fund, for the purpose of providing funds necessary to pay costs and/or expenditures associated with the ongoing Codification Services of the General Code.

**Further**, that the funds for such supplemental appropriation shall be derived from the FY2016 City Clerk's Operating Budget.

**Further**, that a transfer of Eleven Thousand Three Hundred Nineteen Dollars (\$11,319.00) from the FY 2016 General Fund City Clerk's Operating Budget to the FY 2016 City Clerk's Non-Lapsing Special Revenue Fund stipulated above is hereby authorized;

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 FY16 05-17 AB 170**

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Councilor Keans asked how long this account would remain open. Ms. Walters replied that once the final payment is made in Fiscal Year 2017, the account should be closed. The City Clerk already has a budget line item for annual fees related to codification. The **MOTION CARRIED** by a unanimous voice vote.

**13.9. AB 169 Amendment to the General Ordinances of the City of Rochester [Chapter 5.3 Elected Officials] First Reading and refer to Codes and the Codes and Ordinances Committee**

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

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

**THE CITY OF ROCHESTER ORDAINS:**

That subsections 63.2. (b) of Chapter 63 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

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

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

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

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

(3) **Item.** Any physical object.

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

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

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

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

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

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

- (1) 1st Offense: Not less than \$500.00.
- (2) 2nd Offense: Not less than \$750.00.
- (3) 3rd and subsequent Offenses: Not less than \$1,000.00.

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

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

Councilor Keans requested the matter be sent to the Codes and Ordinances Committee for review. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**13.10. AB 172 Amendment to the General Ordinances Relative to Chapter 63.2 The Passing of Items to or from the Occupant of a Motor Vehicle on a Roadway First Reading and Adoption**

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

Councilor Lachapelle **MOVED** to **ADOPT** the Amendment. Councilor Bogan seconded the motion. Councilor Keans spoke against the motion. She stated that this motion would tighten up the existing language of the ordinance; however, she opposes the existing ordinance. She added that there is enough examples of why the City should not get involved with this topic. Councilor Lachapelle stated that the City Attorney attended the Codes and Ordinances Committee to explain why the amendment is needed. The **MOTION CARRIED** by a unanimous voice vote.

**13.11. AB 173 Amendment to the General Ordinance Relative to Chapter 42.2 First Reading and Refer to a Public Hearing**

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

**AMENDMENTS TO CHAPTER 42 OF THE GENERAL ORDINANCES OF  
THE CITY OF ROCHESTER**

**THE CITY OF ROCHESTER ORDAINS:**

That subsections 42.2.161 and 42.20 (b) of Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

42.2 **Definitions.**

- 
- 
- 

161. Manufactured Housing: Any structure, meeting the federal Manufactured Home Construction and Safety Standards Act, commonly known as the 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, and have at least **320** square feet 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 housing as defined in RSA 674:31-a.

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- 

42.20 **Standards for Specific Permitted Uses.**

- 

b. **Conditions for Particular Uses**

- 

9. **Manufactured Housing Subdivision**

A. Overall Development

iii.

10. **Manufactured Housing Unit**

C.

**The effective date of these amendments shall be upon passage. CC  
FY 16 AB 173**

Councilor Varney stated that this Amendment has not yet been reviewed by the Planning Board. Councilor Lachapelle **MOVED** to send the Amendment to the Planning Board. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**13.12. AB 177 Draft Economic Development Reserve Fund  
Discussion**

Mayor McCarley clarified that the City Council took a vote to dissolve the Economic Development Fund and subsequently, through review by the Codes and Ordinances Committee, deleted Chapter 11.20 Economic Development Reserve Fund. It has been determined that the City Council did not eliminate the fund properly according to RSA 47:1-c and therefore no change has been made to the fund; however, the City Council no longer has an ordinance to give guidance to how the money within the fund is spent.

Mayor McCarley requested that the matter be discussed at the next Codes and Ordinance Committee meeting in August. Councilor Lauterborn requested that the relative RSA's be included with the Codes and Ordinances packet as well.

**13.13. AB 174 Presentation of the 2016 Dog Warrant Motion to  
Send to the Rochester Police Department for Action**

Councilor Lachapelle **MOVED** to **ACCEPT** and send the 2016 Dog Warrant to the Rochester Police Department for action. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**14. Other**

Mayor McCarley stated that there will be another Budget Workshop held on June 14, 2016. The anticipated budget adoption is to take place on June 21, 2016.

Councilor Keans requested that the names and addresses of the Junk Yard Dealers be included with the minutes.

Councilor Lauterborn questioned if the anticipated grant award for an additional police officer should be discussed at next week's meeting. City

Manager Fitzpatrick replied that when and if the grant is awarded the City Council should deal with the matter at that point.

Councilor Gates mentioned that June 6<sup>th</sup> marks the 72<sup>nd</sup> Anniversary of The Battle of Normandy.

Councilor Torr expressed concern that the Planning Board members reviewed the amendment to Chapter 42.2 Manufactured Homes at the Planning Board meeting. City Manager Fitzpatrick confirmed that the City Attorney has requested that the change be made to Chapter 42.2 and that the Federal law trumps the local ordinance.

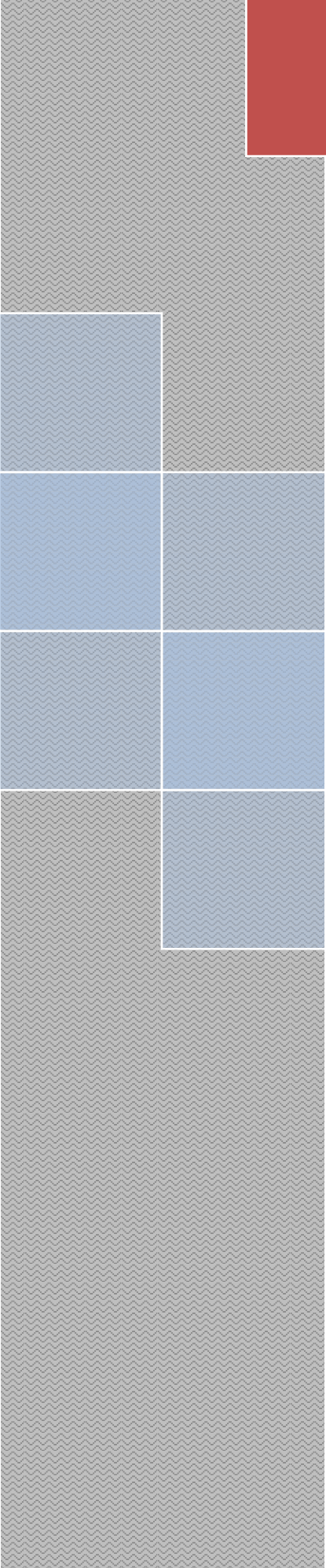
Councilor Willis requested to have a chart/graph showing the average amount of general funds used to offset the tax rate in the last five to seven years.

## **15. Adjournment**

Councilor Lachapelle **MOVED** to **ADJOURN** the meeting at 7:57 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC  
City Clerk



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**SPECIAL CITY COUNCIL MEETING  
June 21, 2016  
COUNCIL CHAMBERS  
7:10 PM**

**COUNCILORS PRESENT**

Councilor Abbott  
Councilor Barnett  
Councilor Bogan  
Councilor Gates  
Councilor Gray  
Councilor Hamann  
Councilor Keans  
Councilor Lachapelle  
Councilor Lauterborn  
Councilor Torr  
Councilor Varney  
Councilor Willis  
Mayor McCarley

**OTHERS PRESENT**

City Manager Daniel Fitzpatrick  
Deputy City Manager Blaine Cox  
City Attorney Terence O'Rourke  
David Miller, Resident  
Jennifer Marsh, Economic Development

**MINUTES**

**1. Call to Order**

Mayor McCarley called the Special City Council Meeting to order at 7:10 PM. Deputy City Clerk Marcia Roddy took the roll call. All members were present.

**2. AB 180 Resolution Authorizing the Rochester Police Department to Apply for a Justice Assistance Grant (JAG)**

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

Mayor McCarley read the resolution as follows:

**RESOLUTION AUTHORIZING THE ROCHESTER POLICE DEPARTMENT TO APPLY  
FOR A JUSTICE ASSISTANCE GRANT (JAG)**

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

That the Mayor and City Council of the City of Rochester, by adoption of this

Resolution, authorize the Rochester Police Department to apply for a Justice Assistance Grant (JAG). The City of Rochester's portion of the total JAG award will be Twenty Three Thousand Eight Hundred Seven Dollars (\$23,807.00) to be used towards the purchase of mobile data terminals including mounting hardware, licensing and installation for half of the front line motor vehicle fleet. In the event that the grant application is approved and City Council accepts the funds, the City of Somersworth will act as fiscal agent in exchange for Five Percent (5%) of Rochester's portion of the JAG award.

Councilor Keans asked what the total amount of the grant is and what is the City of Rochester's share. Chief Allen said the total is \$22,617. He said that 5% will go to the City of Somersworth who will administer the grant. He said the funding is based upon the Part 1 Filing Crime Reporting which is done through the State and reported to the FBI. That is how the formula is determined by the Justice Department. The City of Somersworth has agreed to apply for the grant on behalf of the City of Rochester in exchange for 5% of the award amount. The total dollar amount for Rochester is \$21,486.15, which is the full amount of the grant minus the 5%.

Councilor Keans asked how many terminals would be purchased with the grant money. Chief Allen said he did not know at this time, but that the money would be stretched as far as it would go. He said that the ones purchased in the past (including equipment and installation cost) were between \$4,000 and \$5,000. He said he hoped that with newer technology that the money could be stretched further and buy a more cost effective solution to meet the needs of the department.

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

### **3. AB 152 Resolution Approving the 2016-2017 Operating Budget for the City of Rochester**

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

#### **RESOLUTION APPROVING 2016-2017 OPERATING BUDGET FOR THE CITY OF ROCHESTER**

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

That a twelve (12) month operating budget for the City of Rochester be, and hereby is, approved and appropriated for the period beginning July 1, 2016 and ending June 30, 2017 in the amounts and for the purposes more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2017 (July 1, 2016 - June 30, 2017), as amended, the provisions of which are incorporated herein by reference thereto by attached **Exhibit A**.

This budget may be reconsidered before the tax rate is set if City, School and/or County revenues are changed by the State of New Hampshire or by the Federal Government. The budget appropriations contained in this Resolution are predicated upon projected revenues as more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2017 (July 1, 2016 - June 30, 2017), as amended, the provisions of which are incorporated herein by reference thereto.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous roll call vote. Councilors Bogan, Abbott, Varney, Willis, Lachapelle, Gray, Barnett, Torr, Hamann, Gates, Keans, Lauterborn, and Mayor McCarley all voted yes.

**4. AB 153 Resolution Approving the 2016-2017 Capital Budget for the City of Rochester and Authorizing Borrowing in Connection Therewith**

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

**RESOLUTION AUTHORIZING AND APPROVING 2016-2017 CAPITAL BUDGET  
FOR THE CITY OF ROCHESTER AND AUTHORIZING BORROWING IN  
CONNECTION THEREWITH**

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

That the capital budget for the City of Rochester for the July 1, 2016 to June 30, 2017 fiscal year in the total amount specified in **Exhibit A** annexed hereto, be, and hereby is, authorized and appropriated, and, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, is hereby authorized to arrange borrowing to finance a portion of said capital budget appropriation as identified on Exhibit A annexed hereto.

The aforementioned borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter. The useful lives of the capital projects for which borrowing is authorized by this resolution shall be more particularly set forth in the "City of Rochester, New Hampshire, Proposed CIP Budget, Fiscal Year 2017 (July 1, 2016 –June 30, 2017), as amended.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous roll call vote. Councilors Varney, Hamann, Abbott, Gates, Gray, Willis, Torr, Keans, Lauterborn, Lachapelle, Barnett, Bogan, and McCarley all voted yes.

**5. Non-Public Session**

**5.1 Non-Public Session, RSA 91-A:3, II (d) - Land, and  
RSA 91-A:3, II (a) - Personnel**

Councilor Lachapelle **MOVED** to enter Non-Public Session under RSA 91-A:3, II (d) - Land, and RSA 91-A:3, II (a) - Personnel, at 7:21 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous roll call vote. Councilors Torr, Hamann, Gray, Keans, Varney, Gates, Barnett, Bogan, Lauterborn, Abbott, Willis, Lachapelle, and Mayor McCarley all voted yes.

Councilor Lachapelle **MOVED** to exit Non-Public Session at 7:48 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Councilor Lauterborn **MOVED** to seal the minutes indefinitely for the Personnel session. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

**6. Other**

Councilor Hamann **MOVED** to authorize the City Manager to sell two parcels of City-owned land: 24 Signal Street and 43-A Summer Street. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

**7. Adjournment**

Councilor Lachapelle **MOVED** to **ADJOURN** the Workshop at 7:50 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Respectfully submitted,

Marcia H. Roddy, CNHDCC  
Deputy City Clerk

**2016-2017 CITY OF ROCHESTER OPERATING BUDGET RESOLUTION-EXHIBIT A**

<b>Operations</b>	<b>FY17 Proposed</b>	<b>FY17 Adopted</b>
Operating Budgets		
City Operations	23,395,809	23,402,813
County Taxes	6,075,141	6,075,141
Debt Service	3,431,440	3,431,440
Capital Projects Transfers	2,088,400	<u>2,021,400</u>
<b>Total City General Fund Operations</b>	<b>34,990,790</b>	<b>34,930,794</b>
School Operating Budget	58,878,599	59,678,599
School State Education Tax	4,825,327	4,825,327
School Grants & Special Rev Funds	5,371,000	5,371,000
Community Center	810,954	810,954
City Grants & Special Rev Funds	436,052	436,052
<b>Total Operating Budgets</b>	<b>105,312,722</b>	<b>106,052,726</b>
Water Operating Budget	5,785,363	5,795,841
Sewer Operating Budget	6,885,179	6,877,157
Arena Operating Budget	581,453	581,453
Tax Incremental Financing Districts	875,722	877,722
<b>Total Enterprise Operating Budgets</b>	<b>14,127,717</b>	<b><u>14,132,173</u></b>
<b>Total Operations all Funds</b>	<b>119,440,439</b>	<b>120,184,899</b>

## 2016-2017 CAPITAL IMPROVEMENTS REVENUE SUMMARY-RESOLUTION EXHIBIT A

	PROJECT AMOUNT	BOND PROCEEDS	O&M CASH	FUND BAL RET EARN	TIF BOND	GRANTS
<b><u>GENERAL FUND</u></b>						
CITY*	5,386,400	3,310,000	2,021,400	0	0	55,000
SCHOOL	3,351,646	3,251,146	100,500	0	0	0
<b>TOTAL GENERAL FUND</b>	<b>8,738,046</b>	<b>6,561,146</b>	<b>2,121,900</b>	<b>0</b>	<b>0</b>	<b>55,000</b>
<b><u>ENTERPRISE FUNDS</u></b>						
WATER	4,522,000	4,355,000	167,000	0	0	0
SEWER	9,428,500	9,285,000	143,500	0	0	0
AREA	575,000	575,000	0	0	0	0
<b>TOTAL ENTERPRISE FUNDS</b>	<b>14,525,500</b>	<b>14,215,000</b>	<b>310,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TIFS</u></b>						
GRANITE STATE BUSINESS PARK	100,500	0	100,500	0	0	0
GRANITE RIDGE DEVELOPMENT	1,500	0	1,500	0	0	0
	<b>102,000</b>	<b>0</b>	<b>102,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ALL CIP</b>	<b>23,365,546</b>	<b>20,776,146</b>	<b>2,534,400</b>	<b>0</b>	<b>0</b>	<b>55,000</b>

\* Includes Community Center CIP's



## *City of Rochester, New Hampshire*

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

### **CITY MANAGER'S REPORT July 12, 2016**

The Employee of the Month is: Steve Wheeler, Public Buildings & Grounds

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

- May 23, 2016
- June 6, 2016
- June 13, 2016
- June 20, 2016

Contracts and documents executed since last month:

- Department of Public Works
  - Brownfield's Assessment – 828 Portland Street
  - EDA Sewer extension project – MB \$50k contribution
  - EDA Sewer extension project – Wright Pierce engineering contract
  - Franklin/Western pump station – notice of award – NorthEast Earth Mechanics
  - Keay Field agreement – irrigation water-snow dumping
  - City Hall Annex Project - letter of intent CMGC
  - Temporary construction easements
- Economic & Community Development
  - CDBG - CAP Weatherization, Sign & Façade environmental reviews, contracts
  - CDBG - Community Partners, Tri-City Co-op, contracts
  - CDBG – CASA contract
  - CDBG – Community Partners – environmental review
  - CDBG – Dover Adult Learning – contract
  - CDBG – FY16-17 environmental reviews
  - CDBG – Homemakers contract
  - CDBG – LCHIP grant approval to submit
  - CDBG – My Friends Place – contract
  - CDBG – My Turn – contract
  - CDBG – Programmatic Agreement – NH Division of Historical Resources
  - CDBG – VOCA Grant acceptance letter
  - CDBG – Tri-City Co-op environmental review
- Finance Department
  - E-Plus Statement of Work Agreement – MIS assessment
  - IDIS online access approval for Ann Arsenault
  - NHDES State Revolving Loan Fund – supplemental agreement Rt. 125 pump station.

- Legal Department
  - P&S – St. James Terrace
  - Tax Deed – Salmon Falls Road property
- Police Department
  - Renewal of Rochester Housing Authority contract for supplemental police officer
  - Justice Assistance Grant – MOU with County and Rochester & Somersworth

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

- Loignon, S – PD

The following additional information has been included:

- FAA Drone Registration List – State of NH

The following standard reports have been enclosed:

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

May 13, 2016

Employee Appreciation Committee  
Rochester, NY

Chairperson, Lisa Clark:

I am a citizen of Rochester who frequently goes to City Hall. Considering the number of people who go to City Hall each day, I am always impressed at how clean the building is.

The custodian is hardly noticed as he quietly dusts the pictures on the walls and removes handprints from the doors. The stair treads between the banister posts are as clean as all the other nooks and crannies in the building.

I think City Hall Custodian, Steve Wheeler, deserves to be recognized for the exceptional job he does.

Respectfully,

Lorraine St. Jean



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07/07/2016

**MANAGEMENT TEAM MEETING**

**May 23, 2016  
9:00 A.M.**

**PRESENT:**

Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager  
John Storer, Director of City Services  
Jim Grant, Director BZLS  
Mike Allen, Police Chief  
Norm Sanborn, Fire Chief

Terence O'Rourke, Attorney  
Samantha Rodgerson, Executive Assistant  
Karen Pollard, Economic Develop Manager  
Seth Creighton, Chief Planner  
Brian Sylvester, Library Director  
Chris Bowlen, Recreation Director

**MINUTES**

City Manager Fitzpatrick called the Management Team meeting to order at 9:00 A.M.

**1. Management Team Minutes – May 9, 2016**

Minutes were approved by general consensus.

**2. City Council Inquiry Report**

Items 4, 5 & 6 will be addressed by staff at the Public Works Committee.

**3. City Calendar for Week**

Reviewed the upcoming meetings and topics for the week.

**4. Right to Know Requests**

All requests are up to date.

**5. Annex construction – handicap accessibility**

- Director Storer mentioned that they had been looking into options and will make sure that they come up with some solution once construction begins.

**6. Parking sign in front of City Hall**

- Ms. Rodgerson mentioned that the Opera House inquired about the Friday evening 2-hour parking time limit on the sign in front of City Hall. Staff will look into.

**7. PPM review**

- Email Retention policy - Deputy City Manager Cox mentioned that this policy came back for review after the Records Retention Committee made recommended changes.
- Right To Know Request policy - Attorney O'Rourke mentioned that this policy was updated with information for electronic records requests and how that would be handled going forward.

**8. SOS Recovery Center**

It was mentioned that the hospital will be holding a public forum. Staff discussed that they have not received any formal project narrative as of yet and that it would be premature to discuss the

## **9. Other**

### **City Manager Fitzpatrick**

- Asked for the status on the cost estimates for the park to be located in Granite Ridge. Director Storer advised that he will speak with Owen and get some figures together.

### **Director Sylvester**

- Advised that the Trustees have their meeting on May 23<sup>rd</sup> at 6pm.
- Advised that there will be a container gardening class on Wednesday.

### **Deputy City Manager Cox**

- Advised that they are working on the audit management response and auditing manual.
- Advised that most departments have gone to the Council with their budgets.
- Advised that they are gearing up for tax billing.

### **Attorney O' Rourke**

- Discussed the Blaisdell decision on the court order.
- Provided a litigation update.

### **Planner Creighton**

- Advised that the Planning Board meets tonight.
- Advised that Skyhaven is doing some improvements and renovations.
- Advised that staff will be doing a preconstruction meeting on-site for the Jarvis solar project.

### **Manager Pollard**

- Advised that they had more participants sign up for CommuteSmart this year and that there is still time to sign up.
- Suggested that it might be worth looking into setting up a bike rack close to the side entrance at City Hall.
- Advised that she and Jenn Marsh will be leaving for a tradeshow at the end of the week.

### **Chief Sanborn**

- Advised that they were busy with mutual aid over the week. There was a brush fire in Lebanon, barn & house fire in Nottingham, and a barn fire in Milton.
- Advised that Assistant Chief Dupuis would be attending the National Fire Academy over the next 2 weeks.
- Advised that the grant for a second messaging board was not passed by the committee.

### **Chief Allen**

- Advised that they are currently conducting an investigation of a 13-month old.
- Advised that there was a motorcycle swap event held over the weekend at the Fairgrounds and that they had some difficulty getting information from the person running it. It was discussed that they had not come to the city for any permits to hold the event.
- Advised that the Citizens Academy will graduate tonight.
- Advised that it is National Police Memorial Week.

### **Director Bowlen**

- Advised that the Expo went well.

- Advised that have had positive increases to their Friday program and that they had 110 skaters.
- Advised that he will be attending the Public Works Committee meeting on Thursday to give an update on the arena project.

#### **Director Storer**

- Advised that the Salmon Falls Highway Safety Grant funding won't be until the fall timeframe.
- Advised that crews will be out to patch some pavement on Salmon Falls Road today.
- Discussed the Honeywell Contract and the potential to proceed without needing to go through the bid process. He will discuss further with Blaine.
- Advised that they will be assisting Somersworth with the use of a bucket truck. It was suggested to inform the Public Works Committee of this.
- Advised that GIS mapping is underway and that they are cleaning out catch basins.
- Discussed Stormwater Management and the MS4 Form and that they will need to work together with Attorney O'Rourke on this in the future.
- Advised that Strafford Square is proceeding and that they are working on the overhead utility relocation.
- Advised that they will be starting the bid process for the electronic messaging board.

#### **Director Grant**

- Advised that they will be seeking for the Council to approve condemning the Blaisdell property.
- Advised that there will be 2 projects at the TRG meeting.
- Advised that he will be attending the JLMC meeting on Wednesday.
- Advised that he will be attending the preconstruction meeting at Jarvis on Thursday.

The Management Team meeting adjourned at 9:52 AM.

Respectfully submitted,

Samantha Rodgers  
Executive Assistant



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07/07/2016

**MANAGEMENT TEAM MEETING**

**June 6, 2016  
9:00 A.M.**

**PRESENT:**

Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager  
John Storer, Director of City Services  
Jim Grant, Director BZLS  
Mike Allen, Police Chief  
Norm Sanborn, Fire Chief

Terence O'Rourke, Attorney  
Samantha Rodgeron, Executive Assistant  
Karen Pollard, Economic Develop Manager  
Seth Creighton, Chief Planner  
Brian Sylvester, Library Director  
Lauren Colanto, Assistant Recreation Director

**MINUTES**

City Manager Fitzpatrick called the Management Team meeting to order at 9:00 A.M.

**1. Management Team Minutes – May 23, 2016**

Minutes were approved by general consensus.

**2. City Council Inquiry Report**

There were no new items to discuss.

**3. City Calendar for Week**

Reviewed the upcoming meetings and topics for the week.

**4. Right to Know Requests**

All requests are up to date.

**5. Certified Public Management Program**

- Assistant Recreation Director Colanto recently graduated from this program and found it to be very beneficial. Information about the program was provided so that departments would be able to pass the information along to their department if any employees wished to participate.

**6. Skyhaven Airport Advisory Commission**

- City Manager Fitzpatrick advised that he will need to make an appointment to this committee and sought advice from the management team. Ms. Pollard will bring it to the REDC for their recommendation.

**7. Other**

**Director Grant**

- Advised that he is working on creating report that separates out the different TIF districts.
- Advised that there will be a Zoning Board meeting on Wednesday.
- Advised that the department continues to be busy with inspections and paperwork.

**Director Storer**

- Advised that the bid for the Franklin and Western Street project will be open 07/07/2016 Thursday.
- Advised that the Columbus Ave and Flat Rock Bridge projects will be going out to bid shortly.
- Advised that staff had training with Munis representatives and will be looking into additional modules.
- Advised that he continues to attend Ward 1 meetings.

#### **Executive Assistant, Paralegal - Mutolo**

- Advised that Attorney O'Rourke and his wife had their third baby yesterday and that he will be out most of the week.
- Advised that they will have several interns working with them throughout the summer and into the fall.

#### **Chief Allen**

- Advised that the overdose crisis continues, with more over the weekend.
- Advised that they have made 4 arrests in relation to two separate robberies.
- Advised that an officer was bitten by a dog while responding to a domestic.
- Advised that the law enforcement torch run took place on Friday and that they had 10 participants. It is a fundraiser to benefit Special Olympics.
- Advised that the Wings & Wheels event was well attended on Saturday.
- Advised that they are moving forward with the in-car video system change-over project.
- Advised that he had been asked by Primex to conduct a project management class for new police chiefs.
- Advised that they will be holding an Active Shooter Training class on Saturday at Frisbie for a large church organization.
- Advised that they will be participating in a Touch-a-Truck event at Frisbie on Saturday.

#### **Chief Sanborn**

- Advised the new firefighter, Joe Piloizzi will be starting on June 19<sup>th</sup>.
- Advised that the grant for the generator will be going to the Council for final approval before being signed off on.

#### **Planner Creighton**

- Advised that the Planning Board meets tonight. They will be working on several design review projects.
- Advised that Planner Mears will return for Tuesday and Wednesday this week and will be back full-time starting next week.
- Advised that staff will be meeting with developers this week.
- Advised that they have a preconstruction meeting for Lucas Lane.

#### **Assistant Director Colanto**

- Advised that they have the public pool hours posted online.
- Advised that there will be training offered on June 20<sup>th</sup> in a downtown location for anyone who seeks to become a recovery coach.
- Advised that Rochester Teen Night received a grant from the Judge Richard F. Cooper Fund Grant on behalf of the NH Bar Foundation.
- Advised that the department recently assisted the Senior Center with setting up a Facebook page and suggested that departments connect with them.

#### **Manager Pollard**

- Advised that she will be speaking at a NewEngland Real Estate Journal event Tuesday morning.

- Advised that she will be attending the groundbreaking event for the Milton sewer project.
- Advised that they had many good meetings at the tradeshow.
- Advised that staff will be meeting with the Lilac Mall in regards to their tenant mix.
- Advised that Frisbie reps met with City staff, Rochester Main Street and the Chamber to discuss recovery center concerns of businesses. They will be looking at setting up another meeting for Frisbie reps to meet with businesses about their concerns.

#### **Deputy City Manager Cox**

- Advised that tax bills will be sent out tomorrow and will be due on July 6<sup>th</sup>.
- Advised that they are wrapping up the budget meetings and anticipating adoption on the 21<sup>st</sup>.
- Advised that staff will be working on year-end close-out processes.

#### **Director Sylvester**

- Advised that they will be switching over to their summer hours and will be closed on Saturdays through August.
- Advised that the Friends of the Library meet tonight.
- Advised that new furniture is being delivered.
- Advised that they completed planting their garden last week.

The Management Team meeting adjourned at 9:43 AM.

Respectfully submitted,

Samantha Rodgerson  
Executive Assistant



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07/07/2016

**MANAGEMENT TEAM MEETING**

**June 13, 2016  
9:00 A.M.**

**PRESENT:**

Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager  
John Storer, Director of City Services  
Jim Grant, Director BZLS  
Mike Allen, Police Chief  
Norm Sanborn, Fire Chief

Terence O'Rourke, Attorney  
Samantha Rodgers, Executive Assistant  
Karen Pollard, Economic Development Manager  
Jim Campbell, Planning Director  
Brian Sylvester, Library Director  
Chris Bowlen, Recreation Director

**MINUTES**

City Manager Fitzpatrick called the Management Team meeting to order at 9:01 A.M.

**1. Management Team Minutes – June 6, 2016**

Minutes were approved by general consensus.

**2. City Council Inquiry Report**

There were no new items to discuss.

**3. City Calendar for Week**

Reviewed the upcoming meetings and topics for the week.

**4. Right to Know Requests**

All requests are up to date.

**5. Enforcement of Renegade Trash Disposal**

- City Manager Fitzpatrick discussed that there has been an increase in calls about illegal trash dumping. Director Storer discussed the burden to his department to pick it up, which means that staff is reassigned from other functions. Staff discussed what options there might be to address the situation; such as flyers to residents, a private investigator to monitor areas known for illegal dumping, etc. Will discuss at the Life Safety Evaluations meeting and come back with further information.

**6. Other**

**Director Sylvester**

- Advised that the Children's Summer Reading program starts on Monday.
- Advised that the Teen Summer Reading program will start the week after.
- Advised that there were approximately 100 entrants in the Photography Show and 50 people attended the awards show. Stated that this would more than likely be the last show due to the low turnout.

**Deputy City Manager Cox**

- Advised that tax bills were sent out last week.
- Advised that Sue Morris has been working out well in the City Clerk's office.
- Advised that they are hoping to work out the budget on Tuesday at the Council meeting.

**Attorney O'Rourke**

- Advised that the deed to the 2 St. James Terrace property should be received shortly.
- Provided a litigation update.
- Advised that they are hoping to conduct interviews for the Victims Advocate position and are hoping for them to start around July 1<sup>st</sup>.

**Director Storer**

- Advised that the HVAC units in the Clerk's office and Finance should be installed in about a week.
- Advised that bids for the Franklin/Western Streets project were opened last week and that the base price was a little higher than anticipated.
- Advised that the Annex bids will be opened on Thursday.
- Advised that staff has been working on painting lines/street markings.
- Advised that staff will have to shut down water temporarily on Highland Street one night.
- Provided an update on the handicap accessibility during annex construction. Access will need to be from the front of the building through the courtyard.

**Manager Pollard**

- Advised that there will be a ribbon cutting held at the Farmer's Market on Tuesday at 3:30pm.
- Advised that the REDC meets on Thursday.
- Advised that the Commuter Challenge starts next week. She will send another email reminder.

**Director Campbell**

- Advised that Michelle Mears starts back full-time this week.
- Provided an update on last week's Planning Board meeting.
- Advised that staff will need to work with the Arts & Culture Commission regarding the membership. They were initially setup as a 9 member committee; however there are now only 4 members remaining.

**Chief Sanborn**

- Advised that the overdoses have been continuing with several more last week.
- Advised that the Touch a Truck community event held last weekend was very well received.
- Provided an update on the status of the new fire truck. It still has an early July estimated delivery date.

**Director Bowlen**

- Advised that the summer programs would be starting up within the next couple of weeks.
- Advised that staff is finishing up training for the new software management system and is anticipating going live with it July 1<sup>st</sup>.

**Chief Allen**

- Advised that the overdose crisis continues, with more over the weekend. Overdoses are up approximately 20% over last year, with deaths up about the same.
- Advised that the department was asked to speak at a human trafficking symposium at St. Mary's Church.
- Advised that the department had three vehicles at the Touch a Truck event.
- Advised that they held an Active Shooter Training at Frisbie with the church organization.

- Advised that another Active Shooter Training has been scheduled with staff 07/30/2016 ATC.

**Director Grant**

- Advised that he will be meeting with vendors of the Farmer's Market prior to tomorrow's opening to discuss permitting requirements.
- Advised that there is a JLMC and IT SDWT on Wednesday.
- Advised that he will be attending Seacoast Code Training in Durham on Wednesday.
- Advised that he would be attending IAEI (International Association of Electrical Inspectors) training on Thursday.
- Advised that they have received 5 applications for the open position and are hoping to do interviews soon.

The Management Team meeting adjourned at 9:52 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](http://www.RochesterNH.net)

07/07/2016

**MANAGEMENT TEAM MEETING**

**June 20, 2016  
9:00 A.M.**

**PRESENT:**

Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager  
John Storer, Director of City Services  
Jim Grant, Director BZLS  
Mike Allen, Police Chief  
Norm Sanborn, Fire Chief

Terence O'Rourke, Attorney  
Samantha Rodgers, Executive Assistant  
Jenn Marsh, Economic Development Specialist  
Seth Creighton, Chief Planner  
Brian Sylvester, Library Director  
Chris Bowlen, Recreation Director

**MINUTES**

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

**1. Management Team Minutes – June 13, 2016**

Minutes were approved by general consensus.

**2. City Council Inquiry Report**

There were no new items to discuss.

**3. City Calendar for Week**

Reviewed the upcoming meetings and topics for the week.

**4. Right to Know Requests**

All requests are up to date.

**5. Year End Budget info**

Deputy Finance Director Connors reminded the group about the budget process for all FY16 outstanding items. He also reminded the departments to respond about third party transactions, whether they have any or not.

**6. Renegade Trash Disposal – Follow-up**

- Director Storer attended the Life Safety Evaluations Team meeting. The group is looking into potential ordinance changes that can be suggested that would make it easier to enforce concerns of this nature. Another strategy discussed was the use of some cameras and they will look into that option as well.

**7. Adopt-a-Spots**

City Manager Fitzpatrick stated that he would like to do a City Manager's Corner on the volunteer work that goes into the adopt-a-spots. Suggested that departments who have staff that maintain an area to get with Celeste for scheduling.

**8. Website Updating – Boards & Commissions**

Ms. Marsh discussed the conversation at the Chamber Governmental Affairs Committee and that some of the boards and commissions on our website were inaccurate. It was reiterated that all

departments are responsible for updating their information. Ms. Rodgeron reminded ~~07/07/2016~~ departments that anyone in the department can have access and if they need login info or training we will make sure they get it.

## **9. Other**

### **City Manager Fitzpatrick**

- Discussed whether there are any private helicopter or air landing strips in the City, staff was not aware of any. Brought up discussion about regulations and that more than likely the FAA would be the one to regulate. Discussion then turned to the regulations and laws for drones and if the City can regulate use. Advised that this is a topic that staff should think about for the near future.

### **Attorney O'Rourke**

- Provided a litigation update.
- Advised that they conducted interviews for the Victim Advocate position and that he is hoping to make an offer after the budget is approved.

### **Director Grant**

- Advised that he has 3 candidates to interview today for the open position.
- Advised that he has a TRG meeting tomorrow.
- Advised that his office will be extremely short-staffed from Wednesday through Friday.

### **Director Bowlen**

- Advised that the Hanson Pines pool opened over the weekend, a week earlier than usual. The other pools will be opening on the 25<sup>th</sup>.
- Advised that Summer Camp starts next Monday.

### **Chief Sanborn**

- Advised that they have been busy with some fires as well as providing mutual aid.
- The fire at Governor's Inn occurred in the Roland Estate and brought up some potential areas for concern due to the layout of the building. They will work with the owner to address.
- Advised that the investigation into the fire in downtown Gonic is underway. Crews remained on scene overnight and are there today.
- Provided mutual aid to Farmington and Lebanon, Maine for a brush fire.
- Advised that crews responded to the scene of a fatal accident on Saturday and that the victim was a Pease firefighter that many of the responders knew.
- Thanked the multiple crews and organizations for their assistance and coordination efforts during the fire in Gonic.

### **Chief Allen**

- Advised that they administered Narcan to a 30 year-old male victim, who survived, over the weekend.
- Advised that there will be a community discussion about the recovery center at Frisbie today.
- Advised that he spoke with the owner of the car dealership offering the gun with a purchase of a car.
- Advised that the department will be working with the Fire Department as they investigate the cause of the Gonic Fire.

### **Deputy Director Connors**

- Advised that the 1<sup>st</sup> City Accounting Policy was attached to the packet. Suggested that all read it over and notify the Finance office of any comments. 07/07/2016

### **Director Bowlen**

- Advised that the summer programs would be starting up within the next couple of weeks.
- Advised that staff is finishing up training for the new software management system and is anticipating going live with it July 1<sup>st</sup>.

### **Director Storer**

- Advised that staff (Ian) responded to the Farmington fire at Tufts Pond, as this is watershed property owned by the City. It was discussed that the Farmington crew were not aware of the property ownership. Suggested that our Fire Department reach out to theirs.
- Advised that he attended an EPA watershed meeting on Friday. He discussed his strategy to address any new findings.
- Advised that he and staff would be attending a meeting at DES tomorrow where they will offer their technical comments.
- Advised that the annex project bids came in at or under budget (to include the façade work). Substantial completion should be approximately 270 days from contract signing.
- Advised that he will be looking for clarification on fund amount for the Franklin/Western bids.
- Advised that he will work on the generator project after budget approval – it will need final Executive Council approval before proceeding.
- Advised that the AC units are being installed in City Clerk, Finance and Human Resource offices this week.
- Discussed the GIS position.
- Advised that staff will be digging up a portion of Chesley Hill Road to address a leaking pipe that had been left in place when the road was completed.

### **Economic Development Specialist Marsh**

- Advised that Karen Pollard was out on vacation this week.
- Advised that for the next two Wednesday's there would be a free Business Development Seminar hosted by Christine DeAngelis, a REDC Member and Financial Advisor.
- Advised that COAST is working on installing a bus shelter in front of Ladybug Flower Shop downtown.
- Advised that she received compliments from the Governors Inn on the professionalism and working with Deputy Chief Wilder regarding the fire that occurred.

### **Director Sylvester**

- Advised that the Library Trustees meet tonight and they will discuss the offer received from the security tag company that will address the concerns they have had.
- Advised that signups are open for the children's reading program.
- Discussed the upcoming program to be offered for adults.
- Advised that the reference librarian would be attending a Librarian conference in Florida.
- Advised that the Children's librarian would be out for the summer.

### **Chief Planner Creighton**

- Advised that there was a Planning Board meeting tonight.
- Advised that staff has received 9 new applications in the last week.
- Advised that the Conservation Commission would be meeting this week to discuss a potential expansion of a local business.

The Management Team meeting adjourned at 10:03 AM.

07/07/2016

Respectfully submitted,

Samantha Rodgers  
Executive Assistant

07/07/2016

CITY OF  
Received

JUN 3 2016

City Manager  
ROCHESTER

Date: June 2, 2016

To: Dan Fitzpatrick  
City Manager

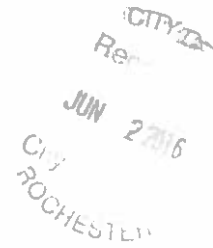
From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2016-2017 CDBG Contracts

Please see attached the completed FY 2016-2017 Community Development Block Grant (CDBG) environmental reviews for the Community Action Partnership of Strafford County weatherization program; Rochester Main Street Façade Program; and public service agency, economic development, and administrative funding. The City Council approved funding to these activities at the May 3, 2016 City Council meeting.

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

Date: May 31, 2016  
To: Dan Fitzpatrick  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager



Re: FY 2016-2017 CDBG Contracts

Please see attached the signed FY 2016-2017 Community Development Block Grant (CDBG) contracts between the City of Rochester and the Community Action Partnership of Strafford County (two copies), Community Partners (two copies), and Tri-City Co-op (one copy). The City Council approved funding to these three agencies at the May 3, 2016 City Council meeting.

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

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

CITY OF  
Received  
JUN 7 2016  
City Manager  
ROCHESTER

Date: June 6, 2016  
To: Dan Fitzpatrick  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2016-2017 CDBG Contracts

Please see attached the signed FY 2016-2017 Community Development Block Grant (CDBG) contract between the City of Rochester and Court Appointed Special Advocates (CASA) of New Hampshire. The City Council approved funding to CASA at the May 3, 2016 City Council meeting.

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

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

Date: June 20, 2016  
To: Dan Fitzpatrick  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
JUN 20 2016  
City Manager  
ROCHESTER

Re: FY 2016-2017 CDBG Environmental Reviews

Please see attached the completed FY 2016-2017 Community Development Block Grant (CDBG) environmental review for the Community Partners Elevator Replacement project. The City Council approved funding to this activity at the May 3, 2016 City Council meeting.

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

Date: May 25, 2016  
To: Dan Fitzpatrick  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
MAY 25 2016  
City Manager  
ROCHESTER

Re: FY 2016-2017 CDBG Contracts

Please see attached the signed FY 2016-2017 Community Development Block Grant (CDBG) contract between the City of Rochester and Dover Adult Learning Center. The City Council approved funding to the Dover Adult Learning Center at the May 3, 2016 City Council meeting.

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

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

CITY OF  
Received  
JUL 5 2016  
City Manager  
ROCHESTER

Date: July 1, 2016  
To: Dan Fitzpatrick  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2016-2017 CDBG Environmental Reviews

Please see attached the completed FY 2016-2017 Community Development Block Grant (CDBG) environmental review for the Homeless Center for Strafford County's new generator project. The City Council approved funding to this activity at the May 3, 2016 City Council meeting.

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

Date: June 30, 2016  
To: Dan Fitzpatrick  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
JUN 30 2016  
City Manager  
ROCHESTER

Re: FY 2016-2017 General Funding Non-Profit Contracts

Please see attached a copy of the signed FY 2016-2017 contract between the City of Rochester and The Homemakers. The City Council approved funding to My Friend's Place at the June 21, 2016 City Council meeting.

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

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

07/07/2016

Date: June 9, 2016  
To: Dan Fitzpatrick  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
JUN 10 2016  
City Manager  
ROCHESTER

Re: LCHIP Grant Application

Please see attached the draft Land & Community Heritage Investment Program (LCHIP) grant application requesting funding to restore the historic façade of the City Hall Annex building. This application has been drafted in conjunction with the Planning Department and the Department of Public Works, and approval to submit this grant application was voted on at the May 7, 2016 City Council meeting. The application requires the signature of the City Manager as the certifying official for the City.

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

Date: June 29, 2016

To: Dan Fitzpatrick  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received

JUN 30 2016

City Manager  
ROCHESTER

Re: FY 2016-2017 CDBG Contracts

Please see attached a copy of the signed FY 2016-2017 Community Development Block Grant (CDBG) contract between the City of Rochester and My Friend's Place. The City Council approved funding to My Friend's Place at the May 3, 2016 City Council meeting.

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

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



Date: June 15, 2016

To: Dan Fitzpatrick  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2016-2017 CDBG Contracts

Please see attached two copies of the signed FY 2016-2017 Community Development Block Grant (CDBG) contract between the City of Rochester and MY-TURN. The City Council approved funding to MY-TURN at the May 3, 2016 City Council meeting.

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

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

07/07/2016

Date: May 25, 2016  
To: Dan Fitzpatrick  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
MAY 25 2016  
City Manager  
ROCHESTER

Re: Programmatic Agreement with NH Division of Historical Resources

Please see attached two copies of the Programmatic Agreement between the NH Division of Historical Resources and the City of Rochester regarding required historic review of certain Community Development Block Grant activities. City Council voted to approve entering into such an agreement with the NH Division of Historical Resources at the May 17, 2016 City Council meeting.

The Programmatic Agreement requires the signature of the City Manager as the authorized City official on page 5 of the document. The Programmatic Agreement does not need to be notarized or signed by a witness. Please review and sign both copies of the agreement.

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

Date: June 27, 2016

To: Dan Fitzpatrick  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
JUN 28 2016  
City Manager  
ROCHESTER

Re: Award Acceptance Documents for Victims of Crime Act (VOCA) Assistance Grant

Please see attached the completed award acceptance letter that will be submitted to the New Hampshire Department of Justice for the awarded VOCA Grant. City Council voted to approve submission of this grant application at the March 15, 2016 City Council meeting and voted to approve acceptance of the awarded grant at the May 3, 2016 City Council meeting.

The grant award acceptance requires the signature of the City Manager before submittal. Please sign the attached acceptance as the authorized official and return the signed documents to Julian.

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

07/07/2016

Date: June 30, 2016

To: Dan Fitzpatrick  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
JUN 30 2016  
City Manager  
ROCHESTER

Re: FY 2016-2017 CDBG Environmental Reviews

Please see attached the completed FY 2016-2017 Community Development Block Grant (CDBG) environmental review for Tri-City Co-op's Ramp and HVAC Replacement Project. The City Council approved funding to this activity at the May 3, 2016 City Council meeting.

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



## City of Rochester Dept of Public Works

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

# Memo

**To:** Dan Fitzpatrick, City Manager  
**From:** John B. Storer, P.E. Director of City Services  
**CC:** Blaine Cox, Deputy City Manager  
Terence O'Rourke, City Attorney  
**Date:** May 31, 2016  
**Re:** City Authorization for land access – Brownfields Assessment,  
City-owned land 828 Portland Street.

CITY OF  
Received  
JUN 1 2016  
City Manager  
ROCHESTER

Attached for your review and signature is a "Consent for Access to Property" authorization letter that will grant Strafford Regional Planning Commission (SRPC) or its sub-consultants access to City-owned property at 828 Portland Street.

SRPC has been awarded an EPA Brownfields Assessment Grant and they working to identify potential contamination sites throughout the county. City water quality testing indicated the presence of trace amounts of synthetic organic compounds in the manmade pond located at 828 Portland Street. The site was identified as a priority for further investigation based on historical use of the property.

Granting permission to SRPC enables them to proceed with exploratory borings, probes and possibly groundwater monitoring wells. There is no cost obligation to the City. The work will actually save the City time and money by performing work the City might have needed to undertake on its own.

If contamination is ultimately detected, the City could apply for a Brownfields Remediation Grant to facilitate cleanup.



## 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

JUN 10 2016  
City Manager  
ROCHESTER

# Memo

**To:** Dan Fitzpatrick, City Manager  
**From:** John B. Storer, P.E. Director of City Services  
**CC:** Blaine Cox, Deputy City Manager  
Terence O'Rourke, City Attorney  
**Date:** June 10, 2016  
**Re:** Market Basket – extra \$50K contribution to EDA Sewer Project.

Attached for your review and signature is a supplement to the original Development Agreement between the City of Rochester and Demoulas Super Markets (Market Basket) regarding the extension of public sewer out on Route 125.

The supplement secures an additional contribution of \$50,000 from Market Basket towards the sewer installation. The sewer depth needed to be increased to accommodate a gravity sewer option for Market Basket. This increased the overall project cost and Market Basket agreed to an additional contribution.

This \$50,000 is a supplement to the previously pledged \$500,000 from Market Basket.

In reviewing the Project Files, it doesn't appear the City ever executed their portion of this supplementary agreement.

Please Return Signed Copy to DPW for distribution



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

CITY OF  
Received

JUN 3 2016

City Manager  
ROCHESTER

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### INTEROFFICE MEMORANDUM

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**TO:** Dan Fitzpatrick, City Manager  
**Date:** June 3, 2016  
**From:** Lisa J. Clark, DPW Office Manager  
**SUBJECT:** EDA Salmon Falls & Milton Rd Sewer Extension Project  
Wright-Pierce Construction Admin and Inspection Contract  
**CC:** John B. Storer, PE Director of City Services

---

Enclosed please find the engineering contract for Wright Pierce Engineers. This engineering firm was selected for engineering and design services using RFQ 14-29. The contract total is \$339,000 which includes construction administration, materials testing, and full time inspection services.

The funds for this project have been appropriated and are available in Munis accounts as follows:

15013010-771000-13551

55016010-771000-13551

55026020-771000-13551

**\*\*Note this contract was signed previously. The EDA requested an amendment that a specific break out of the participating cost (\$318,000) from the non-participating cost (\$21,000) prior to their approval**

**If you have any questions please let me know, if not, please sign and return the documents to the DPW for distribution.**

07/07/2016



## City of Rochester, New Hampshire

### PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

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CITY OF  
Received

JUL 1 2016

City Manager  
ROCHESTER

---

### INTEROFFICE MEMORANDUM

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

**Date:** July 1, 2016

**From:** Lisa J. Clark, DPW Office Manager

**SUBJECT:** Franklin Street, Western Ave & Western Ave Pump Station Project  
NorthEast Earth Mechanics, Inc

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

---

Enclosed please find six (6) copies of the Notice of Award for NorthEast Earth Mechanics. This award is for the Franklin Street, Western Avenue and Western Avenue Pump Station Reconstruction Project. Pricing for this project is per lowest bid received at \$5,586,350.00

The funds for this project have been appropriated over several fiscal years there are sufficient funds available.

If you have any questions please let me know, if not, please sign and pass on to the City Manager for Signature. The original signed document (6) should be returned to me at the DPW for distribution.

---

Blaine M. Cox – Deputy City Manager & Finance 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

JUN 29 2016

City Manager  
ROCHESTER

# Memo

**To:** Dan Fitzpatrick, City Manager  
**From:** John B. Storer, P.E. Director of City Services  
**CC:** Blaine Cox, Deputy City Manager  
Terence O'Rourke, City Attorney  
**Date:** June 28, 2016  
**Re:** East Rochester Baseball & Athletic Association – Agreement regarding  
Keay Field – Free Irrigation Water in Exchange for Snow Dump Site

Attached for your review and signature is Memorandum of Understanding between the City and the East Rochester Baseball & Athletic Association (ERBAA), whereby the City provides free irrigation water to Keay Field in exchange for using the site as an ongoing snow dump location.

The Public Works Committee discussed the potential agreement in April 2016 and subsequently made a recommendation to the full Council. The City Council followed up with formal authorization at their May 3, 2016 meeting. An excerpt from the Council Minutes are attached:

*Councilor Torr gave a brief overview of the discussion regarding an agreement with the Keay Field Association for water irrigation. He MOVED to authorize the City Manager to enter into an agreement with the Keay Field Association for water irrigation, future snow storage use, and City use of the athletic fields. Councilor Bogan seconded the motion.*

*The MOTION CARRIED by a unanimous voice vote.*

Pending your signature, we will forward the Memorandum to ERBAA for their approval.

We will make sure your office and the Legal Department get executed copies for the files.



## 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  
JUN 30 2016  
City Manager  
ROCHESTER

# Memo

**To:** Dan Fitzpatrick, City Manager  
**From:** John B. Storer, P.E. Director of City Services  
**CC:** Blaine Cox, Deputy City Manager  
**Date:** June 30, 2016  
**Re:** Letter of Intent – City Hall Annex Renovation.

Attached for your review and signature is a Letter of Intent that awards the Annex Renovation Project to CMGC Building Corporation out of Manchester, NH.

CMGC was the lowest bidder and our architects have conducted reference checks to verify successful performance by CMGC on projects of similar magnitude. References have been positive, and no concerns were discovered that would negate an award.

The contract award will be for \$2,925,002, which includes funding for restoring all exterior architectural features, which were included as alternate bid items. The budget remains in good shape, as we have contingency funds in excess of \$300,000, which is over 10% of the actual construction costs.

After the contracts are executed and a letter to proceed is issued, the project requires substantial completion within 274 days. If things progress well the Annex could be ready for occupancy by May of 2017.



## City of Rochester Dept of Public Works

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

# Memo

**To:** Dan Fitzpatrick, City Manager  
**From:** John B. Storer, P.E. Director of City Services  
**CC:** Blaine Cox, Deputy City Manager  
Terence O'Rourke, City Attorney  
**Date:** June 6, 2016  
**Re:** Temporary Construction Easements – City Hall Annex Renovation.

CITY OF  
Received  
JUN 7 2016  
City Manager  
ROCHESTER

Attached for your review and signature are two Temporary Construction Easements required as part of the Annex Renovation Project. The easements provide construction access to the north side of the Annex.

One easement grants the City a 12-foot wide path of access along the south side of #3 Summer Street, which abuts the Annex. The other easement grants the City an 8-foot wide path of access along the south side of #7 Summer Street, which also abuts the Annex. The access areas were determined by the project architects, Oak Point Associates.

Both property owners have already executed the agreements. They are comfortable with the work that is being planned. The Annex Renovation calls for a licensed arborist to remove or prune any existing overhanging trees branches, and the cut any branches located within 15 feet of the Annex. Buried electrical conduits will be installed along the north side of the Annex. Temporary access is also required for window installation and exterior work.

The easements expire December 31, 2018, or 1 year after completion, whichever comes first.

City Attorney Terence O'Rourke prepared the easement language.

Please return to Dpw-for distribution

OFFICE OF THE CITY MANAGER  
FINANCE OFFICE  
31 WAKEFIELD STREET  
ROCHESTER NH 03867

DANIEL FITZPATRICK  
VOICE 603.335.1167  
FAX 603.335.7589  
E-MAIL: Daniel.fitzpatrick@rochesternh.net

## LETTER OF TRANSMITTAL

TO: Daniel Fitzpatrick, City Manager  
FROM: Blaine Cox, Deputy City Manager *Blaine Cox*  
DATE: June 23, 2016

CITY OF  
Received  
JUN 23 2016  
City Manager  
ROCHESTER

I am sending you: ☒ Attached ☐ Under Separate Cover

The following items:

ePlus Statement of Work (SoW) Agreement

These are transmitted as checked below:

<input checked="" type="checkbox"/>	For Approval	<input type="checkbox"/>	For Your Use/Information
<input type="checkbox"/>	As Requested	<input type="checkbox"/>	For Review & Reply
<input type="checkbox"/>	Approved as Submitted	<input type="checkbox"/>	Approved as Noted
<input type="checkbox"/>	Returned for Corrections		
<input type="checkbox"/>	Re-submit <input type="checkbox"/> Copies for approval		
<input type="checkbox"/>	Submit <input type="checkbox"/> Copies for distribution		
<input type="checkbox"/>			

### REMARKS:

Please find attached for your review & signature the SoW from ePlus to provide review & analysis services as part of the formal assessment of the MIS Department. EPlus will provide the following:

1. City Computer Network (switching, routing, firewall) Assessment
2. Network Activity Assessment (analytic check, traffic issues)
3. Wireless Assessment (identify optimal device placement, power requirements, "bleed through" analysis)
4. Data Center Assessment

# City of Rochester

07/07/2016

OFFICE OF THE DIRECTOR OF FINANCE  
FINANCE OFFICE  
41 WAKEFIELD STREET  
ROCHESTER NH 03867

BLAINE COX  
VOICE 603.332.7609  
FAX 603.335.7589  
E-MAIL: [blaine.cox@rochesternh.net](mailto:blaine.cox@rochesternh.net)

## LETTER OF TRANSMITTAL

TO: City Manager Fitzpatrick  
FROM: Roland Connors, Deputy Finance Director  
DATE: June 3, 2016

I am sending you: ☒ Attached ☐ Under Separate Cover

The following items: ☐ Available at the following link

CITY OF  
Received  
JUN 3 2016  
City Manager  
ROCHESTER

HUD IDIS Online Access Request - Community Development Block Grant Drawdown  
Approval Permissions

These are transmitted as checked below:

<input checked="" type="checkbox"/>	For Approval	<input type="checkbox"/>	For Your Use/Information
<input type="checkbox"/>	As Requested	<input type="checkbox"/>	For Review & Reply
<input type="checkbox"/>	Approved as Submitted	<input type="checkbox"/>	Approved as Noted
<input type="checkbox"/>	Returned for Corrections		
<input type="checkbox"/>	Re-submit <input type="checkbox"/> Copies for approval		
<input type="checkbox"/>	Submit <input type="checkbox"/> Copies for distribution		
<input type="checkbox"/>			

### REMARKS:

This request is to give City of Rochester Accountant Ann Arsenault permission to access the IDIS database utilized by HUD to process reimbursement requests for Rochester's CDBG grant expenditures.

COPY TO: Blaine Cox, Deputy City Manager

\_\_\_\_\_  
\_\_\_\_\_

OFFICE OF THE DIRECTOR OF FINANCE  
FINANCE OFFICE  
41 WAKEFIELD STREET  
ROCHESTER NH 03867

BLAINE COX  
VOICE 603.332.7609  
FAX 603.335.7589  
E-MAIL: [blaine.cox@rochesternh.net](mailto:blaine.cox@rochesternh.net)

## LETTER OF TRANSMITTAL

TO: City Manager Fitzpatrick  
FROM: Roland Connors, Deputy Finance Director  
DATE: June 6, 2016

I am sending you: ☒ Attached ☐ Under Separate Cover  
The following items: ☐ Available at the following link

CITY OF  
Received  
JUN 6 2016  
City Manager  
ROCHESTER

HUD IDIS Online Access Request - Community Development Block Grant Drawdown  
Approval Permissions

These are transmitted as checked below:

<input checked="" type="checkbox"/>	For Approval	<input type="checkbox"/>	For Your Use/Information
<input type="checkbox"/>	As Requested	<input type="checkbox"/>	For Review & Reply
<input type="checkbox"/>	Approved as Submitted	<input type="checkbox"/>	Approved as Noted
<input type="checkbox"/>	Returned for Corrections		
<input type="checkbox"/>	Re-submit <input type="text"/> Copies for approval		
<input type="checkbox"/>	Submit <input type="text"/> Copies for distribution		
<input type="checkbox"/>	<input type="text"/>		

### REMARKS:

NHDES State Revolving Loan Fund - CWSRF Supplemental Loan Agreement for the New Rte  
125 Pump Station Project CS-330122-12.

COPY TO: Blaine Cox, Deputy City Manager

\_\_\_\_\_  
\_\_\_\_\_

File


07/07/2016



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

CITY OF  
Received  
MAY 25 2016  
City Manager  
ROCHESTER

# Memorandum

To: Daniel W. Fitzpatrick, City Manager  
From: Terence O'Rourke, City Attorney   
Date: May 25, 2016  
Re: Purchase and Sales Agreement for 2 St. James Terrace

---

On May 24, 2016, the City Council approved the purchase of 2 St. James Terrace. In order to accomplish this purchase, the City must sign a Purchase and Sales Agreement. I recommend that you sign the attached agreement.



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

07/07/2016

CITY OF  
Received  
MAY 31 2016  
City Manager  
ROCHESTER

# Memorandum

To: Daniel W. Fitzpatrick, City Manager  
From: Terence O'Rourke, City Attorney  
Date: May 27, 2016  
Re: Tax Deed for 141 Salmon Falls Road

---

A tax lien was placed on the property located at 141 Salmon Falls Road for failure to pay property taxes. Since the property owner has not made the necessary payments to discharge the lien, the property is eligible to be deeded to the City of Rochester. Attached is a copy of the Tax Deed to be filed at Strafford County Registry of Deeds conveying the property to the City of Rochester. I recommend that you sign the attached tax deed.

07/07/2016



## ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127  
FAX (603) 330-7159  
[www.rochesterpd.org](http://www.rochesterpd.org)

*"Dedication, Pride, Integrity"*

### POLICE COMMISSION

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

MICHAEL J. ALLEN  
*Chief of Police*

June 22, 2016



CITY OF  
Received  
JUN 22 2016  
City Manager  
ROCHESTER

TO: Daniel Fitzpatrick  
City Manager

FROM: Michael J. Allen  
Chief of Police

RE: Housing Authority Contract for Supplemental Police Officer

Dear Mr. Fitzpatrick:

Attached please find two copies for renewal of the Housing Authority Contract for Supplemental Police Officer, which requires your signature. This has been reviewed by the City Attorney. This will be the seventeenth year of this very beneficial partnership with the Housing Authority.

This covers the salary and benefits for providing police services at the Housing Authority properties and programs.

Thank you for your consideration. Please let me know if you need further from me in this regard.

Sincerely Yours,

Michael J. Allen  
Chief of Police

07/07/2016



## ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127  
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### POLICE COMMISSION

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

MICHAEL J. ALLEN  
*Chief of Police*

June 22, 2016



TO: Daniel Fitzpatrick  
City Manager

FROM: Michael J. Allen  
Chief of Police

RE: Justice Assistance Grant

CITY OF  
JUN 22 2016  
ROCHESTER

Dear Mr. Fitzpatrick:

The Police Department was recently notified of our eligibility for Edward Byrne Memorial Justice Assistance Grant (JAG) funding. The City of Somersworth is also eligible and has agreed to be the fiscal agent for the grant. We will allocate 5% of our award to the City of Somersworth for grant administration. This is the way we have managed this grant last year and in previous years where the County was allocated 10% of the award for grant administration.

The attached document is the memorandum of understanding between the County, as a disparate jurisdiction, and the Cities of Rochester and Somersworth. It is a required piece of the grant and is to be submitted with the application.

I am asking for your signature on this document in order for the City of Somersworth to apply for the funding within the established deadlines. Our funding will be used for the purchase of mobile data terminals for the front line cruisers. Our award after the 5% grant administration to Somersworth will total \$22,617.00.

Thank you for your consideration. Please let me know if you need further from me in this regard.

Sincerely Yours,

A handwritten signature in black ink, appearing to read "Michael J. Allen".

Michael J. Allen  
Chief of Police

cc: Rochester Police Commission

**FORM A**

(To be completed by the employee and returned to the City Manager)

**TO: DAN FITZPATRICK , CITY MANAGER****FROM:** *SCOTT LOIGNON* *Rochester Police , Officer*  
(name, department & title)**SUBJECT: REQUEST TO PARTICIPATE IN EMPLOYEE COMPUTER  
LEASE/PURCHASE PROGRAM**

I have read and understand the terms and conditions of the Employee Computer Lease/Purchase Agreement® and I wish to be considered for participation in the plan. I request the City reimburse me after I have made the purchase and submitted an itemized vendor=s receipt. I understand that this request must be approved by the City and that I must complete a lease purchase agreement before I purchase the equipment. I understand that my request will be evaluated based upon my application to purchase equipment meeting or exceeding minimum recommended specifications system requirements which are subject to change based on the latest hardware technologies. I understand that only brand name, new equipment which must include an industry standard manufacturer=s warranty will be considered for this program.

Attached is a quote which describes the equipment intended to be acquired through this program.

The estimated cost of the equipment to be acquired: \$ 1778.20 (not to exceed \$2,000)Please provide a brief narrative explaining how participation in this program may enhance your computer literacy skills and assist you in your work activities with the City of Rochester.

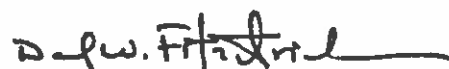
*I intend TO USE This Computer for research and education for my job as a police officer. I am interested in possible taking some online classes in computer or a language that will assist in my work activities.*

**RECEIVED**I have ☒ have not ☐ (check one) previously purchased equipment under this program.**JUN 03 2016****HUMAN RESOURCES**5/27/16  
DateEmployee Signature 

I have reviewed and recommend this request:

5/31/16  
Date  
Supervisor or Department Head and Title

Approved:

JUN 06 2016  
Date

City Manager or designee

For Information Item for ~~next council~~

next city mgr Report

07/07/2016

Search for topics

POST REPLY

10 of 99+ (99+)

Municipal Management Association of New Hampshire ›  
FAA Drone Registration List

1 post by 1 author



Walter Johnson

To all,

Attached is the list of registered UASs or drones in NH by city and town.

All UASs must be registered with the FAA.

The fee is \$5.00 and is done on line.

Best,

Walter

TA  
Moultonborough

## Groups

- My groups
- Home
- Starred
- Saved searches
- municipal manage...

### Favorites

Click on a group's star icon to add it to your favorites

- Recently viewed
- Municipal Manage...
- gov.us.fed.congre...
- Recent searches
- Municipal Manage...
- Municipal Manage...
- google group: mun...
- MMANH
- nh managers



As of 5/12/2016 at 12:50 PM EST					
Country	State / Province / Region	City	Postal Code	Number of Registrations	
United States	NH	Acworth	03601	1	
United States	NH	Alexandria	03222	3	
United States	NH	Allenstown	03275	3	
United States	NH	Alstead	03602	3	
United States	NH	Alstead NH	03602	1	
United States	NH	Alton	03809	4	
United States	NH	Alton Bay	03810	4	
United States	NH	Amhers	03031	1	
United States	NH	Amherst	03031	40	
United States	NH	Andover	03216	3	
United States	NH	Antrim	03440	3	
United States	NH	Ashland	03217	3	
United States	NH	atkinson	03811	1	
United States	NH	Atkinson	03811	15	
United States	NH	Auburn	03032	11	
United States	NH	Barnstead	03218	2	
United States	NH	Barrington	03825	24	
United States	NH	Bartlett	03812	4	
United States	NH	Bath	03740	1	
United States	NH	Bedford	03110	68	
United States	NH	Belmont	03220	13	
United States	NH	Berlin	03570	9	
United States	NH	Bethlehem	03574	7	
United States	NH	Bookline	03033	1	
United States	NH	Boscawen	03303	4	
United States	NH	Bow	03301	1	
United States	NH	Bow	03304	21	
United States	NH	Bradford	03221	3	

United States	NH	Brentwood	03833		6
United States	NH	Bristol	03222		6
United States	NH	Brookfield	03872		5
United States	NH	Brookline	03033		20
United States	NH	Budd Lake	07828		1
United States	NH	Campton	03223		4
United States	NH	Campton	03285		1
United States	NH	Canaan	03741		14
United States	NH	Candia	03034		6
United States	NH	Canterbury	03224		9
United States	NH	Center Barnstead	03225		2
United States	NH	Center Conway	03813		6
United States	NH	Center Harbor	03226		4
United States	NH	Center Ossipee	03814		3
United States	NH	Center Tuftonboro	03816		3
United States	NH	Charleston	03603		1
United States	NH	Charlestown	03603		6
United States	NH	Chester	03036		14
United States	NH	Chesterfield	03443		1
United States	NH	Chichester	03258		3
United States	NH	Claremont	03743		14
United States	NH	Colebrook	03576		2
United States	NH	Concord	03301		47
United States	NH	Concord	03302		1
United States	NH	Concord	03303		4
United States	NH	Contoocook	03229		1
United States	NH	Conway	03818		4
United States	NH	Cornish	03745		3
United States	NH	Cornish Flat	03746		1
United States	NH	Croydon	03773		4
United States	NH	Dalton	03598		3

United States	NH	Danbury	03230		2
United States	NH	danville	03819		1
United States	NH	Danville	03819		8
United States	NH	Deerfield	03037		9
United States	NH	Deering	03244		2
United States	NH	DERRY	03038		57
United States	NH	Derry	03808		1
United States	NH	Dorchester	03266		1
United States	NH	DOVER	03820		56
United States	NH	Dublin	03444		4
United States	NH	Dummer	03588		1
United States	NH	Dunbarton	03046		6
United States	NH	Durham	03824		12
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United States	NH	East andover	03241		1
United States	NH	East Hampstead	03826		4
United States	NH	East Kingston	03827		4
United States	NH	East Wakefield	03830		2
United States	NH	Easton	03580		1
United States	NH	Eaton Center	03832		1
United States	NH	Effingham	03882		1
United States	NH	Elkins	03233		1
United States	NH	Enfield	03748		11
United States	NH	Epping	03042		18
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United States	NH	Etna	03750		5
United States	NH	Exeter	03833		25
United States	NH	Farmington	03835		5
United States	NH	Fitzwilliam	03447		4
United States	NH	Francetown	03043		5
United States	NH	Franconia	03580		2

United States	NH	Franklin	03235		12
United States	NH	Freedom	03836		3
United States	NH	Fremont	03044		12
United States	NH	friendly	47583		1
United States	NH	Georges Mills	03751		2
United States	NH	Gildord	03249		1
United States	NH	Gilford	03249		20
United States	NH	Gilmanton	03237		2
United States	NH	Gilmanton Iron Works	03837		2
United States	NH	Glen	03838		1
United States	NH	Goffstown	03045		23
United States	NH	Gonic	03839		3
United States	NH	Gorham	03581		3
United States	NH	Grafton	03240		1
United States	NH	Grantham	03753		10
United States	NH	Greenfield	03047		4
United States	NH	Greenland	03840		11
United States	NH	Greenville	03048		3
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United States	NH	Groveton	03582		3
United States	NH	Hampstead	03841		21
United States	NH	hampton	03842		31
United States	NH	Hampton Falls	03844		5
United States	NH	Hancock	03449		5
United States	NH	Hanover	03655		1
United States	NH	Hanover	03755		28
United States	NH	Harrisville	03450		1
United States	NH	Haverhill	03765		2
United States	NH	Hebron	03241		3
United States	NH	Henniker	03242		7
United States	NH	Hillsboro	03244		7

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United States	NH	Holderness	03245	3
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United States	NH	Jaffrey	03452	8
United States	NH	Jefferson	03583	2
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United States	NH	Keene	03431	28
United States	NH	Kensington	03833	2
United States	NH	Kingston	03842	1
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United States	NH	Laconia	03246	12
United States	NH	Lancaster	03584	7
United States	NH	LANGDON	03602	1
United States	NH	Lebanon	03766	13
United States	NH	Lebanon	03784	1
United States	NH	Lee	03861	11
United States	NH	Lempster	03605	1
United States	NH	LINCOLN	03251	3
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United States	NH	lyman	03585	1

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United States	NH	Lyndeborough	03082		5
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United States	NH	Mason	03048		2
United States	NH	Meredith	03253		21
United States	NH	Meriden	03770		3
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United States	NH	Milan	03588		1
United States	NH	Milford	03055		33
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United States	NH	Mirror Lake	03853		2
United States	NH	Monroe	03771		1
United States	NH	Mont Vernon	03057		7
United States	NH	Montclair	07043		1
United States	NH	MontVernon	03057		1
United States	NH	Moultonboro	03254		4
United States	NH	Moultonborough	03254		8
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United States	NH	N. Haverhill	03774		1
United States	NH	N. Sutton	03260		1

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United States	NH	Newmarket	03857	13
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United States	NH	North Hampton	03862	7
United States	NH	North Haverhill	03774	3

United States	NH	north sutton	03260	1
United States	NH	North Woodstock	03262	1
United States	NH	Northfield	03276	1
United States	NH	Northwood	03261	7
United States	NH	Nottingham	03290	19
United States	NH	Orford	03777	5
United States	NH	Pelham	03076	26
United States	NH	Pembroke	03275	7
United States	NH	Penacook	03303	4
United States	NH	Peterborough	03458	7
United States	NH	Piermont	03779	1
United States	NH	pittsfield	03263	2
United States	NH	Plainfield	03781	6
United States	NH	Plastow	03865	14
United States	NH	Plymouth	03264	7
United States	NH	Portsmouth	03801	46
United States	NH	Randolph	03593	1
United States	NH	Raymond	03077	1
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United States	NH	Richmond	03470	1
United States	NH	ringde	03461	15
United States	NH	Rochester	03839	6
United States	NH	Rochester	03867	27
United States	NH	Rochester	03868	11
United States	NH	Rollinsford	03869	6
United States	NH	Roxbury	03431	1
United States	NH	Rumney	03266	1
United States	NH	rye	03870	14
United States	NH	S Acworth	03607	1
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United States	NH	Salisbury	03268	2

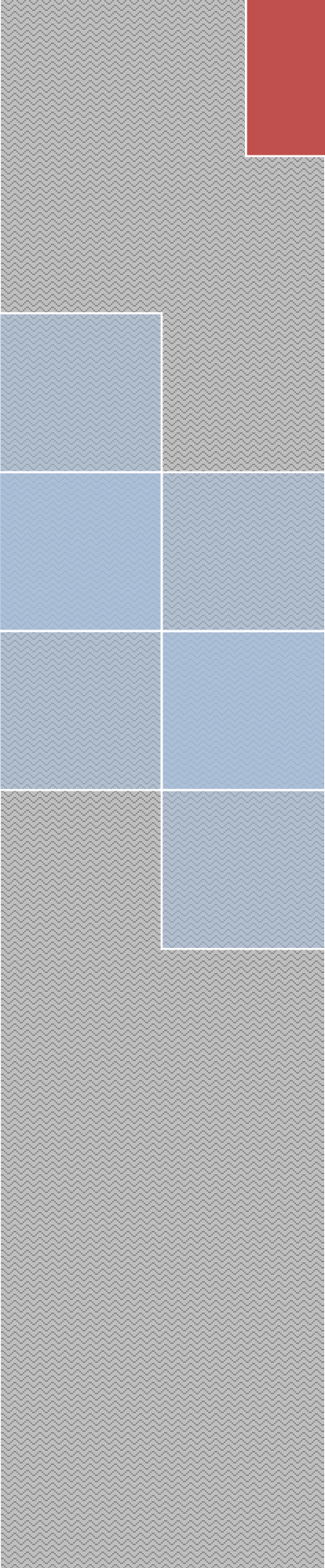
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United States	NH	Sanbornville	03872		3
United States	NH	Sandown	03819		1
United States	NH	Sandown	03873		23
United States	NH	Sandwich	03227		1
United States	NH	Seabrook	03874		15
United States	NH	SHARON	03458		1
United States	NH	Shelburne	03581		1
United States	NH	So. Sutton	03273		1
United States	NH	somersworth	03878		19
United States	NH	South Acworth	03607		1
United States	NH	South Hampton	03827		2
United States	NH	South sutton	03273		3
United States	NH	South Tamworth	03883		1
United States	NH	Spofford	03462		5
United States	NH	springfield	03284		3
United States	NH	Stark	03582		1
United States	NH	Stoddard	03464		1
United States	NH	Strafford	03884		6
United States	NH	Stratham	03885		34
United States	NH	Stratham nh	03885		1
United States	NH	Sugar Hill	03586		1
United States	NH	Sullivan	03445		2
United States	NH	Sunapee	03782		3
United States	NH	Surry	03431		1
United States	NH	Sutton	03221		1
United States	NH	Swansey	03446		12
United States	NH	TEMPLE	03084		6
United States	NH	Thornton	03285		8
United States	NH	Tilton	03276		6
United States	NH	Troy	03465		3

United States	NH	Tuftonboro	03816	3
United States	NH	Tuftonboro	03850	1
United States	NH	TWIN MOUNTAIN	03595	1
United States	NH	Union	03887	2
United States	NH	Unity	03773	2
United States	NH	Walpole	03608	10
United States	NH	Warner	03278	4
United States	NH	Warren	03279	1
United States	NH	Washington	03280	1
United States	NH	Waterville Valley	03215	3
United States	NH	Weare	03281	20
United States	NH	Webster	03303	3
United States	NH	Wentworth	03282	3
United States	NH	West Canaan	03741	1
United States	NH	West Chesterfield	03466	2
United States	NH	West Lebanon	03784	10
United States	NH	Westmoreland	03467	4
United States	NH	Whitefield	03598	4
United States	NH	Wilmot	03287	5
United States	NH	Wilton	03086	7
United States	NH	Winchester	03470	7
United States	NH	Windham	03087	56
United States	NH	Wolfeboro	03894	12
United States	NH	Wolfeboro,	03894	1
United States	NH	Woodsville	03785	1

<b>NUMBER</b>	<b>COUNCIL MEMBER</b>	<b>FORUM</b>	<b>REQUEST/INQUIRY</b>	<b>ACTION</b>
1	Varney	City Council Workshop 4/19/2016	questioned the Planning Department's report concerning discussions with DES regarding mitigation of Phase II of the Granite Ridge Development project.	Mr. Fitzpatrick thought it had been settled but that they have 120 days to comment. He said he would get back to the Council.
2	Kearns	City Council 6/21/2016	will the PD be bringing a supplemental Appropriation request forward regarding this grant award? Are there crossing fiscal year issues?	Chief Allen to address?
3	Gates	Public Safety Committee 6/15/2016	requested that a letter be sent to DOT thanking them for their changes to the line of site for the intersection of Estes Road and Route 202.	Engineer Bezanson to have a letter sent.

DATE RECEIVED	DATE ISSUED	PERMISSION PERMITS	MISCELLANEOUS	DATE OF EVENT
5/18/2016	6/6/2016	TAG	SHS Cheering Boosters	6/10-12/2016
5/18/2016	6/6/2016	TAG	SHS Cheering Boosters	6/17-19/2016
5/18/2016	6/6/2016	TAG	SHS Cheering Boosters	6/24 -26/2016
5/24/2016	6/7/2016	EVENT	SHS Boys Lacrosse Banquet - use of gas grills	6/6/2016
6/1/2016	6/7/2016	EVENT	Farmer's Market - hayrides	Tuesdays 6/7 - 10/25
5/17/2016	6/7/2016	EVENT & BANNERS	Fest Events - Phantom Gourmet BBQ Fest	6/24 - 26/2016
5/23/2016	6/7/2016	SOLICITATION	Southeastern Advantage - door-to-door	6/2016 - 8/2016
5/24/2016	6/7/2016	EVENT	Harvest Praise of God Church - gospel concert	8/5/2016
5/24/2016	6/7/2016	TAG	SHS Boys Lacrosse	5/5 - 6/2017
6/10/2016	6/13/2016	SOLICITATION	Power Marketing Group, LLC	6/16 - 8/16
6/9/2016	6/20/2016	EVENT	Foley Run	10/15/2016
6/15/2016	6/20/2016	TAG	Farmington 500	5/12 - 5/13/2017
6/13/2016	6/20/2016	EVENT	Quilt Show	10/15 - 10/16/16
6/17/2016	6/20/2016	TAG	SHS Football	7/29 - 7/30/2016
6/16/2016	6/20/2016	EVENT	Wicked Cool Music- Harmonium Fest	6/25/2016
6/9/2016	6/20/2016	EVENT	Rising Reg LLC/High 5 Em - Rib Run 5K	6/25/2016
6/13/2016	6/20/2016	EVENT	Monarch School - charity bike ride	10/8/2016
6/13/2016	6/20/2016	SOLICITATION	Clearview Energy	summer
6/21/2016	6/29/2016	EVENT	Block Party - Lyons Street	7/3/2016
6/21/2016	6/29/2016	EVENT	FUMC - church service at Commons	7/10 & 8/14/2016
6/21/2016	6/29/2016	EVENT	FCC - festival Liberty & South Main St	8/6/2016
6/20/2016	6/20/2016	SIGNAGE	directional signage for road race - Monarch School	10/8/2016
6/9/2016	6/16/2016	EVENT	hospitality tent permission - Main Street Blues Fest	7/18/2016

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

07/07/2016

**Appointments Committee Minutes**  
June 7, 2016

**Committee Members Present:**

Sandra Keans, Chair  
James Gray, Vice-Chair  
Ray Barnett  
Tom Abbott  
Donna Bogan

Chairman Keans called the meeting to order at 6:45 p.m. on June 7, 2016.

**Kevin Quigley – Ward 6 Moderator**

Kevin Quigley has worked the last 2 elections with Mr. Gray, the current Moderator. Mr. Quigley formerly served on the School Board and City Council in another City.

The Appointments Committee unanimously recommends Kevin Quigley for appointment as the Ward 6 Moderator, term to expire January 2, 2018.

The meeting was adjourned at 6:58pm.

Respectfully submitted,

Sandra Keans, Chair



*City of Rochester, New Hampshire*  
CITY COUNCIL – APPOINTMENTS COMMITTEE  
31 Wakefield Street • Rochester, NH 03867  
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07/07/2016

**Appointments Committee Minutes**  
June 21, 2016

**Committee Members Present:**

Sandra Keans, Chair  
James Gray, Vice-Chair  
Ray Barnett  
Tom Abbott

**Absent:**

Donna Bogan

Chairman Keans called the meeting to order at 6:00 p.m. on June 21, 2016.

**Joanne Sylvain – Personnel Advisory Board**

Joanne Sylvain is applying for her 3<sup>rd</sup> term. She has the opinion that the committee functions well and is a help to the Human Resource Director.

The Appointments Committee unanimously recommends Joanne Sylvain for reappointment to the Personnel Advisory Board, term to expire January 2, 2019.

**Rob Pallas – Trustees of the Trust Fund**

Rob Pallas is applying for his 4<sup>th</sup> term. The Trustees hold scholarship funds, cemetery funds, maintenance of Hanson Pines. The trustees were happy with the History of Rochester book – but still have many available.

The Appointments Committee unanimously recommends Rob Pallas for reappointment to the Trustees of the Trust Fund, term to expire January 2, 2019.

The meeting was adjourned at 6:25pm.

Respectfully submitted,

Sandra Keans, Chair



# Rochester City Council

## Community Development Committee

### MEETING MINUTES

**Elaine Lauterborn, Chairperson**  
**Donna Bogan, Vice Chairperson**  
**Tom Abbott**  
**Ray Barnett**  
**A. Raymond Varney, Jr.**

<b>Meeting Date:</b>	Monday, June 13, 2016	
<b>Members Present:</b>	Councilor Barnett Councilor Bogan Councilor Lauterborn Councilor Varney	<b>Members Absent:</b> Councilor Abbott
<b>Guests/Staff:</b>	Julian Long, Community Development Coordinator Mr. Greg DeNoble	

Councilor Lauterborn called the meeting to order at 7:03 p.m. Motion was made by Councilor Bogan and seconded by Councilor Barnett to approve the May 9, 2016 minutes. The minutes were approved unanimously.

<b>Public Input</b>	There was no public input.
<b>USDA Rural Community Development Initiative Grant</b>	<p>Mr. Long provided a brief overview of the USDA's Rural Community Development Initiative grant opportunity. The grant provides funds to an intermediary/applicant entity to fund technical assistance community development for a recipient organization. Councilor Lauterborn asked if the Office of Economic &amp; Community Development had any potential projects in mind, and Mr. Long replied that at the current time the department does not.</p> <p>Councilor Varney suggested that the Rochester Fairgrounds' feasibility study, which was not selected for funding during FY 2016-2017 CDBG grant applications review, might be a suitable project. Councilor Lauterborn asked whether the matching funds for the grant had to be provided by the City of Rochester or whether the funds could be provided by the recipient organization. Mr. Long stated that he would reach out to Rochester Fairgrounds about the grant opportunity and inquire with the USDA about the details of the matching funds requirement.</p>
<b>CDBG Projects Program Report</b>	Mr. Long provided a brief update on completed and in-progress CDBG-funded projects, including the installation of bicycle racks and installation of accessible showers in Rochester Housing Authority residential buildings. Councilor Lauterborn stated that the bicycle racks look very nice and appear sturdy.
<b>Other Business</b>	Councilor Lauterborn asked who would be submitting the Community Oriented Policing Services (COPS) Hiring Grant. Mr. Long stated that Deputy Chief Toussaint was preparing the initial draft of the grant and that Mr. Long would review, revise, and submit using the grants.gov submission website.

	<p>Councilor Varney discussed the transportation master plan and proposed wayfinding project in the draft FY 2016-2017 City budget. He expressed concerns about the cost of the wayfinding project and a desire to ensure the wayfinding project and transportation master plan coordinated. Councilor Bogan expressed concerns regarding the need for further wayfinding. Councilor Varney asked Mr. Long to keep the Committee informed about the progress of the wayfinding project, and Mr. Long stated that he would do so.</p> <p>Councilor Lauterborn asked Mr. Long if a July meeting would be necessary. Mr. Long replied that the main topic for the beginning of the new fiscal year would be allocation of any unspent funds from FY 2015-2016. Councilor Lauterborn stated that the Committee would make these decisions at the August 2016 Committee meeting and asked Mr. Long to prepare suggestions for the Committee. Mr. Long stated that he would do so.</p>
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Motion to adjourn was made by Councilor Bogan and seconded by Councilor Varney. The vote to adjourn was unanimous. The meeting was adjourned at 7:25 p.m.

**Next Meeting** – Monday, August 8, 2016 at 7:00 p.m. in the City Council Conference Room at City Hall

**Topics** – FY 2015-2016 Unexpended Funds, CDBG Projects Program Report, Current Projects, Future Projects

Public Safety Committee  
Council Chambers  
June 15, 2016  
7:00 PM

**MEMBERS PRESENT**

Councilor Donald Hamann  
Councilor Ray Barnett  
Councilor Robert Gates  
Councilor James Gray  
Councilor Peter Lachapelle

**OTHERS PRESENT**

Michael Bezanson, PE, City Engineer  
Owen Friend-Gray, PE, Assistant City Engineer  
Deputy Chief Toussaint, Police Dept.  
Peter Tessier, 5 Hannsonville Road  
Doug Knutsen, 7 Gerrish Court

Minutes

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

1. Approve Minutes from May 18, 2016

The first order of business was to approve the May 18, 2016 minutes. ***Councilor Lachapelle made a motion to approve the May 18, 2016 minutes. The motion was seconded by Councilor Barnett. Unanimous voice vote carried the motion.***

2. Public Input

The public that were present were there for items already on the agenda. Those items were moved up on the agenda.

3. Hansonville Road-Gravel Pit traffic (kept in committee-update)

Councilor Hamann summarized the issue. Peter Tessier from 5 Hansonville Road was present to discuss the weight limit issue on Hansonville Road. He stated he was contacted by Officer Harding of the Rochester Police Department regarding operating his truck on Hansonville Road which is posted "No Thru Trucks Over 26,000 G.V.W.R.". He has a business that he operates out of his 5 Hansonville Road property in Rochester. He also owns a small gravel pit at 94 Hansonville Road in Barrington. He works by himself, so he is generally the only one driving a truck to and from his gravel pit. He has operated his business for over 27 years and has had no issues with his neighbors regarding this. Councilor Lachapelle said that Mr. Tessier has no access to his pit if he is

not allowed to utilize Hansonville Road because it is posted on the Barrington side as well. Mr. Tessier stated that the Barrington Road Agent has understood about traveling on the posted road on the Barrington side. Councilor Gray said when Rochester Truck had an issue with Flagg Road they were an exception because their business was on the posted road. Deputy Chief Toussaint said they have done numerous patrols, and there is minimal truck traffic. He also said the ordinance does not except people living on the roads from the law. Councilor Gray wanted to know the condition of the road. Mr. Bezanson said it isn't in the greatest of conditions and that it is making its way up the paving priority list. Councilor Lachapelle stated that original reason that the signs were put up was to restrict truck traffic from the much larger gravel mining operation that was proposed a few years ago in Barrington. That larger gravel pit is no longer being considered, so the signs are no longer needed for that purpose. ***Councilor Lachapelle made a motion to remove the "No Thru Trucks Over 26,000 G.V.W.R." signs on Flagg Road and Hansonville Road. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.***

4. Gerrish Court- No Parking Sign, Move to Other Side of Road (resident request)

Councilor Hamann summarized the issue. Doug Knutsen was present to discuss the safety concerns on Gerrish Court. He said the road is narrow and fire trucks cannot make it through the way the parking is now. Councilor Hamann had checked out the area and said there isn't much of a sidewalk. Deputy Chief Toussaint said an engine cannot get through. ***Councilor Lachapelle made a motion to post "no parking" signs on both sides of Gerrish Court. Councilor Gates seconded the motion. Unanimous voice vote carried the motion.***

#### **Non-Public Session, Reputation, RSA 91-A:3, II (c)**

The Public Safety Committee went into non-public session at 7:24 PM. Current codes were discussed due to a recent fire. Roll call was taken; Councilor Lachapelle, Councilor Barnett, Councilor Gates, Councilor Gray and Councilor Hamann were present. Non-public session adjourned at 7:40 PM.

5. Nadeau Drive/Pickering Road-Brush Removal (business request)

Councilor Hamann summarized the issue. Archie Griffin, General Manager of Liberty Turned Components at 7 Nadeau Drive, sent an e-mail requesting that the City remove brush between their driveway, Nadeau Drive, and Pickering Road. He referenced a recent accident in which both vehicles involved could not see each other. Deputy Chief Toussaint confirmed that the recent accident in this area was due to a line-of-sight issue.

Mr. Bezanson stated that this portion of Pickering Road is a state-maintained road. He said that DPW could coordinate with the property owner and NHDOT to clear roadside growth and improve the line-of-sight in this area. ***Councilor Lachapelle made a motion to have DPW coordinate with NHDOT and Liberty Turned Components to remove brush in the area. Councilor Gates seconded the motion. Unanimous voice vote carried the motion.*** No City Council action needed.

6. Horse Crossing Signs-Ten Road Road/Blackwater Road

Councilor Hamann summarized the issue. Mayor Caroline McCarley sent an e-mail to Councilor Hamann regarding Horse Crossing signs. It was brought to her attention that there are horse crossing signs on Ten Rod Road, but there may no longer be horses in that area. There are horses on Blackwater Road, however, but no horse crossing signs. This was kept in committee to get more information.

7. Tebbetts Road-Speeding

Councilor Hamann summarized the issue. Councilor Lachapelle stated he had a complaint on the stretch from Pickering Road/Old Dover Road in both directions. He asked if the speed trailer could be placed in the area. The speeding is happening all times of the day, morning and night. This was kept in committee for an update next month.

8. Pine Street- On Street Parking Striping (resident request-kept in committee-further information needed)

Councilor Hamann summarized the issue. A request came in to stripe for parking on the two-way portion of Pine Street between Waldron Avenue and Wilfred Street. Mr. Bezanson said this portion of Pine Street has pavement that is generally 22 feet wide, which allows for two 11-foot wide travel lanes. There is no curb in this area. There is a sidewalk on the west side, and one portion has sidewalk on both sides. Mr. Bezanson said that maintaining two-way traffic on this portion of Pine Street will not allow striping for parking. No action taken.

9. River Street-No Parking Striping (kept in committee)

Councilor Haman summarized the issue. He stated he has been to this area at different times of day and he has not seen an issue. Deputy Chief Toussaint said he has been in the area as well and does not see an issue. No action taken.

10. Intersection Salmon Falls Rd/Rt. 202-Traffic Signal (kept in committee-update)

Councilor Hamann summarized the issue. Councilor Gates said it was not clear what the problem was. Mr. Bezanson stated that he thought the issue raised was related to the timing of the traffic signal, however when he observed the signal timing he did not see an issue. He also mentioned that this is a state-maintained traffic signal. No action taken.

11. City Hall-No Parking Signs ( kept in committee-update)

Councilor Hamann summarized the issue. He said he had asked around to see whether anyone remembered why the signs were posted no parking until 9:00 PM on Fridays near City Hall. Businesses use to be opened until 9:00 PM. ***Councilor Lachapelle made a motion to change the no parking signs near City Hall to 2 hour parking Monday-Friday 9 AM-5:00 PM. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.***

12. Other

Councilor Hamann summarized the issue. A call was received from Cheryl Gannon, an Orientation & Mobility Specialist with Strafford Learning Center. She works with a man who is legally blind. He does not drive but has enough eyesight to walk the City's sidewalks to public transportation. He walks along Franklin Street and makes the crossing at Corson Street. There is currently no painted crosswalk. She is requesting a painted crosswalk across Corson Street at the Franklin Street intersection. Mr. Bezanson stated that DPW would take care of painting a crosswalk in this location. No action taken.

Autumn Street/Main Street-Trash

Councilor Hamann said a resident said there was trash left in the small City-owned park at the corner of Autumn Street and Main Street in East Rochester. The Director of City Services wanted it brought to the attention of the Public Safety Committee for discussion of whether some signage was necessary to make it known that this is public property and dumping of rubbish is not allowed. No action taken.

Heritage Street-Roadside Parking

A message was received from Diane Burke of 29 Lupine Lane that several vehicles are parking at the Corner of Heritage Street and Whitehall Road waiting for the school bus in the mornings during the school year. Vehicles will park on the side of the road right up to the stop sign on Heritage. She said it is very hard to pull into Heritage to get to her

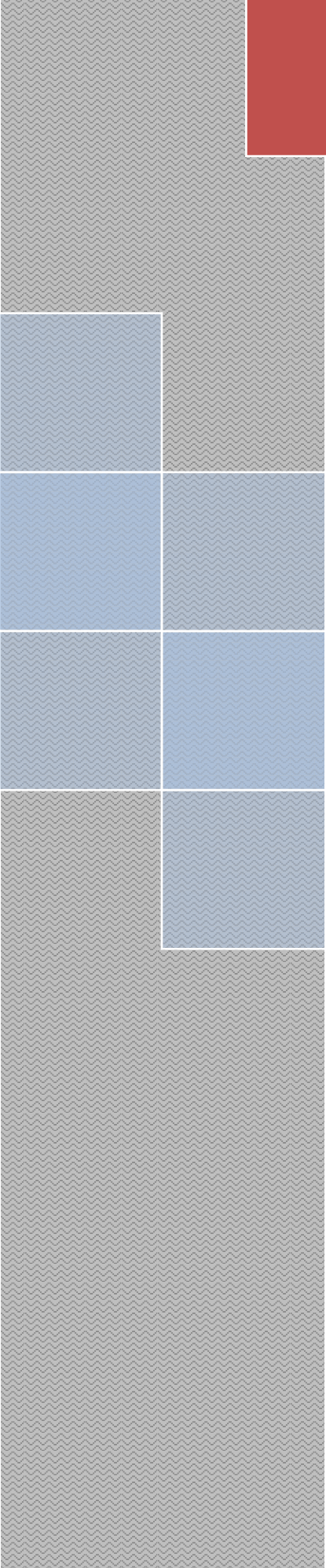
street because the vehicles are parked all along the side of the road. The issue is around 7:45 AM-7:50 AM. She is requesting no parking signs on each side of the opening of Heritage Street between Whitehall Road and Lupine Lane. The Patrol Division will assess the issue and Deputy Chief Toussaint will report back to the committee on this issue.

#### Estes Road/Washington Street (Route 202) Intersection

Councilor Gates asked Mr. Bezanson whether he had sent a letter of appreciation to the NHDOT yet thanking them for the great job at the intersection of Estes Road and Washington Street. Mr. Bezanson said that he has not sent a letter yet, but that he would.

***Councilor Lachapelle made a motion to adjourn the meeting at 8:09 PM. Councilor Gray seconded the motion. The motion passed unanimously.***

Minutes respectfully submitted by Laura Miller, Secretary II.



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**Public Works and Buildings Committee**

**June 16, 2016**

**Council Chambers**

**7PM**

**MEMBERS PRESENT**

Councilor Ray Varney- Vice Chairman

Councilor Sandy Keans

Councilor Donald Hamann

Councilor Thomas Willis

**MEMBERS ABSENT**

Councilor Ralph Torr - Chairman

**OTHERS PRESENT**

Councilor James Gray

Councilor Ray Barnett

Dan Fitzpatrick, City Manager

John B. Storer, Director of City Services

Peter Bruckner, Historic Commission

**MINUTES**

Vice Chairman Varney called the Public Works and Buildings Committee to order at 7:01 PM.

**1. Approve minutes from May 19, 2016 meeting -**

The Vice Chairman requested a recommendation on last month's minutes.

*Councilor Hamann made a motion to accept minutes as presented for the May 19, 2016 Meeting. The motion was seconded by Councilor Keans. The Motion passed unanimously.*

**2. Public Input**

None

**3. Water & Sewer Rates - UAB**

Councilor Willis stated that Mark Sullivan from the Finance Department gave a brief presentation to the Utility Advisory Board (UAB) at their monthly meeting on June 13, 2016. He stated that there is some concern regarding the necessity of a significant increase in the water rate. He stated that the UAB discussed and was comfortable with a 4-5% increase in the sewer rates but that they had discussed up to a 14% increase in the water to get the fund to break even annually. Mr. Willis stated that he has requested that Mr. Sullivan run the water scenario with a 10% increase for FY17 & FY18 to see how that would look with the project expenses vs. revenues. Councilor Willis stated that the UAB would discuss it again and come back with a recommendation for City Council.

**4. Western Ave / Franklin**

Mr. Storer distributed a sketch showing the scope of water, sewer, drainage, sewer pump station, and roadway. He stated that this roadway reconstruction and pump station bid

had opened on Thursday June 9<sup>th</sup>. He stated there were two bidders. Both were reputable and capable of the work proposed. Mr. Storer stated that with the bid alternates and construction administration the project is over budget and would need about five hundred and fifty thousand dollars in additional funding if we are to complete the bid with alternates, which is his recommendation. Mr. Storer discussed that some portions of this project do have some overlap on to the Streets that are part of the next phase of this project. Mr. Storer stated he would like to award the project but wanted to seek approval for using some of the FY17 appropriation to fund the shortage. Councilor Varney stated that a supplemental would be preferred. Mr. Storer stated that the timing is critical and he would like to do the notice of award in order to get the ball rolling. He stated that the bid had some date deadlines, such as paving Franklin Street, that are tied to the award date and that if the funds were not available to award the contract until later in July then it would jeopardize the ability to meet those deadlines. Councilor Varney suggested that the department move forward with what they can and to get a supplemental appropriation in the process and keep the projects separate.

**5. City Hall Annex**

Mr. Storer distributed a portion of the Annex plan showing the final design of each floor and the alternate options for the exterior that were listed in the bid for construction. He stated that the bid opening was held earlier in the day and lowest bidder for the base bid with all of the exterior renovation bid alternates is just under 3 million (\$2,925,002.00). He stated that preliminary discussions with Oakpoint Association indicate that they are familiar with the low bidder, the bid is within the architect's estimates, and they have no reason to discount them. Mr. Storer stated that this number is within the current funding limit and he stated if there were no objections he would be proceeding with reference checks, bid award and contract. Mr. Storer stated that the contract would include all alternates and that the projected budget has over three hundred in contingency, which is about 11% of construction costs. Councilors Hamann, Willis and Varney stated they are ok with proceeding. Councilor Varney asked Mr. Bruckner if he had any additional input. Mr. Bruckner stated that he would continue to look for additional funding sources in regards to providing an area to display the historic fire apparatus.

**6. Strafford Metropolitan Planning Organization (MPO)**

Mr. Storer stated the Strafford Regional Planning Commission (SRPC) held a comment period and public hearing for the draft 2015-2040 Metropolitan Transportation Plan (Metro Plan). He stated that the Metro Plan is a public document and that the public plays a role in its development. He stated that the public comment period began in April and closed on Saturday June 11, 2016. He stated that the draft plan was presented by SRPC to the Technical Advisory Committee June 3 and the public comments could be made on June 17<sup>th</sup> at the public hearing at 9am. Any full updates to the plan require a 45 day comment period and a public hearing. The plan will be available for public review at all town and city halls, public libraries and at the SRBC office.

## 7. Project Updates

**EDA Project Salmon Falls Road/Milton Road** – Work has begun and is proceeding on schedule.

**Columbus Ave Parking Lot** – Project is out to bid

**Milton Road / Flat Rock Bridge Road Intersection** – is out to bid.

**DPW Vehicles** – Councilor Varney asked about bidding. Mr. Storer stated that he would bid as quickly as possible and he would be developing a bid document that allowed for alternatives to be looked at including stainless steel body pricing and a heavy duty trucks using a tier approach based on different specification standards for the six wheelers.

**Colonial Pines** – Councilor Varney inquired about the status of this Sewer CIP Project. Mr. Storer stated this multi-phase and multi-year funded project is moving along. He stated the current phase is to get the gravity sewer under the Spaulding Turnpike and that they will be mailing out a survey to the Colonial Pines neighborhood to determine the priority areas for the next phase of tying in sections of this neighborhood.

**Salmon Falls Road Wetland filling and digging violations** – Councilor Keans asked if staff was checking in on the property owner that has violated wetland provisions. Mr. Storer stated that this is being addressed and that staff has contacted NHDES.

**828 Portland Street Pond** – Mr. Storer stated that the staff had pumped down the pond and did not find a significant amount of trash in the area. There was one 55 gallon drum. Mr. Storer stated that the area was quickly filling back up with ground water after a minor rain event. He also stated that soil samples were taken for testing.

## 8. Other

**GSBP Bus Shelter** – Councilor Varney asked the status of the Granite State Business Park (GSBP) Bus Shelter. Mr. Storer stated that this is on hold due to State of NH planning for the 108 Corridor. He stated they are trying to create a plan that would incorporate complete streets. This will include bike lanes and bus stops along the Dover, Somersworth and Rochester corridor.

**123 South Main Street Bus Stop** – Mr. Storer stated that the business owner at this location has complained of the bus patrons standing in the door way of her flower shop to seek shelter from the weather. She stated that they are leaving cigarette butts and trash in the area and that they do present a problem being in the doorway as far as her customers coming and going. Mr. Storer stated that he has been working with Jenn Marsh in Economic Development and that they have had input with Coast Bus as well. Mr. Storer stated that Coast will give us the structure if we are willing to build the concrete pad and install it. Mr. Storer stated that the City allows coast to use these structures for advertising and Coast shares 50% of the revenue with the City. Councilor Varney asked if this could be done with existing funds. Mr. Storer stated that it could. The following motion was made.

*Councilor Willis made a motion to recommend that the full City Council support and*

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**RESOLUTION AUTHORIZING THE APPLICATION FOR AND ACCEPTANCE OF A  
STATE OF NH DEPARTMENT OF ENVIRONMENTAL SERVICES (NHDES) CLEAN  
WATER STATE REVOLVING FUND (CWSRF) LOAN AND SUPPLEMENTAL  
APPROPRIATION CONNECTED THEREWITH**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, authorize the Department of Public Works to submit a loan application in the amount of Sixty Thousand Dollars (\$60,000.00) to the NHDES CWSRF Loan program in order to fund the GIS and Asset Management Program.

It is further resolved that the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept the loan amount of Sixty Thousand Dollars (\$60,000.00) from the NHDES CWSRF Loan program which is eligible for 100% principal forgiveness.

It is still further resolved that the amount of Thirty Thousand Dollars (\$30,000.00) is approved as a supplemental appropriation to the FY 2017 General Fund CIP and Thirty Thousand Dollars (\$30,000.00) to the FY 2017 Sewer CIP budget with the funds coming in their totality from the aforementioned NHDES CWSRF Loan program.

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

CC FY17 07-12 AB 02



07/07/2016

## 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

GIS MAPPING &amp; ASSET MANAGEMENT PROJECT - NHDES GRANT ASSISTANCE

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	JULY 12, 2016	
DEPT. HEAD SIGNATURE	John B Storer, PE - Director of City Services Original w/signature on File City Clerk's Office	
DATE SUBMITTED	JUNE 27, 2016	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

## COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

## DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

## FINANCE &amp; BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	NHDES SRF-GRANT/FORGIVENESS
ACCOUNT NUMBER	Gen 15013010-771000-16566 Swr 55026020-771000-16566
AMOUNT	\$60,000
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

## LEGAL AUTHORITY

City Council Resolution

**SUMMARY STATEMENT**

Public Works seeks Council permission to submit two grant applications that could total up to \$60,000 to help fund ongoing GIS and Asset Management efforts. There is an ongoing CIP effort split amongst the Water, Sewer and General Funds for GIS mapping of system infrastructure. The current budget allocation is \$162,500, total. The applications for grant assistance would provide a supplement to this effort of \$60,000. No additional City match is required.

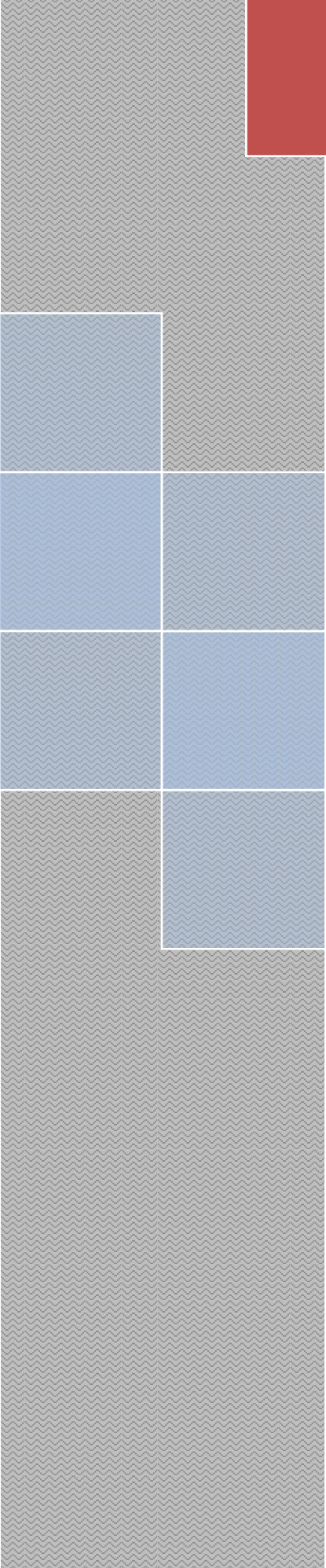
The \$60,000 amount is available through the EPA's State Revolving Loan Fund Program. EPA allows States to create "set-asides" within the federal grants for various incentive-type efforts. NH DES is encouraging municipalities to strengthen their GIS and Asset Management efforts. DES staff have suggested Rochester would be eligible for \$30,000 amounts for both Sewer and stormdrainage (General Fund) efforts.

DES terms the assistance as "principal forgiveness" but we do not need to formally prepare an SRF loan package to receive the incentive compensation. With the pending MS4 Stormwater Rules forthcoming, DES has expressed enthusiasm for our GIS efforts. It would be both surprising and disappointing if we do not receive a full \$60,000 in additional assistance.

Funds would only be spent if we successfully receive the DES assistance. The request is to supplement the current CIP appropriation of \$162,500 and increase it to \$222,500

**RECOMMENDED ACTION**

1. Resolution giving City Staff authorization to submit the SRF Application for the Infrastructure Mapping and Asset Management Project.
2. Resolution giving the City Manager & Deputy City Manager the authority act as the City's representative for all documentation regarding Infrastructure and Asset Management Project.
3. Resolution for a supplemental appropriation in the amount of \$30,000 in the general fund and \$30,000 sewer fund project number #16566, for a total of \$60,000. The funding source will be grant funds from NHDES SRF Program.



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**RESOLUTION AUTHORIZING THE ACCEPTANCE OF AN EMERGENCY  
MANAGEMENT PERFORMANCE GRANT (EMPG) FOR A GENERATOR ON  
BEHALF OF THE ROCHESTER FIRE DEPARTMENT**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept the grant in the amount of Fifty-One Thousand One Hundred Seventy-Eight Dollars (\$51,178.00) from the Emergency Management Performance Grant program in order to fund the purchase of one (1) generator for Fire Station 1.

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

CC FY17 07-12 AB 03



07/07/2016

## 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 Fire Dept. Generator Grant Acceptance

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	July 12, 2016		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	June 28, 2016		
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

#### COMMITTEE SIGN-OFF

COMMITTEE	NA
CHAIR PERSON	NA

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

City Charter

**SUMMARY STATEMENT**

The fiscal Year 2017 (FY2017) budget contains a capital improvement project (CIP) for the purchase & installation of a backup electrical generator to serve the Central Fire Station. Of the total amount of \$110,000 appropriated by the City Council, the amount of \$51,178 was contemplated as being funded from an Emergency Management Performance Grant (EMPG). At this time, in order for the City to secure the grant funding the City Council is requested to adopt a resolution accepting the terms of the EMPG. This grant requires a 50% match. The grant funds and matching funds have already been appropriated by the Council as part of the FY2017 CIP budget.

**RECOMMENDED ACTION**

Accept the EMPG for Central Fire Station Generator.

## GRANT AGREEMENT

The State of New Hampshire and the Subrecipient hereby  
Mutually agree as follows:  
GENERAL PROVISIONS

## 1. Identification and Definitions.

<b>1.1. State Agency Name</b> NH Department of Safety, Homeland Security and Emergency Management		<b>1.2. State Agency Address</b> 33 Hazen Drive Concord, NH 03305	
<b>1.3. Subrecipient Name</b> City of Rochester (VC#177467-B002)		<b>1.4. Subrecipient Tel. #/Address</b> 603-335-7500 31 Wakefield St, NH 03867	
<b>1.5 Effective Date</b> G&C Approval	<b>1.6. Account Number</b> AU #80920000	<b>1.7. Completion Date</b> September 30, 2017	<b>1.8. Grant Limitation</b> \$ 51,178.00
<b>1.9. Grant Officer for State Agency</b> Cindy Richard, EMPG Program Manager		<b>1.10. State Agency Telephone Number</b> (603) 223-3627	
"By signing this form we certify that we have complied with any public meeting requirement for acceptance of this grant, including if applicable RSA 31:95-b."			
<b>1.11. Subrecipient Signature 1</b>		<b>1.12. Name &amp; Title of Subrecipient Signor 1</b>	
<b>Subrecipient Signature 2</b>		<b>Name &amp; Title of Subrecipient Signor 2</b>	
<b>Subrecipient Signature 3</b>		<b>Name &amp; Title of Subrecipient Signor 3</b>	
<b>1.13. Acknowledgment:</b> State of New Hampshire, County of _____, on / / , before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12.			
<b>1.13.1. Signature of Notary Public or Justice of the Peace</b> (Seal)			
<b>1.13.2. Name &amp; Title of Notary Public or Justice of the Peace</b>			
<b>1.14. State Agency Signature(s)</b> By: _____ On: / /		<b>1.15. Name &amp; Title of State Agency Signor(s)</b> Steven R. Lavoie, Director of Administration	
<b>1.16. Approval by Attorney General (Form, Substance and Execution) (if G &amp; C approval required)</b> By: _____ Assistant Attorney General, On: / /			
<b>1.17. Approval by Governor and Council (if applicable)</b> By: _____ On: / /			

2. SCOPE OF WORK: In exchange for grant funds provided by the State of New Hampshire, acting through the Agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 21-P:36, the Subrecipient identified in block 1.3 (hereinafter referred to as "the Subrecipient"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (the scope of work being hereinafter referred to as "the Project").

Subrecipient Initials: 1.) \_\_\_\_\_ 2.) \_\_\_\_\_ 3.) \_\_\_\_\_ Date: \_\_\_\_\_

3. AREA COVERED. Except as otherwise specifically provided for herein, the Subrecipient shall perform the Project in, and with respect to, the State of New Hampshire.
4. EFFECTIVE DATE, COMPLETION OF PROJECT.
- 4.1. This Agreement, and all obligations of the parties hereunder, shall become effective on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire if required (block 1.17), or upon signature by the State Agency as shown in block 1.14 ("the effective date").
- 4.2. Except as otherwise specifically provided herein, the Project, including all reports required by this Agreement, shall be completed in its entirety prior to the date in block 1.7 (hereinafter referred to as "the Completion Date").
5. GRANT AMOUNT, LIMITATION ON AMOUNT, VOUCHERS, PAYMENT.
- 5.1. The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.
- 5.2. The manner of, and schedule of payment shall be as set forth in EXHIBIT B.
- 5.3. In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Subrecipient the Grant Amount. The State shall withhold from the amount otherwise payable to the Subrecipient under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.
- 5.4. The payment by the State of the Grant amount shall be the only, and the complete payment to the Subrecipient for all expenses, of whatever nature, incurred by the Subrecipient in the performance hereof, and shall be the only, and the complete, compensation to the Subrecipient for the Project. The State shall have no liabilities to the Subrecipient other than the Grant Amount.
- 5.5. Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.
6. COMPLIANCE BY SUBRECIPIENT WITH LAWS AND REGULATIONS. In connection with the performance of the Project, the Subrecipient shall comply with all statutes, laws regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Subrecipient, including the acquisition of any and all necessary permits.
7. RECORDS AND ACCOUNTS.
- 7.1. Between the Effective Date and the date three (3) years after the Completion Date the Subrecipient shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.
- 7.2. Between the Effective Date and the date three (3) years after the Completion Date, at any time during the Subrecipient's normal business hours, and as often as the State shall demand, the Subrecipient shall make available to the State all records pertaining to matters covered by this Agreement. The Subrecipient shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Subrecipient" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Subrecipient in block 1.3 of these provisions.
8. PERSONNEL.
- 8.1. The Subrecipient shall, at its own expense, provide all personnel necessary to perform the Project. The Subrecipient warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.
- 8.2. The Subrecipient shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.
- 8.3. The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.
9. DATA, RETENTION OF DATA, ACCESS.
- 9.1. As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, paper, and documents, all whether finished or unfinished.
- 9.2. Between the Effective Date and the Completion Date the Subrecipient shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.
- 9.3. No data shall be subject to copyright in the United States or any other country by anyone other than the State.
- 9.4. On and after the Effective Date all data, and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.
- 9.5. The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.
10. CONDITIONAL NATURE OR AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Subrecipient notice of such termination.
11. EVENT OF DEFAULT, REMEDIES.
- 11.1. Any one or more of the following acts or omissions of the Subrecipient shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):
- 11.1.1 Failure to perform the Project satisfactorily or on schedule; or
- 11.1.2 Failure to submit any report required hereunder; or
- 11.1.3 Failure to maintain, or permit access to, the records required hereunder; or
- 11.1.4 Failure to perform any of the other covenants and conditions of this Agreement.
- 11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:
- 11.2.1 Give the Subrecipient a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Subrecipient notice of termination; and
- 11.2.2 Give the Subrecipient a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the Subrecipient during the period from the date of such notice until such time as the State determines that the Subrecipient has cured the Event of Default shall never be paid to the Subrecipient; and
- 11.2.3 Set off against any other obligation the State may owe to the Subrecipient any damages the State suffers by reason of any Event of Default; and
- 11.2.4 Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.
12. TERMINATION.
- 12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Subrecipient shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.
- 12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall entitle the Subrecipient to receive that portion of the Grant amount earned to and including the date of termination.
- 12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Subrecipient from any and all liability for damages sustained or incurred by the State as a result of the Subrecipient's breach of its obligations hereunder.
- 12.4. Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Subrecipient hereunder, the Subrecipient, may terminate this Agreement without cause upon thirty (30) days written notice.
13. CONFLICT OF INTEREST. No officer, member or employee of the Subrecipient, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or

Subrecipient Initials: 1.) \_\_\_\_\_ 2.) \_\_\_\_\_ 3.) \_\_\_\_\_ Date: \_\_\_\_\_

- approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
14. SUBRECIPIENT'S RELATION TO THE STATE. In the performance of this Agreement the Subrecipient, its employees, and any subcontractor or subgrantee of the Subrecipient are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Subrecipient nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.
  15. ASSIGNMENT AND SUBCONTRACTS. The Subrecipient shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Subrecipient other than as set forth in Exhibit A without the prior written consent of the State.
  16. INDEMNIFICATION. The Subrecipient shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Subrecipient or subcontractor, or subgrantee or other agent of the Subrecipient. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
  17. INSURANCE AND BOND.
  - 17.1 The Subrecipient shall, at its own expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:
    - 17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and
    - 17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury or death any one incident, and \$500,000 for property damage in any one incident; and
  - 17.2 The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.
  18. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure of waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Subrecipient.
  19. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.
  20. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire, if required, or by the signing State Agency.
  21. CONSTRUCTION OF AGREEMENT AND TERMS. This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.
  22. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.
  23. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.
  24. SPECIAL PROVISIONS. The additional provisions set forth in Exhibit C hereto are incorporated as part of this agreement.

Subrecipient Initials: 1.) \_\_\_\_\_ 2.) \_\_\_\_\_ 3.) \_\_\_\_\_ Date: \_\_\_\_\_

**EXHIBIT A**

## Scope of Services

1. The Department of Safety, Division of Homeland Security and Emergency Management (hereinafter referred to as "the State") is awarding the City of Rochester (hereinafter referred to as "the Subrecipient") \$51,178.00 for the purchase and installation of a generator at the community's Emergency Operations Center (EOC).
2. "The Subrecipient" agrees that the project grant period ends September 30, 2017 and that a final performance and expenditure report will be sent to "the State" by October 31, 2017.
3. "The Subrecipient" agrees to comply with all applicable federal and state laws, rules, regulations, and requirements.
4. "The Subrecipient" shall maintain financial records, supporting documents, and all other pertinent records for a period of three (3) years from the grant period end date. In these records, "the Subrecipient" shall maintain documentation of the 50% cost share required by this grant.

Subrecipient Initials: 1.) \_\_\_\_\_ 2.) \_\_\_\_\_ 3.) \_\_\_\_\_ Date: \_\_\_\_\_

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**EXHIBIT B****Grant Amount and Method of Payment****1. GRANT AMOUNT**

	<b>Applicant Share</b>	<b>Grant (Federal Funds)</b>	<b>Cost Totals</b>
<b>Project Cost</b>	\$51,178.00	\$51,178.00	\$102,356.00
<b>Project Cost is 50% Federal Funds, 50% Applicant Share</b>			
<b>Awarding Agency:</b> Federal Emergency Management Agency (FEMA)			
<b>Award Title &amp; #:</b> Emergency Management Performance Grant (EMPG) EMW-2015-EP-00067			
<b>Catalog of Federal Domestic Assistance (CFDA) Number:</b> 97.042 (EMPG)			
<b>Applicant's Data Universal Numbering System (DUNS):</b> 099446879			

**2. PAYMENT SCHEDULE**

- a. "The Subrecipient" agrees the total payment by "the State" under this grant agreement shall be up to \$51,178.00.
- b. "The State" shall reimburse up to \$51,178.00 to "the Subrecipient" upon "the State" receiving appropriate documentation of expended funds (i.e, copies of invoices and cancelled checks) and proof of match from "the Subrecipient".

Subrecipient Initials: 1.) \_\_\_\_\_ 2.) \_\_\_\_\_ 3.) \_\_\_\_\_ Date: \_\_\_\_\_  
 Page 5 of 6

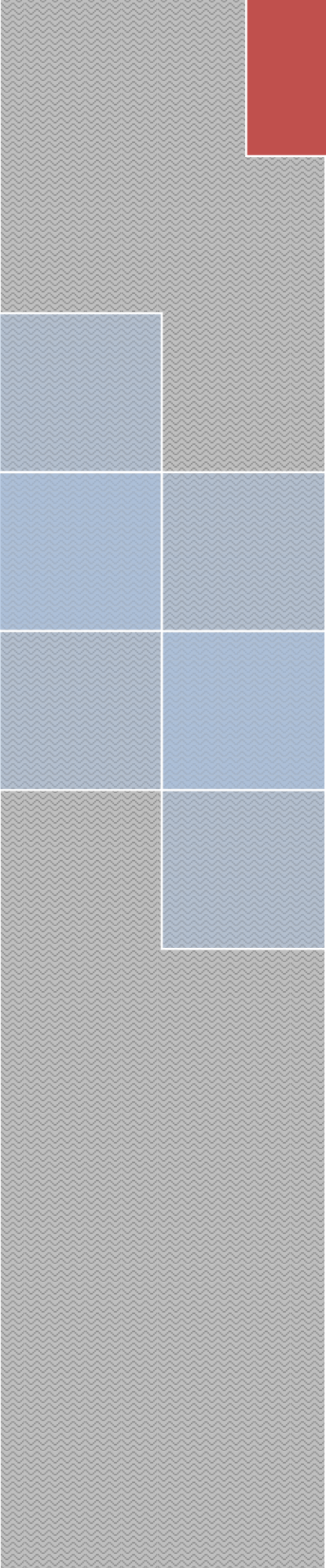
**EXHIBIT C**

## Special Provisions

1. This grant agreement may be terminated upon thirty (30) days written notice by either party.
2. Any funds advanced to "the Subrecipient" must be returned to "the State" if the grant agreement is terminated for any reason other than completion of the project.
3. Any funds advanced to "the Subrecipient" must be expended within 30 days of receiving the advanced funds.
4. The "Subrecipient" agrees to have an audit conducted in compliance with OMB Circular 2 CFR 200, if applicable. If a compliance audit is not required, at the end of each audit period "the Subrecipient" will certify in writing that they have not expended the amount of federal funds that would require a compliance audit (\$750,000). If required, they will forward for review and clearance a copy of the completed audit(s) to "the State".

Additionally, "the Subrecipient" has or will notify their auditor of the above requirements prior to performance of the audit. "The Subrecipient" will also ensure that, if required, the entire grant period will be covered by a compliance audit, which in some cases will mean more than one audit must be submitted. "The Subrecipient" will advise the auditor to cite specifically that the audit was done in accordance with OMB Circular 2 CFR 200. "The Subrecipient" will also ensure that all records concerning this grant will be kept on file for a minimum of three (3) years from the end of this audit period.

Subrecipient Initials: 1.) \_\_\_\_\_ 2.) \_\_\_\_\_ 3.) \_\_\_\_\_ Date: \_\_\_\_\_  
 Page 6 of 6



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# POLICY AND PROCEDURE MEMO

07/07/2016

NO. 5.007

DATE:

SUBJECT: ROCHESTER GOVERNMENT CHANNEL  
GENERAL POLICY

CITY MANAGER

## I. PURPOSE:

The purpose of this document is to provide overall guidance and direction to staff and volunteers engaged in operation of the Government Channel. The Government Channel's Mission is to make local government more accessible and transparent to Rochester residents.

### A. Channel Designation

The City of Rochester will establish a Government Television Channel, which shall be known as the "Rochester Government Channel" or "RGC". This channel will be established on cable channel 26. The term RGC applies to channel 26, and the on-line content delivered by the City of Rochester.

### B. Channel Administration

General day to day operations of the government channel, including oversight of policies and procedures, are overseen by the City manager or designee. Policies are reviewed by the Government Channel committee and adopted by City Council.

## II. PROGRAMMING POLICY

The City of Rochester's Government Channel is not the same as a "Public Access" channel. Programming shall be generally limited to serve city functions and operations.

### A. Types of acceptable programming include:

1. Emergency notification from municipal departments and state authorities that concerns the community will be given a priority.
2. Live cablecasts and or recorded cablecasts of municipal government meetings, including "video on demand" of meetings via web and future content platforms. Generally, this will consist of: City Council and Planning Board meetings and workshops, Police Commission, Zoning Board of Adjustment, and School Board. Other municipal meetings can be considered as staff time and schedule allows.

Meetings of official public record, which are broadcast live, are shown gavel to gavel and are not edited for content. Meetings in which there are



## POLICY AND PROCEDURE MEMO

07/07/2016

NO. 5.007

DATE:

SUBJECT: ROCHESTER GOVERNMENT CHANNEL  
GENERAL POLICY

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CITY MANAGER

long delays for recesses or executive sessions may be edited out of repeats/playback, providing original copy is not edited.

3. Bulletin Board Messaging.

Municipal departments may use the bulletin board to post messages including, but not limited to community emergencies, public meeting schedules, dog licensing, car registration, voter registration, road construction detours, water/sewer work, and information on programs offered by the library and recreation departments. Announcements of events and activities must be sponsored in-part by a municipal department. Announcements from County, Federal and State agencies are permitted as staff time and cablecast schedule permits.

4. Educational, Outreach Programming and Public Service Announcements. Programming produced by staff serves the objective of creating a better understanding of municipal government functions and services, as well as illustrating issues that impact municipal functions and our community. Public Service Announcements must identify the City of Rochester and City Department, where appropriate, as sponsor or producer.

Programming concerning county, regional, and federal government will be given consideration as time and scheduling allows.

5. Other Programming.

The RGC upon occasion will air special programming such as city sponsored events, budget hearings, and election night results. Other requests from administration will be considered if event meets policy criteria outlined in this document. Candidate's forums produced by a non-partisan group are allowed when the format allows for all candidates or sides of an issue to be heard on an equal basis and within the same presentation format and of equal time.

6. Programming produced by an outside agency.

Programming whose subject matter addresses goals and concerns of the municipal departments, or local state and federal government, may be considered, subject to approval by city staff, and as scheduling time allows. Example: Public service announcements produced by the Ad Council on seat belt safety. Storm Water produced by the Storm water coalition and UNH.



## POLICY AND PROCEDURE MEMO

07/07/2016

NO. 5.007

DATE:

SUBJECT: ROCHESTER GOVERNMENT CHANNEL  
GENERAL POLICY

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CITY MANAGER

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### B. Programming Restrictions

The following types of programming are prohibited from broadcast on the Government Channel by State and Federal law:

1. Political / partisan programming, (except within the context of official public meetings).
2. Promotion of political and candidate events outside of City of Rochester public meetings or forums.
3. Forums hosted by a partisan group.
4. Candidate's statements or commercials for any public office.
5. Commercial Programming - Commercial programming, including paid advertising material.
6. Copyrighted material will not be broadcast unless clearances have been obtained and documented.
7. Programming that contains material that violates local, State or Federal statutes.

### C. Use of City Equipment

City-owned video and related production equipment shall be restricted to use by City personnel or authorized volunteers for City activities. Loaning of equipment for personal or outside agency use shall not be authorized.

### D. Recorded Meeting Access

1. DVDs of meetings are generally retained for a period of up to one year, but retention period is subject to change to meet storage needs, costs and changing technologies. Requests for copies of recorded meetings on DVD can be made through the City Clerk's Office for a fee. Previously broadcast public meetings are available to view on line for free, 24/7, at [www.rochesternh.net](http://www.rochesternh.net). Free internet access and ability to watch public meetings on line is available at the Rochester Public Library during their open hours.
2. Retention and Ownership of Recorded Media

Digital recordings shall be the property of the City of Rochester. It shall be a general policy to not retain all recordings of produced programs, meetings, and recorded events. Recordings of Public



# POLICY AND PROCEDURE MEMO

07/07/2016

NO. 5.007

DATE:

SUBJECT: ROCHESTER GOVERNMENT CHANNEL  
GENERAL POLICY

CITY MANAGER

Meetings shall not be considered an official record of any meeting and there shall be no liability for inadvertent erasure or omissions.

### 3. Human Errors

In the event of human error or technical difficulty results in the failure to broadcast or record a public meeting, or in the event human error results in the broadcast of incorrect information over the RGC, the City of Rochester, its officers, employees and agents shall be held harmless.

## III. ADMINISTRATIVE PROCEDURES

### A. Editorial Rights

The Service is an operating entity of the City of Rochester and, as such, reserves the right to identify any material as unsuitable for production or distribution and to submit material for review to the Legal Department prior to broadcast.

### B. Appeal process

Requests that are a departure from established policy is subject to approval by the City Manager, who shall, if necessary, direct questions of appropriateness to the City Council for resolution. A significant departure from established policy is subject to authorization by the City Council and review by the Legal Department.

## IV. AMENDMENTS

The policy established herein for the use of the City's government access channel may be amended as required upon the recommendation of the City Manager and approval of the City Council.

Upon initial adoption and any subsequent amendment by the City Council, the City Manager shall promulgate such administrative procedures as are necessary to ensure the efficient operation of the City's government access channel in compliance with this policy.



07/07/2016

**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

Government Channel Policy Approval

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

AGENDA DATE	7/5/16		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	6/15/16		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	4

**COMMITTEE SIGN-OFF**

COMMITTEE	Government Channel Committee
CHAIR PERSON	Thomas Willis

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	
CITY MANAGER	

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

**SUMMARY STATEMENT**

The Government Channel Committee has made updates to the Channel's policy paper. The document provides overall guidance and direction to staff in the operation of the Government Channel.

**RECOMMENDED ACTION**

The Rochester Government Channel recommends approval of this document.

## **GIS/ASSET MANAGEMENT TECHNICIAN**

### **Statement of Duties**

This work involves skilled and technical work in the office and in the field to survey, map, and interpret various public infrastructure, land, and parcel features to support Department of Public Works (DPW) projects, GIS locational mapping, Asset Management, and other City functions. The position utilizes specialized computer software, including Esri ArcGIS and AutoCAD, to map City infrastructure, to track condition assessments (field inspection reports and CCTV inspections), and to help formulate recommendations to prioritize City construction projects.

Works in an ongoing fashion to developing mapping and to track and maintain condition assessments of all DPW infrastructure. Information will support ongoing master plans for the water distribution system, sewer collection system, stormwater collection systems, public buildings & grounds, road reconstruction program, and pavement rehabilitation program.

### **Supervision**

Works under the general direction of the City Engineer. May temporarily supervise Public Works staff engaged in the inspection, locational mapping, surveying, data gathering, or data tracking of infrastructure or assets.

Performs responsible work of a specialized and technical nature compiling, mapping, tracking information for municipal services; requires the exercise of a degree of professional judgment in analyzing facts and circumstances of generally routine technical projects to determine the appropriate course of action.

### **Job Environment**

Works in office and field locations, which, on a recurring basis, requires the ability to walk across rough or potentially hazardous terrain with exposure to variable weather, conditions, hazards associated with construction sites and fumes or airborne particles.

Operates computers, standard office equipment and surveying equipment; operates light truck and an automobile.

Makes periodic contact with the general public involving complex information requiring accuracy, tact, discretion and judgment; makes periodic contact with all other city departments, utilities, businesses, and local and state agencies.

Errors may result in time and monetary loss, poor public relations, reduced services to citizens, damage to buildings, equipment, and facilities, personal injury, injury to colleagues, danger to public health and safety, environmental damage, and legal repercussions.

## Essential Functions

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Incorporates advanced level technology into the data collection, development, analysis and mapping work flow (i.e., ESRI and AutoCAD Software, use of scanners, georeferencing, GPS and GIS).

Creates and maintains mapping information to document critical public infrastructure conditions and land & parcel features.

Coordinates field GPS survey work to map infrastructure and updates GIS.

Creates and implements web and mobile applications for DPW employees to use for collecting data in the field. The applications may be utilized by iPads, smart phones, tablets, or laptops.

Ability to utilize ESRI software to manage and analyze the impervious surface layer, and maintain the individual impervious surfaces in relation to all parcels throughout the City.

Collects and analyzes data, writes reports, performs special projects as assigned. Maintains tracking of system information and provides analysis of asset information to evaluate asset conditions, maintenance priorities, and future capital improvement projects.

Works in close cooperation with various City staff in the preparation of data, maps, engineering documents, boundary surveys, etc. to insure that geographic data is consistently gathered as an ongoing effort and can be added to the City's Geospatial Database

Aids in the dissemination of geospatial data and technology by helping to train other employees in the use of ESRI software and maps.

May perform related engineering office and field work.

## Recommended Minimum Qualifications

### Education and Experience

Demonstrated proficiency, via relevant work experience, with personal computers, Microsoft Office platforms, Esri ArcGIS, AutoCAD, or asset management software. Applicants for this position must have an associate's degree in drafting, engineering technology, information management or other technically related field; and at least five years of applicable technical or computer based work experience.

### Special Requirements

Drivers License: Valid Operator license required

### Knowledge, Ability and Skill

**Knowledge:** Considerable knowledge of the principles and practices of developing and maintaining a GIS including proficiency using CAD software and database software, knowledge of the methods, materials and equipment used in public works construction; considerable knowledge of surveying, engineering design and map preparation; general knowledge of the design and implementation of ongoing database maintenance programs. Working knowledge of municipal operations, related to water, sewer, and roadway systems. Experience with various database software platforms.

**Ability:** Ability to operate computerized surveying, drafting, and mapping equipment including but not limited to, GPS equipment, data collectors, computers, digitizers, scanners, mobile devices, and other miscellaneous technology. Ability to prepare specifications and technical reports. Ability to collect, track and maintain data related to system condition assessments. Ability to establish and maintain effective working relationships with associates, contractors, the public and employees in other municipal departments and City officials.

**Skill:** Excellent communication skills, both oral and written. Good computer skills using engineering software, word processing, spreadsheets and databases.

### **Physical Requirements**

Work is primarily of an intellectual nature but requires the lifting of equipment and materials up to 30 pounds and the ability to walk across rough or potentially hazardous terrain. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

## **VICTIM/WITNESS ADVOCATE**

### **Statement of Duties**

Primary responsibility for the provision of support services to victims and witnesses at the district court level of the justice system; provides administrative and clerical support to all prosecutorial efforts of the office.

### **Supervision**

Works under the general direction of the City Prosecutor, establishing own work plan and priorities in accordance with standard practices with substantial responsibility for determining the sequence and timing of action; only unusual cases are referred to the supervisor.

Incumbent has substantial independence in planning and organizing the work activities, must be self motivated and is expected to solve through experienced judgment most problems of detail by adapting methods or interpreting instructions to resolve the particular problem.

No direct supervisory responsibility.

### **Job Environment**

Work is performed under typical office and court room conditions, with regular interruptions from the general public and other city employees. Routinely works after normal working hours.

Operates a computer and general office equipment, such as calculator, copier, facsimile machine, and telephone.

Makes frequent contacts requiring perceptiveness with persons at all levels of the justice system and must possess the skills and abilities necessary to gain the confidence and trust of persons with whom they interact. Works closely with the prosecutor, police officers and victims/witnesses during all phases of the investigative and legal process.

Contacts are by phone, correspondence and in person, and require some persuasiveness and resourcefulness to influence the behavior of others.

Has access to a large amount of department-wide confidential information, including law suits and investigations.

City of Rochester, N.H.  
Victim/Witness Advocate/Grade 6  
Adopted (date)  
Page 1

Errors could result in delay and confusion and could have direct legal, monetary, and serious public relations repercussions for the city.

## Essential Functions

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

The victim/witness advocate position performs the following duties, functions and responsibilities:

- Notify victims regarding bail conditions following the arraignment of defendants.
- Keep victims and witnesses regularly updated regarding their case.
- Educate victims/witnesses about court procedures and their roles in those procedures.
- Provide support to victims/witnesses throughout the legal process.
- Make referrals for the victims to appropriate agencies and professionals.
- Contact individuals who have requested police intervention in domestic disturbance situations not resulting in criminal charges to offer report referral information.
- Assist victims in obtaining restraining orders when requested or necessary.
- Advise victims in developing plans for their continued safety and support.
- Attend court hearings to keep victims and witnesses abreast as to the status of those phases of the legal process when the victim/witness is not present.
- Obtain victim input for the purpose of determining appropriate disposition for a case and provide victim input to prosecutors.
- Research restitution issues and advise the prosecutor of any restitution due to victim.
- Advocate for victims throughout the legal process.
- Maintain records as to the services provided to victims and witnesses.
- Monitor bail conditions of defendants when necessary and provide this information to victims.
- Make referrals for defendants to appropriate treatment agencies when no other referral agent is available.
- Attend court hearings with victim/witnesses as their advocate.
- Facilitate review of written statements by victims/witnesses prior to testifying.
- Advise victim/witnesses as to the various roles of the individuals in Court.
- Provide victim/witness services in juvenile cases.
- Provides general administrative and clerical support to the office.
- Performs other similar or related work as required or as the situation dictates.

City of Rochester, N.H.  
Victim/Witness Advocate/Grade 6  
Adopted (date)  
Page 3

## **Recommended Minimum Qualifications**

### **Education and Experience**

Preferred qualifications include a 4-year college level education with demonstrated experience in court or social service agencies that interact with victims of crimes. Counseling experience strongly preferred.

Must possess a valid driver's license.

### **Knowledge, Ability and Skill**

#### **Knowledge of:**

- Must possess a detailed understanding of both the adult and juvenile justice systems.
- Must possess an appropriate educational background and must have experience in dealing with the victims of crime.
- Extensive knowledge of the support systems available to victims in the State of New Hampshire.
- Thorough knowledge of office terminology, procedure and equipment.

#### **Ability to:**

- Maintain complete and total professional confidentiality with regard to their role and their access to confidential documents and situations.
- Use tact, discretion, initiative, and independent judgment within established guidelines.
- Organize work, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction.
- Apply logical thinking to solve problems or accomplish tasks and to understand, interpret, and communicate complicated policies, procedures, and protocols.

#### **Skill in:**

- Superior communication skills, orally and in writing and be able to deliver information in an easy to understand and professional manner.
- Must be able to successfully interact, both verbally and in writing, with a wide variety of individuals.
- Skilled in the planning, organizing and reviewing of cases in a timely manner to coordinate with arraignment and/or trial dates.
- Must possess sufficient computer skills to perform the documentary functions of the position.

**Physical Requirements**

Minimal physical effort generally required in performing duties under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hand and arms. The employee is frequently required to sit and talk and hear. Specific vision requirements include close vision, distance vision, and the ability to adjust focus.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

### Classification Schedule

Grade	Position Title
1	Library Page
2	No positions in this grade.
3	Custodian (part-time)
4	Legal Assistant I
5	Lead Custodian (inactive position)
6	Legal Assistant II
6	Victim/Witness Advocate
7	Financial Analyst (inactive position)
7	Payroll/Human Resource Specialist
8	Executive Secretary
9	Accountant I
9	Executive Assistant
9	GIS/Asset Management Technician
10	Deputy Assessor (inactive position)
11	DPW Operations Manager (inactive position)
11	Assistant City Engineer
12	No positions in this grade.
13	Human Resource Manager
13	Lieutenant Prosecutor
13	Police Lieutenant
13	Police Prosecuting Attorney
14	Deputy Finance Director/Deputy Treasurer
14	Police Captain
15	No positions in this grade.
16	Deputy Police Chief
17	Director of Finance (inactive position)
18	Chief of Police
18	City Attorney
18	Deputy City Manager - Community Development (inactive)
18	Deputy City Manager - Finance & Administration
18	Director of City Services
19	No positions in this grade

## Non-Union Pay Plan

Full and Part-time regular employees

Grade	FY17		FY17 Annual	
	Min	Max	Min	Max
1	10.14	13.63	21,086.21	28,349.24
2	13.18	17.70	27,412.07	36,826.32
3	14.23	19.13	29,605.89	39,786.91
4	15.37	20.65	31,970.10	42,960.49
5	16.60	22.31	34,526.00	46,410.96
6	17.93	24.12	37,294.90	50,159.62
7	19.36	26.03	40,276.79	54,142.57
8	20.91	28.10	43,492.97	58,445.00
9	22.58	30.33	46,964.74	63,088.23
10	24.38	32.76	50,713.40	68,136.14
11	26.33	35.38	54,760.24	73,588.74
12	28.44	38.22	59,147.88	79,488.61
13	30.71	41.26	63,876.30	85,814.48
14	33.17	44.56	68,988.11	92,694.12
15	35.82	48.14	74,504.60	100,127.54
16	38.69	51.99	80,467.35	108,136.04
17	41.78	56.16	86,900.74	116,804.81
18	45.12	60.62	93,844.28	126,091.26
19	48.69	65.47	101,341.59	136,187.08



**Personnel Advisory Board  
May 31, 2016, 4:30  
City Hall Conference Room**

**Members present:**

Joanne Sylvain  
David Dubois  
David Stevens

**Others Present:**

Diane Hoyt, Human Resource Manager  
John Storer, Director of City Services  
Terence O'Rourke, City Attorney  
Andrea Mitrush, Prosecutor

**Review of new/amended classifications**

1. Victim/Witness Advocate; David Dubois **moved** to recommend pay grade 6. David Stevens **seconded** the motion. The **motion carried** by a unanimous vote.
2. GIS/Asset Management Technician; David Dubois **moved** to recommend pay grade 9. David Stevens **seconded** the motion. The **motion carried** by a unanimous vote.

Meeting adjourned at 5:10.



07/07/2016

## 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 **New Staff Positions - Classifications**

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	June 21, 2016		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	June 13, 2016		
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

City Charter Sections 60, 61 and 62.

**SUMMARY STATEMENT**

The City Manager proposes an amendment to the City of Rochester Compensation & Classification Plan (“merit plan”) with the creation of two new position classifications. These are the positions of (1) GIS/ASSET MANAGEMENT TECHNICIAN and (2) VICTIM/WITNESS ADVOCATE.

The respective Department Heads working with the Human Resources Manager, created written a job description for each position (see attached). The Human Resources Manager then graded these positions using the Municipal Position Rating and Classification Manual. The job descriptions and grading results were then reviewed by the Personnel Advisory Board (see attached PAB meeting minutes).

Per the City Charter, the City Manager now submits these positions (merit plan amendments) to the City Council for review & approval. Per the Charter, the City Council shall vote within 60 days.

**RECOMMENDED ACTION**

Review & Approval.

**NOTE:** This item presented by City Manager to City Council on June 21st. Per Ordinance, City Council must vote upon no later than August 16th Workshop.

## **GIS/ASSET MANAGEMENT TECHNICIAN**

### **Statement of Duties**

This work involves skilled and technical work in the office and in the field to survey, map, and interpret various public infrastructure, land, and parcel features to support Department of Public Works (DPW) projects, GIS locational mapping, Asset Management, and other City functions. The position utilizes specialized computer software, including Esri ArcGIS and AutoCAD, to map City infrastructure, to track condition assessments (field inspection reports and CCTV inspections), and to help formulate recommendations to prioritize City construction projects.

Works in an ongoing fashion to developing mapping and to track and maintain condition assessments of all DPW infrastructure. Information will support ongoing master plans for the water distribution system, sewer collection system, stormwater collection systems, public buildings & grounds, road reconstruction program, and pavement rehabilitation program.

### **Supervision**

Works under the general direction of the City Engineer. May temporarily supervise Public Works staff engaged in the inspection, locational mapping, surveying, data gathering, or data tracking of infrastructure or assets.

Performs responsible work of a specialized and technical nature compiling, mapping, tracking information for municipal services; requires the exercise of a degree of professional judgment in analyzing facts and circumstances of generally routine technical projects to determine the appropriate course of action.

### **Job Environment**

Works in office and field locations, which, on a recurring basis, requires the ability to walk across rough or potentially hazardous terrain with exposure to variable weather, conditions, hazards associated with construction sites and fumes or airborne particles.

Operates computers, standard office equipment and surveying equipment; operates light truck and an automobile.

Makes periodic contact with the general public involving complex information requiring accuracy, tact, discretion and judgment; makes periodic contact with all other city departments, utilities, businesses, and local and state agencies.

Errors may result in time and monetary loss, poor public relations, reduced services to citizens, damage to buildings, equipment, and facilities, personal injury, injury to colleagues, danger to public health and safety, environmental damage, and legal repercussions.

## Essential Functions

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Incorporates advanced level technology into the data collection, development, analysis and mapping work flow (i.e., ESRI and AutoCAD Software, use of scanners, georeferencing, GPS and GIS).

Creates and maintains mapping information to document critical public infrastructure conditions and land & parcel features.

Coordinates field GPS survey work to map infrastructure and updates GIS.

Creates and implements web and mobile applications for DPW employees to use for collecting data in the field. The applications may be utilized by iPads, smart phones, tablets, or laptops.

Ability to utilize ESRI software to manage and analyze the impervious surface layer, and maintain the individual impervious surfaces in relation to all parcels throughout the City.

Collects and analyzes data, writes reports, performs special projects as assigned. Maintains tracking of system information and provides analysis of asset information to evaluate asset conditions, maintenance priorities, and future capital improvement projects.

Works in close cooperation with various City staff in the preparation of data, maps, engineering documents, boundary surveys, etc. to insure that geographic data is consistently gathered as an ongoing effort and can be added to the City's Geospatial Database

Aids in the dissemination of geospatial data and technology by helping to train other employees in the use of ESRI software and maps.

May perform related engineering office and field work.

## Recommended Minimum Qualifications

### Education and Experience

Demonstrated proficiency, via relevant work experience, with personal computers, Microsoft Office platforms, Esri ArcGIS, AutoCAD, or asset management software. Applicants for this position must have an associate's degree in drafting, engineering technology, information management or other technically related field; and at least five years of applicable technical or computer based work experience.

### Special Requirements

Drivers License: Valid Operator license required

### Knowledge, Ability and Skill

**Knowledge:** Considerable knowledge of the principles and practices of developing and maintaining a GIS including proficiency using CAD software and database software, knowledge of the methods, materials and equipment used in public works construction; considerable knowledge of surveying, engineering design and map preparation; general knowledge of the design and implementation of ongoing database maintenance programs. Working knowledge of municipal operations, related to water, sewer, and roadway systems. Experience with various database software platforms.

**Ability:** Ability to operate computerized surveying, drafting, and mapping equipment including but not limited to, GPS equipment, data collectors, computers, digitizers, scanners, mobile devices, and other miscellaneous technology. Ability to prepare specifications and technical reports. Ability to collect, track and maintain data related to system condition assessments. Ability to establish and maintain effective working relationships with associates, contractors, the public and employees in other municipal departments and City officials.

**Skill:** Excellent communication skills, both oral and written. Good computer skills using engineering software, word processing, spreadsheets and databases.

## Physical Requirements

Work is primarily of an intellectual nature but requires the lifting of equipment and materials up to 30 pounds and the ability to walk across rough or potentially hazardous terrain. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

DRAFT

## **VICTIM/WITNESS ADVOCATE**

### **Statement of Duties**

Primary responsibility for the provision of support services to victims and witnesses at the district court level of the justice system; provides administrative and clerical support to all prosecutorial efforts of the office.

### **Supervision**

Works under the general direction of the City Prosecutor, establishing own work plan and priorities in accordance with standard practices with substantial responsibility for determining the sequence and timing of action; only unusual cases are referred to the supervisor.

Incumbent has substantial independence in planning and organizing the work activities, must be self motivated and is expected to solve through experienced judgment most problems of detail by adapting methods or interpreting instructions to resolve the particular problem.

No direct supervisory responsibility.

### **Job Environment**

Work is performed under typical office and court room conditions, with regular interruptions from the general public and other city employees. Routinely works after normal working hours.

Operates a computer and general office equipment, such as calculator, copier, facsimile machine, and telephone.

Makes frequent contacts requiring perceptiveness with persons at all levels of the justice system and must possess the skills and abilities necessary to gain the confidence and trust of persons with whom they interact. Works closely with the prosecutor, police officers and victims/witnesses during all phases of the investigative and legal process.

Contacts are by phone, correspondence and in person, and require some persuasiveness and resourcefulness to influence the behavior of others.

Has access to a large amount of department-wide confidential information, including law suits and investigations.

Errors could result in delay and confusion and could have direct legal, monetary, and serious public relations repercussions for the city.

DRAFT

## Essential Functions

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

The victim/witness advocate position performs the following duties, functions and responsibilities:

- Notify victims regarding bail conditions following the arraignment of defendants.
- Keep victims and witnesses regularly updated regarding their case.
- Educate victims/witnesses about court procedures and their roles in those procedures.
- Provide support to victims/witnesses throughout the legal process.
- Make referrals for the victims to appropriate agencies and professionals.
- Contact individuals who have requested police intervention in domestic disturbance situations not resulting in criminal charges to offer report referral information.
- Assist victims in obtaining restraining orders when requested or necessary.
- Advise victims in developing plans for their continued safety and support.
- Attend court hearings to keep victims and witnesses abreast as to the status of those phases of the legal process when the victim/witness is not present.
- Obtain victim input for the purpose of determining appropriate disposition for a case and provide victim input to prosecutors.
- Research restitution issues and advise the prosecutor of any restitution due to victim.
- Advocate for victims throughout the legal process.
- Maintain records as to the services provided to victims and witnesses.
- Monitor bail conditions of defendants when necessary and provide this information to victims.
- Make referrals for defendants to appropriate treatment agencies when no other referral agent is available.
- Attend court hearings with victim/witnesses as their advocate.
- Facilitate review of written statements by victims/witnesses prior to testifying.
- Advise victim/witnesses as to the various roles of the individuals in Court.
- Provide victim/witness services in juvenile cases.
- Provides general administrative and clerical support to the office.
- Performs other similar or related work as required or as the situation dictates.

## **Recommended Minimum Qualifications**

### **Education and Experience**

Preferred qualifications include a 4-year college level education with demonstrated experience in court or social service agencies that interact with victims of crimes. Counseling experience strongly preferred.

Must possess a valid driver's license.

### **Knowledge, Ability and Skill**

#### **Knowledge of:**

- Must possess a detailed understanding of both the adult and juvenile justice systems.
- Must possess an appropriate educational background and must have experience in dealing with the victims of crime.
- Extensive knowledge of the support systems available to victims in the State of New Hampshire.
- Thorough knowledge of office terminology, procedure and equipment.

#### **Ability to:**

- Maintain complete and total professional confidentiality with regard to their role and their access to confidential documents and situations.
- Use tact, discretion, initiative, and independent judgment within established guidelines.
- Organize work, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction.
- Apply logical thinking to solve problems or accomplish tasks and to understand, interpret, and communicate complicated policies, procedures, and protocols.

#### **Skill in:**

- Superior communication skills, orally and in writing and be able to deliver information in an easy to understand and professional manner.
- Must be able to successfully interact, both verbally and in writing, with a wide variety of individuals.
- Skilled in the planning, organizing and reviewing of cases in a timely manner to coordinate with arraignment and/or trial dates.
- Must possess sufficient computer skills to perform the documentary functions of the position.

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### Classification Schedule

Grade	Position Title
1	Library Page
2	No positions in this grade.
3	Custodian (part-time)
4	Legal Assistant I
5	Lead Custodian (inactive position)
6	Legal Assistant II
6	Victim/Witness Advocate
7	Financial Analyst (inactive position)
7	Payroll/Human Resource Specialist
8	Executive Secretary
9	Accountant I
9	Executive Assistant
9	GIS/Asset Management Technician
10	Deputy Assessor (inactive position)
11	DPW Operations Manager (inactive position)
11	Assistant City Engineer
12	No positions in this grade.
13	Human Resource Manager
13	Lieutenant Prosecutor
13	Police Lieutenant
13	Police Prosecuting Attorney
14	Deputy Finance Director/Deputy Treasurer
14	Police Captain
15	No positions in this grade.
16	Deputy Police Chief
17	Director of Finance (inactive position)
18	Chief of Police
18	City Attorney
18	Deputy City Manager - Community Development (inactive)
18	Deputy City Manager - Finance & Administration
18	Director of City Services
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## Non-Union Pay Plan

Full and Part-time regular employees

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6	17.93	24.12	37,294.90	50,159.62
7	19.36	26.03	40,276.79	54,142.57
8	20.91	28.10	43,492.97	58,445.00
9	22.58	30.33	46,964.74	63,088.23
10	24.38	32.76	50,713.40	68,136.14
11	26.33	35.38	54,760.24	73,588.74
12	28.44	38.22	59,147.88	79,488.61
13	30.71	41.26	63,876.30	85,814.48
14	33.17	44.56	68,988.11	92,694.12
15	35.82	48.14	74,504.60	100,127.54
16	38.69	51.99	80,467.35	108,136.04
17	41.78	56.16	86,900.74	116,804.81
18	45.12	60.62	93,844.28	126,091.26
19	48.69	65.47	101,341.59	136,187.08



**Personnel Advisory Board  
May 31, 2016, 4:30  
City Hall Conference Room**

**Members present:**

Joanne Sylvain  
David Dubois  
David Stevens

**Others Present:**

Diane Hoyt, Human Resource Manager  
John Storer, Director of City Services  
Terence O'Rourke, City Attorney  
Andrea Mitrushi, Prosecutor

Review of new/amended classifications

1. Victim/Witness Advocate; David Dubois **moved** to recommend pay grade 6. David Stevens **seconded** the motion. The **motion carried** by a unanimous vote.
2. GIS/Asset Management Technician; David Dubois **moved** to recommend pay grade 9. David Stevens **seconded** the motion. The **motion carried** by a unanimous vote.

Meeting adjourned at 5:10.