



Regular City Council Meeting  
April 5, 2016  
Council Chambers  
7:00 PM

Agenda

1. Call to Order
  2. Pledge of Allegiance
    - 2.1. **Presentation of the Colors:** Roland E. Patnode Jr. American Legion Post 7 Color Guard
  3. Opening Prayer
    - 3.1. **Opening Prayer:** Harry Twitchell, Post 7 American Legion Chaplain
  4. Roll Call
  5. **AB 131** Resolution Authorizing Supplemental Appropriation to the 2015-2016 Capital Improvements Budget of the City of Rochester, Department of Public Works, for the So-Called Salmon Falls Road EDA Sewer Extension Project – First Reading, Refer to a Public Hearing **First Reading and Refer to the Public Hearing P. 57**
  6. Recess to Public Hearing
- 

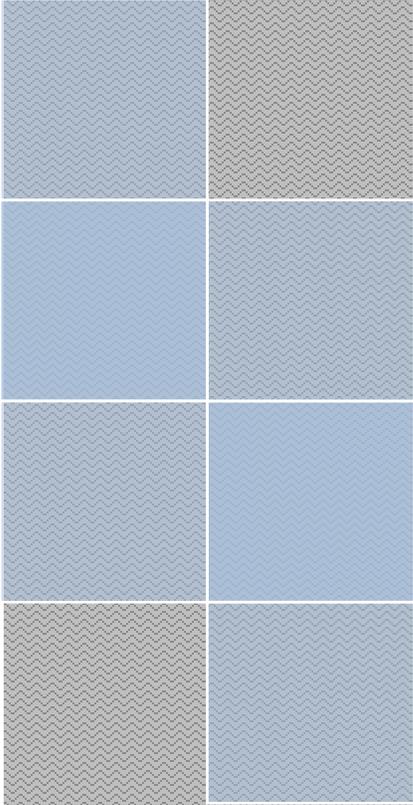
City Council Public Hearing  
April 5, 2016  
Council Chambers  
*(Immediately following the Regular City Council Meeting  
Recess to Public Hearing)*

Agenda

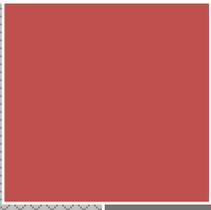
1. Call to Order
  2. **AB 127** City of Rochester, New Hampshire – A Resolution Authorizing the Issuance of Refunding Bonds P. 65
  3. **AB 131** Resolution Authorizing Supplemental Appropriation to the 2015-2016 Capital Improvements Budget of the City of Rochester, Department of Public Works, for the So-Called Salmon Falls Road EDA Sewer Extension Project P. 57
  4. Adjournment
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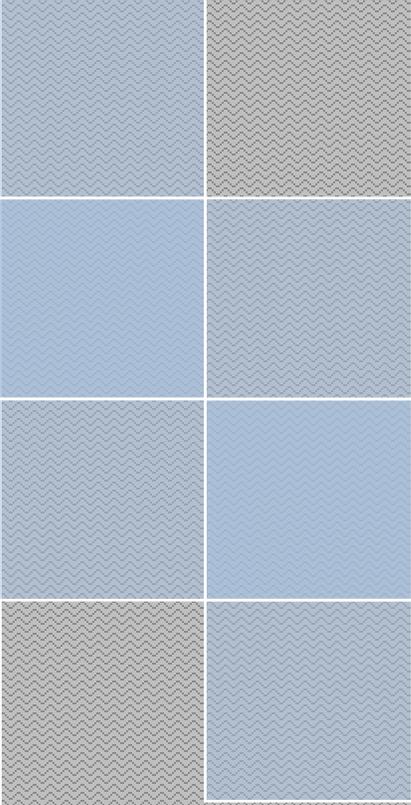
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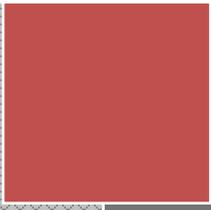
7. Reconvene Regular City Council Meeting
8. Acceptance of Minutes
  - 8.1. [March 1, 2016 Regular City Council Meeting](#)
  - 8.2. [March 15, 2016 Special City Council Meeting](#)
9. Communications from the City Manager
  - 9.1. Employee of the Month Award P. 10
  - 9.2. City Manager's Report P. 9
10. Communications from the Mayor
  - 10.1. **Proclamation:** Arbor Day [April 29<sup>th</sup>] P. 69
  - 10.2. **Proclamation:** Week of the Young Child [April 10<sup>th</sup> – April 16<sup>th</sup>] P. 71
  - 10.3. **Announcement:** The 2016-2017 Dog Licenses are now Available
  - 10.4. **Announcement:** Rabies Clinic [April 16, 2016, Rochester Fair Grounds] P. 73
  - 10.5. **Announcement:** Rochester Pride Day – Register at Rochester Recreation Department P. 75
11. Presentations of Petitions and Council Correspondence
  - 11.1. Letter from the City of Rochester School Department – *School Calendar Adjusted for all Schools for the September 13, 2016, State General Primary Election Day and the November 8, 2016, Presidential Election Day* P. 77
12. Nominations, Appointments, Resignations, and Elections
  - 12.1. Resignation: James P. Gray, Moderator, Ward 6 P. 79
13. Reports of Committees:
  - 13.1. Appointments Committee P. 83
  - 13.2. Codes and Ordinances Committee P. 85
  - 13.3. Community Development P. 99



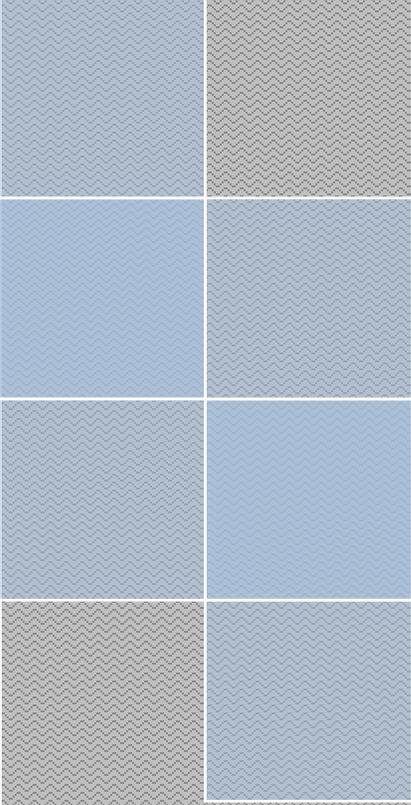
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- 13.4. Finance Committee Meeting P. 103
- 13.5. Government Channel Committee P. 107
- 13.6. Public Safety Committee P. 111
- 13.7. Public Works Committee P. 115
- 14. Old Business
- 15. Consent Calendar
  - 15.1. **AB 136** Resolution De-Authorizing Funds from the FY 2011 Ballistic Vest Grant Account for the Rochester Police Department **First Reading, Second Reading, and Adoption** P. 123
- 16. New Business
  - 16.1. **AB 142** Resolution Support of S.2423 Entitled the "Opioid and Heroin Epidemic Emergency Supplemental Appropriations Act, 114<sup>th</sup> Congress, 1<sup>st</sup> Session **First Reading and Adoption** P. 129
  - 16.2. **AB 128** Resolution Adopting a 2016-2017 Rochester CDBG "Action Plan for the City of Rochester, NH and Approving and Appropriating the 2016-2017 Community Development Budget for the City of Rochester **First Reading and Refer to a Public Hearing** P. 139
  - 16.3. **AB 137** Resolution Approving a Historic Restoration Grant Application to the New Hampshire Division of the Historical Resources **First Reading and Adoption** P. 241
  - 16.4. **AB 127** City of Rochester, New Hampshire – A Resolution Authorizing the Issuance of Refunding Bonds **Second Reading and Adoption** P. 65
  - 16.5. **AB 131** Resolution Authorizing Supplemental Appropriation to the 2015-2016 Capital Improvements Budget of the City of Rochester, Department of Public Works, for the So-Called Salmon Falls Road EDA Sewer Extension Project – **Second Reading and Adoption** P. 57
  - 16.6. **AB 129** Resolution Authorizing Supplemental Appropriation to the Arena Department Enterprise Fund – **First Reading, Second Reading and Adoption** P. 247

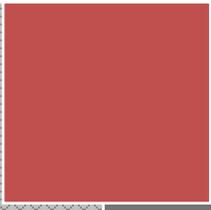


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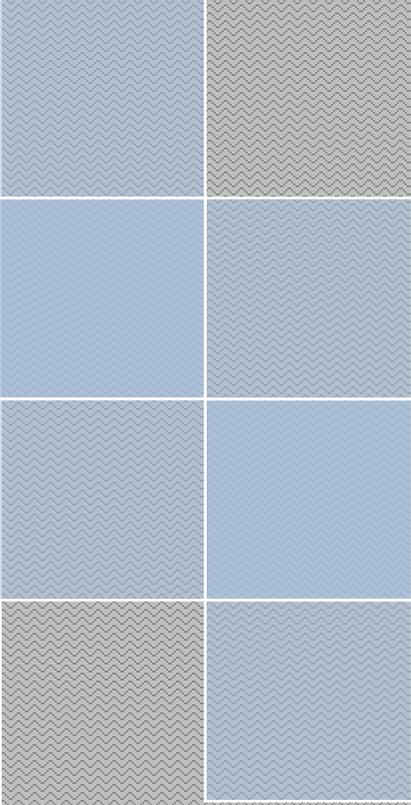


***New Business Continued:***

- 16.7. **AB 138** Resolution Authorizing the Rochester Department of Public Works (DPW) to Apply for a Transportation Investment Generating Economic Development (TIGER) Grant **First Reading and Adoption** P. 253
- 16.8. **AB 98** Resolution De-Authorizing Funding From the Green Infrastructure Grant – *This Resolution had been pulled from the February 2, 2016, Meeting and has been reviewed and resubmitted* **First Reading, Second Reading, and Adoption** P. 261
- 16.9. **AB 132** Amendment to Chapter 11 of the General Ordinances of the City of Rochester Regarding Economic Development Special Reserve Fund **First Reading and Adoption** P. 267
- 16.10. **AB 133** Amendment to Chapter 44 of the General Ordinances of the City of Rochester Regarding Local Ordinance Citations: Pleas by Mail **First Reading and Adoption** P. 271
- 16.11. **AB 134** Amendment to Chapter 40 of the General Ordinances of the City of Rochester Regarding Penalties **First Reading and Adoption** P. 275
- 16.12. **AB 139** Amendment to Chapter 26.10 of the General Ordinances of the City of Rochester Regarding Outdoor Dining on City Property **First Reading and Adoption** P. 279
- 16.13. **AB 140** Lease Agreement for Factory Court **Motion to Approve** P. 283
- 16.14. **AB 141** New Polling Location for Ward 3 Voters: Gonic School **Motion to Approve** P. 291
- 17. Non-Public Session:
  - 17.1. Non-Public Session, RSA 91-A:3,II (a) Personnel
- 18. Other
- 19. Adjournment



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## *City of Rochester, New Hampshire*

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

### **CITY MANAGER'S REPORT April 5, 2016**

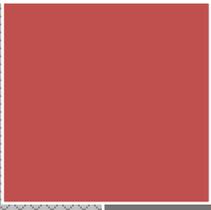
The Employee of the Month is: Karen Bonneau, Utility Billing **P-12**

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

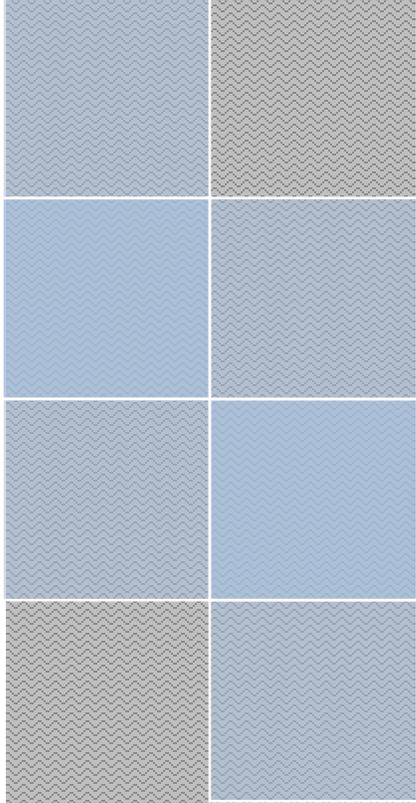
- February 22, 2016 **P-13**
- February 29, 2016 **P-15**
- March 7, 2016 **P-18**
- March 14, 2016 **P-21**
- March 21, 2016 **P-24**

Contracts and documents executed since last month:

- City Clerk
  - Codification Bid Award – General Code **P-27**
- City Manager's Office
  - Council Chambers Rental Agreement – Rochester Opera House **P-28**
- Department of Public Works
  - DMR (Discharge Monthly Report) Agreement **P-29**
  - Salmon Falls Road Highway Safety Improvement Project – Engineering Services Agreement – Contract Amendment #3 **P-30**
- Economic & Community Development
  - Accessibility for New England contract - SHS elevator **P-31**
  - Victims of Crime Act Assistance grant application **P-32**
- Finance Department
  - Ambulance Dispatching Service Agreement update **P-33**
  - Century Bank Collateralization Agreement **P-34**
  - Franklin Pierce University – MOU **P-35**
  - MIS/IT – Professional Services Agreement - MRI Assessment **P-36**
- Fire Department
  - FY17 Seabrook Power Plant Budget request **P-37**
- Legal Department
  - Waterstone Phase II Development Agreement – date amendment **P-38**



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- Police Department
  - Highway Safety Grant – Bicycle and Pedestrian Safety Patrols **P-39**
  - Highway Safety Grant – Motorcycle Lease Grant **P-40**
  - Rochester Housing Authority Contract amendment – previous memo **P-41** explanation
  
- Recreation Department
  - Ice Rate Information – previous memo explanation **P-42**
  
- Rochester Main Street
  - Letter of Support to NH Liquor Commission **P-44**

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

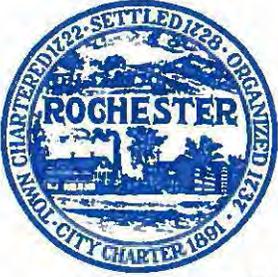
- Tuition Reimbursement – Rodgerson, S **P-45**

The following additional information has been received:

- In car video policy **P-46**
- Metrocast Franchise Payment letter **P-53**

The following standard reports have been enclosed:

- City Council Request & Inquiry Report **P-54**
- Permission & Permits Issued **P-55**
- Personnel Action Report Summary **P-56**



# City of Rochester, New Hampshire

## PUBLIC WORKS DEPARTMENT

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

Employee of the Month Committee  
 City Clerk's Office

March 3, 2016

Dear EOM Committee:

I would like to nominate Karen Bonneau for the Employee of the Month Award. Karen has worked in Utility Billing for about a year and in that year she has learned quickly and made herself a valuable member our administrative team.

Recently, Karen worked alone in a two-person office, while her work colleague was on leave. We floated staff from the DPW to help during the busiest times, but Karen really took on all the responsibilities. Previously in situations of extended FMLA we hired temporary assistance. Karen saved the City money and she saved us time by not having to train temporary help. Instead we crossed-trained City Staff making the administrative staff stronger, more efficient and versatile.

As if that was not enough, during this period of short staffing an important compliance deadline came up for the newly instituted Cross Connection Backflow Program. In order to meet this deadline there were numerous letters and schedules to meet and to keep track of. Karen, although relatively new to the position, and while handling all of her other additional responsibilities, was able to quickly come up to speed on the program. She was instrumental in meeting our compliance deadline. She worked extremely diligently and cooperatively with business owners, plumbers and staff to get the job done. It was an extremely time consuming effort requiring a significant amount of one-on-one communication with residents and business owners. She handled this difficult task very well and her efforts reflected favorably on the City.

Thank you for your consideration of this nomination. Karen's dedication and commitment to her position and to the City is above and beyond what we could hope for in all of our employees.

Sincerely,

John B. Storer, PE

Director of City Services - Rochester DPW



# City of Rochester

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3/31/16

## MANAGEMENT TEAM MEETING

February 22, 2016  
9:00 A.M.

### PRESENT:

Daniel Fitzpatrick, City Manager  
Roland Connors, Deputy Finance Director  
John Storer, Director of City Services  
Brian Sylvester, Library Director  
Scott Dumas, Deputy Chief - Police  
Norm Sanborn, Fire Chief  
Seth Creighton, Chief Planner

Terence O'Rourke, Attorney  
Jim Grant, Director BZLS  
Jenn Marsh, , Economic Develop Specialist  
Samantha Rodgerson, Executive Assistant

### ABSENT:

Chris Bowlen, Director of Recreation

### MINUTES

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

#### 1. Management Team Minutes – February 8, 2016

Minutes were approved by general consensus.

#### 2. City Council Inquiry Report

There were no open 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. Other

##### Director Sylvester

- Advised that the Trustees have called two special meetings this week.
  - One meeting will be to discuss the Envisionware contract and security tags concern.
  - The other meeting will be to go over his performance review
- Advised that the JLMC (Joint Loss Management Committee) met at the WWTP (Waste Water Treatment Plant) and had a good facility walk through. The report will be done shortly.
- Advised that they have narrowed it down to two candidates for the vacant page position.

##### Economic Development Specialist Marsh

- Advised that Karen Pollard is out on vacation.
- Advised that she is on the renovation committee for the Tech Center.
- Advised that the REDC/City Council tour of Safran/Albany last week went well.

##### Planner Creighton

- Advised that the Planning Board meeting is tonight. They are hoping to approve The Ridge – Phase II.
- Advised that there is a Conservation<sup>1</sup> Commission meeting on Wednesday.

- Advised that they have a meeting with DES on Friday to discuss keeping the Waiver mitigation money in Rochester.
- Advised that there are several projects being discussed at TRG. One project is a 102-unit – 3 building apartment complex on Rochester Hill Road.

#### **Deputy Chief Dumas**

- Advised that there was a recent article in the paper of an accident on the Exit 15 onramp – there were no serious injuries.
- Advised that they made several arrests at a King Street residence.
- Advised that the Citizen's Academy deadline has been extended until Friday.

#### **Deputy Director Connors**

- Advised that Deputy City Manager Cox is on vacation.
- Advised that the new hire will be doing cross-training this week.
- Advised that there have been some changes to the reporting requirements when receiving federal money. Information for departments will be forthcoming.

#### **Chief Sanborn**

- Advised that there were many frozen pipes last weekend during the cold spell. The most significant issue was at the Holiday Inn Express with a burst sprinkler system that caused significant damage.
- Advised that they provided mutual aid for 3 fires. Somersworth, Lebanon, ME and Berwick, ME.
- Advised that they would be having the 2<sup>nd</sup> of three Seabrook reception drills at the Middle School.

#### **Director Storer**

- Discussed the crosswalks and putting it in as a CIP project. Will work on getting recommendations for designs/options.
- Advised that the pavement moratorium will go to the Council after the Public Works Committee discussion.

#### **Attorney O'Rourke**

- Provided a litigation update.

#### **Director Grant**

- Advised that permits have been coming in.
- Advised that he will be attending a ViewPoint meeting to discuss the enforcement module on Thursday.
- Advised that they have begun issuing permits with the new software and it is working great.

The Management Team meeting adjourned at 9:36 AM.

Respectfully submitted,  
Samantha Rodgerson  
Executive Assistant



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3/31/16

## MANAGEMENT TEAM MEETING

February 29, 2016  
9:00 A.M.

### PRESENT:

Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager  
John Storer, Director of City Services  
Samantha Rodgeron, Executive Assistant  
Mike Allen, Police Chief  
Norm Sanborn, Fire Chief  
Jim Campbell, Planning Director

Terence O'Rourke, Attorney  
Jim Grant, Director BZLS  
Karen Pollard, Economic Develop Manager  
Chris Bowlen, Director of Recreation

### ABSENT:

Brian Sylvester, Library Director

### MINUTES

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

#### 1. Management Team Minutes – February 22, 2016

Minutes were approved by general consensus.

#### 2. City Council Inquiry Report

There were no 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. Other

##### Director Storer

- Addressed a concern that was made late Friday afternoon to the City Manager's office about a water quality issue. The issue turned out to be a problem on the homeowners end and is resolved.

##### Chief Allen

- Advised that they had a busy weekend with two overdoses. Each was brought back by administering Narcan.
- Advised that they are in the discussion phase of a countywide program, PAARI (Police Assisted Addiction & Recovery Initiative), which would bring together a collection of departments and service providers to help those with addiction. He will follow-up when he has new information.
- Advised that the Middle School computer lab would be holding a grand opening. He stated that this was a program that Deputy Chief Dumas initiated. Members of the Celtics will be there for the celebration.
- Advised that they would be giving out their annual awards at the Wednesday Commission meeting.
- Advised that Sgt. Deluca would be giving Active Shooter Training to the employees at the Rochester Child Care Center.

- Advised that the department would be conducting Active Shooter Training for ~~3/31/16~~ members on March 15<sup>th</sup>.
- Advised that they are conducting background investigations on 2 candidates for the open police officer positions.

### **Deputy City Manager Cox**

- Advised that the budget review process is continuing and that the City is in good shape.
- Advised that the School Dept. will be looking to meet the tax cap
- Director Storer discussed the possibility of doing a pavement assessment.

### **Attorney O' Rourke**

- Advised that both he and Attorney Mitrushi would be attending a bar association meeting on Friday and out of the office for the day.
- Advised that he will be attending the Codes & Ordinances Committee meeting on Thursday night to discuss the pawnbroker's ordinance.
- Provided a litigation update.

### **Manager Pollard**

- Discussed the sidewalk dining ordinance and the amendments made. Discussed the permit for Revolution and that it does not allow for music.
- Advised that the State of the City presentation was on Thursday.

### **Chief Sanborn**

- Advised that they provided mutual aid to Dover.
- Advised that there was a small fire at Wellsweep Acres that they responded to. Discussed that this was caused by an e-cigarette battery that was overloaded by using the wrong charger.
- Advised that the Chamber held a showcase event and that it was very well attended.
- Advised that the 2<sup>nd</sup> Seabrook Practice Drill was held and that the final drill would be held in March and that FEMA would be present.

### **Director Bowlen**

- Advised that they had 2 more weeks of ice season and that they would be then focusing on the Spring programming.
- Advised that he made a presentation to the Finance Committee on the structural challenges at the Arena.

### **Director Storer**

- Advised that discussion on the William Allen School would be at the Council meeting.
- Advised that bids were opened for the fire suppression system for the server room at the Police department.
- Advised that there would be a meeting on the Great Bay Stormwater Management at Senator Shaheen's office on March 30<sup>th</sup>. Advised that the City Manager and Mayor were invited to attend.

### **Director Grant**

- Advised that there would be a TRG meeting on Tuesday, they would be discussing the city parking lot on Columbus Avenue and Flat Rock Bridge Road.
- Advised that there would be an IT Self Directed Work Team on Wednesday. They would be looking at CIP items for the MIS department to see if there was anything that the committee should be there to support.
- Advised that there would be a job site meeting on the Ridge on Thursday. Advised that Marshall's is 90% complete.

**Director Campbell**

- Advised that the Ridge Phase II was approved last Monday.
- Advised that Chief Planner Creighton went to DES and EPA meeting last Thursday and that there was some pushback.
- Advised of some of the projects that would be coming up for the next Planning Board meeting.

The Management Team meeting adjourned at 10:09 AM.

Respectfully submitted,

Samantha Rodgeron  
Executive Assistant



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3/31/16

**MANAGEMENT TEAM MEETING**

**March 7, 2016  
9:00 A.M.**

**PRESENT:**

Daniel Fitzpatrick, City Manager	Terence O'Rourke, Attorney
Blaine Cox, Deputy City Manager	Jim Grant, Director BZLS
John Storer, Director of City Services	Karen Pollard, Economic Develop Manager
Samantha Rodgeron, Executive Assistant	Chris Bowlen, Director of Recreation
Mike Allen, Police Chief	Brian Sylvester, Library Director
Norm Sanborn, Fire Chief	Jim Campbell, Planning Director

**MINUTES**

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

**1. Management Team Minutes – February 29, 2016**

Minutes were approved by general consensus.

**2. City Council Inquiry Report**

Director Storer had already provided the information. This item is closed

**3. City Calendar for Week**

Reviewed the upcoming meetings and topics for the week. City Manager Fitzpatrick stated that he will be out of the office attending a Rotary program Thursday afternoon and Friday.

**4. Right to Know Requests**

All requests are up to date.

**5. Other**

**Director Sylvester**

- Advised that the Friends of the Library would be meeting tonight at 6pm.
- Advised that the Trustees would be holding a special meeting on Wednesday to discuss some concerns about the vendor who installed the security tags.
- Advised that the Buildings & Grounds Supervisor, Mike Riley, has agreed to co-chair the Joint Loss Management Team.
- Advised that the last of the painting will be completed this week.

**Deputy City Manager Cox**

- Advised that the codification bid was awarded to General Code.
- Advised that Dennis Schafer is still limited to 4 hours per day due to his injury.

**Attorney O'Rourke**

- Provided a litigation update.
- Advised that Attorney Young would be attending the March 16<sup>th</sup> Council meeting to discuss the DES/EPA matter.

- Discussed the various campgrounds and property assessments that are going to be b6/b7C

### **Director Campbell**

- Advised that the Planning Board meeting tonight will have several applicants on it to discuss their subdivision.

### **Manager Pollard**

- Advised that she and Economic Development Specialist Marsh would be attending the ICSC (International Council of Shopping Centers) tradeshow in CT this week. They will be exhibiting.
- Advised that the department is working with a GSBP (Granite State Business Park) owner on construction challenges that they are having.

### **Chief Sanborn**

- Advised that they provided mutual aid to Dover last week.
- Advised that they had several overdose calls last week (2 of which came in at the same time).
- Advised that Captain McCullough will be retiring on March 31.
- Advised that they are working on two grants; one for the generator for the Central Station and one for the electronic sign.

### **Director Bowlen**

- Advised that they are working with Human Resources on the lifeguard opportunities.
- Advised that Teen Night on Saturday had the highest attendance so far for this school season, with just under 300 attendees.
- Advised that they are currently working on the new software implementation.

### **Director Storer**

- Advised that he and staff will be attending several meetings throughout the week.
- Advised that the Milton Road/EDA project has gone out to bid.
- Advised that the landscaping in the Stillwater Circle will be addressed this spring.

### **Chief Allen**

- Advised that they had several overdoses last week as well as two more over the weekend.
- Discussed last week's opening of the computer lab at the Middle School and that Deputy Chief Dumas had a big hand in it.
- Advised that they have finished updating the strategic plan and that it would be sent to the Police Commission to review.
- Advised that Sgt. Deluca completed "Civilian Response to an Active Shooter" training for the Rochester Childcare Center staff last week.
- Advised that there was a motor vehicle accident on Whitehall Road that shut down the road for a period of time on Sunday.
- Advised that records clerk, Elizabeth Green, had her baby over the weekend.

### **Director Grant**

- Advised that the office has been busy with permits.
- Advised that there is a Zoning Board meeting on Wednesday. There will be three cases to discuss.

The Management Team meeting adjourned at 9:49 AM.

3/31/16

Samantha Rodgerson  
Executive Assistant



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3/31/16

## MANAGEMENT TEAM MEETING

March 14, 2016  
9:00 A.M.

### PRESENT:

Daniel Fitzpatrick, City Manager	Terence O'Rourke, Attorney
Blaine Cox, Deputy City Manager	Jim Grant, Director BZLS
John Storer, Director of City Services	Karen Pollard, Economic Develop Manager
Samantha Rodgerson, Executive Assistant	Chris Bowlen, Director of Recreation
Mike Allen, Police Chief	Brian Sylvester, Library Director
Norm Sanborn, Fire Chief	Jim Campbell, Planning Director

### MINUTES

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

#### 1. Management Team Minutes – March 7, 2016

Minutes were approved by general consensus.

#### 2. City Council Inquiry Report

All items have been addressed and are closed.

#### 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. Property Transfer Request

The City Manager had a letter requesting the City take ownership of a parcel of land on Old Wakefield Road. City staff will look into property and if it is of any value to the City to take ownership of. The topic will be revisited in a month.

#### 6. Active Threat Response Plan

Chief Allen presented the policy that was recently put together for a response plan for City Hall. Suggested that staff review and let him know of any changes. City Manager Fitzpatrick suggested that this be formatted as a PPM and go through the standard process for approval.

#### 7. Other

##### Director Campbell

- Advised that several applications were continued at the Planning Board to April or May board meeting.
- Advised that the Monarch School received approval for their expansion.

##### Director Sylvester

- Advised that he is working on his annual report with the State library.
- Advised that the Friends of the Library made some changes to the museum pass program.

- Advised that JLMC meets at the Arena on Wednesday.

3/31/16

### **Deputy City Manager Cox**

- Advised that they are working on the 2008 bond refunding.
- Advised that they are working on the Waterstone Phase II bonding.
- Advised that they are working with the School on the East Rochester School bond proceeds and meeting the tax cap.

### **Attorney O'Rourke**

- Advised that the bills on liability bills at the State house failed.
- Provided a litigation update.

### **Executive Assistant Rodgerson**

- Asked that committee remind staff that the Employee Appreciation Dinner will be on April 1<sup>st</sup> beginning at 5:30pm at the Elks.

### **Chief Allen**

- Advised that the Citizens Academy started last week and they had 17 participants registered.
- Advised that there was an untimely death over the weekend of a 40 year-old female. It was not suspicious.
- Advised that he would be participating in the Active Shooter Training for Chamber members.
- Advised that the annual Fire Department/Police Department rivalry hockey game would be tonight. All proceeds are to benefit Gerry's Food Pantry.
- Advised that he would be doing an interview with Channel 9 in regards to the heroin epidemic and our steps to proactive education prevention.
- Advised that two new officers have been hired. They will start the last week in April and attending the Police Academy in May.

### **Manager Pollard**

- Advised that they were extremely busy at the New England tradeshow with a lot of excitement over Phase II of the Ridge.
- Advised that she met with Seacoast Media Group executives and was asked to be on the advisory panel along with Laura Ring.

### **Chief Sanborn**

- Advised that they provided mutual aid to Milton for a house fire.
- Advised that they have a tentative date in July for the new tank truck..

### **Director Bowlen**

- Advised that they are happy to host the rivalry hockey game tonight and that it will mark the end of the ice season.

### **Director Storer**

- Advised that he will be attending several meetings in regards to the GTBY estuary.
- Advised that he will attend the IT SDWT (IT Self Directed Work Team) on Wednesday to discuss his need for a GIS position.
- Advised that they will discuss the potential for a TIGER Grant project at the Public Works Committee meeting on Thursday. Manager Pollard stated that the connector road could have significant economic impact for the region.

### **Director Grant**

- Advised that there was a feature on 20/20 on Friday discussing the heroin epidemic and the steps taken to offer solutions and that Rochester was featured.
- Advised that he would be participating in ViewSource training and that he anticipates that it will be fully operational by the end of the month.
- Advised that there will be a TRG meeting tomorrow.
- Advised that he will be attending the JLMC (Joint Loss Management Committee) and IT SDWT on Wednesday.
- Advised that he will be judging at a skills competition on Exeter on Friday.

The Management Team meeting adjourned at 10:03 AM.

Respectfully submitted,

Samantha Rodgeron  
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)

3/31/16

**MANAGEMENT TEAM MEETING**

**March 21, 2016  
9:00 A.M.**

**PRESENT:**

Daniel Fitzpatrick, City Manager	Terence O'Rourke, Attorney
Blaine Cox, Deputy City Manager	Jim Grant, Director BZLS
John Storer, Director of City Services	Karen Pollard, Economic Develop Manager
Samantha Rodgerson, Executive Assistant	Chris Bowlen, Director of Recreation
Mike Allen, Police Chief	Brian Sylvester, Library Director
Norm Sanborn, Fire Chief	Seth Creighton, Chief Planner

**MINUTES**

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

**1. Management Team Minutes – March 14, 2016**

Minutes were approved by general consensus.

**2. City Council Inquiry Report**

All items have been addressed and are closed.

**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. In Car Video Policy**

The City Manager indicated that this policy was going through the proper process and would be in his upcoming City Manager report in the Council packet.

**6. Fire Safety letter – bounce house regulations**

Chief Sanborn stated that the Fire Marshall Wilder is aware of the regulations and is on top of it.

**7. Outdoor Dining ordinance - letter to restaurants**

Ms. Pollard discussed having her department reach out to the local restaurants to inform them of the newly passed ordinance. As the deadline in the ordinance has passed for this year, she inquired as to whether the City Manager would authorize extending the deadline for applications for this year. There was some brief discussion and the application deadline was extended until Friday, May 6, 2016.

**8. Other**

**Director Grant**

- Advised that he is wrapping up his budget narrative to submit to the Business office.
- Advised that he will be attending a pre-trial for the Blaisdell case on Wednesday.
- Advised that he would be attending a compliance meeting to discuss strategy.
- Advised that he will be attending the REDC meeting on Thursday to discuss zoning variances, etc.

- Advised that he hosted the International Association of Electrical Inspectors event 3/31/16 Concord last week.

### **Chief Planner Creighton**

- Advised that Michelle Mears had her baby on Friday.
- Advised that they are extremely busy with 14 active applications to go to the Planning Board.
- Advised that they will be working on long-term planning goals and working on a Tri-city Transportation Plan to address Route 108.

### **Director Bowlen**

- Advised that the numbers for the winter programs increased. Basketball participation was up 11% and that the contracted ice sales were up 8%. These are both good markers of economic improvement.

### **Chief Sanborn**

- Advised that they have had a very busy morning due to the weather.
- Advised that there was a fire at the United Methodist Church downtown. He explained that it was a difficult fire to fight, but that they were able to get it under control.
- Advised that they will be having the last of the Seabrook drills at the middle school on Wednesday night. It is a graded drill and will be the last for three years.
- Advised he and the Deputy Chief attended a graduation of one of their firefighters from Officers School.

### **Director Pollard**

- Advised that they are still following up from the tradeshow with interested parties.
- Advised that they have received a lot of recommendations for Route 11 from the community.

### **Director Storer**

- Advised that the EDA Sewer Project bids came in last week.
- Advised that he discussed the TIGER grant possibility with the Public Works Committee and that they were in favor of bringing it to the full Council.
- Discussed the opportunity and potential for a comprehensive downtown master plan to be done.
- Advised that they will be meeting with Senator Shaheen's office on March 30<sup>th</sup> to discuss the Great Bay Estuary.
- Advised that Engineer Bezanson would be attending a Brownfields meeting at Strafford Regional Planning Commission later this week and suggested that if staff knows of property other than the Wallace Street one to let Mr. Bezanson know.
- Asked if there was any method for restitution for clean-up on a property that we are in court for.
- Advised that the Public Works Committee authorized proceeding with the Wakefield Street redesign and that it could go out to bid next year.

### **Chief Allen**

- Advised that they were busy with accidents this morning, due to the weather.
- Advised that the Active Shooter training last week was well attended and has generated additional training requests.
- Advised that Deputy Chief Dumas will be retiring and has tentatively accepted the Police Chief position in Rowley, MA.
- Advised that officers partnered with the senior center to serve breakfast to their members over the weekend.
- Advised that there were a couple of overdoses over the weekend, both being revived by Narcan.
- Advised that they responded to a domestic incident on Lafayette Street over the weekend, the armed suspect was taken into custody without incident.

- Advised that several officers were recognized by the Veterans Association at the 3/31/16 at the Elks for their assistance helping a disoriented vet from VT.
- Advised that the “It Takes a Village” event, the second of three forums, will be held at the Opera House on Thursday. This is to provide information to the public regarding the heroin issue.
- Advised that he took part in an interview by WMUR discussing steps that have been taken to be proactive since the death of Eve Tarmey.

**Attorney O’Rourke**

- Provided a litigation update.
- Advised that the temp starts tomorrow while his assistant is on maternity leave.
- Advised that they got the Victim of Crime Act (VOCA) grant application submitted with assistance from Julian Long.
- Advised that he will be out of the office tomorrow.

**Deputy City Manager Cox**

- Advised that they will be finalizing the MRI Assessment of the MIS/IT department.
- Advised that they have been working on the Affordable Care Act information.
- Advised that the City Clerk’s office has completed their portion for codification and the contract has been signed.
- Advised that the MUNIS server is back up after being down to replace a battery.
- Advised that the School Department is finalizing their budget this week.

**Director Sylvester**

- Advised that he has been working on succession planning for a staff member that will be retiring.
- Advised that he is completing his Annual Report information for the State Library.
- Advised that the Library Trustees met last week and have authorized a letter to be written by our attorney to go out to Envisionware.

The Management Team meeting adjourned at 9:58 AM.

Respectfully submitted,

Samantha Rodgerson  
Executive Assistant

3/31/16

*City of Rochester, New Hampshire*

OFFICE OF THE CITY CLERK

City Hall • 31 Wakefield Street • Rochester, NH 03867

(603) 332-2130

Fax: (603) 509-1915

www.rochesternh.net



---

INTEROFFICE MEMORANDUM

---

**To:** Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager/Director of Finance & Administration  
Terence O'Rourke, City Attorney

**From:** Kelly Walters, City Clerk

**Date:** March 4, 2016 *KA*

**Subject:** City of Rochester Bid #16-24 – Codification  
Bid awarded to General Code

---

Please find the attached documents relative to the City of Rochester Bid #16-24 – Codification. This bid has been awarded to General Code. The total cost of the initial investment of codification is \$12,493. The annual maintenance fee for the software and updates is \$995.

**Legal Review**

*Terence O'Rourke*  
\_\_\_\_\_  
Terence O'Rourke  
City Attorney

*3/31/16*  
\_\_\_\_\_  
Date

**Financial Review**

*Blaine Cox*  
\_\_\_\_\_  
Blaine Cox,  
Deputy City Manager/Director of Finance & Administration

*3/31/2016*  
\_\_\_\_\_  
Date

Please contact me with any questions. If approved, please have the City Manager sign the Original Document and return to me at the City Clerk's Office. Thank you.



*City of Rochester, New Hampshire*

CITY MANAGER

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

[www.RochesterNH.net](http://www.RochesterNH.net)

March 4, 2016

**TO:** Daniel W. Fitzpatrick, City Manager  
**FROM:** Samantha Rodgerson, Executive Assistant  
**REGARDING:** **Rental of Council Chambers**

The attached rental agreement with the Rochester Opera House is attached. There is a City policy pertaining to rental agreements.

The Rochester Opera House will be holding a showing of Downton Abbey and would like to setup a backdrop to use for a photo opportunity in Council Chambers. They will setup the backdrop on Friday, March 4, 2016 and have the photo opp on Sunday, March 6, 2016 from 10:00am until 5:00pm.



# City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096 Fax (603) 335-4352

3/31/16

MAR 28 2016  
City Manager  
ROCHESTER

## Memorandum

To: Dan Fitzpatrick, City Manager

From: David Green, Chief Operator WWTF

Date: March 25, 2016

Re: NetDMR Subscriber Agreement (EPA Region 01)

---

Please sign the three attached Signatory Authorization letters pertaining to our NPDES Permit NH0100668.

The EPA is requiring all permit holders to begin reporting their DMR's electronically. The attached subscriber agreements are required to be submitted to the EPA before access to the NetDMR website is allowed. The signature authorization sequence will stay the same: John Storer will be the primary signatory. In his absence, Mike Bezanson would be the signatory. If both John and Mike were unable to sign, David Green would be next in line.



## 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)

---

### INTEROFFICE MEMORANDUM

---

**TO:** Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager/Director of Finance & Administration  
Terence O'Rourke, City Attorney

**FROM:** Michael Bezanson, PE, City Engineer *[Signature]*

**DATE:** March 3, 2016

**SUBJECT:** **Salmon Falls Road Highway Safety Improvement Project -  
Engineering Services Agreement with CMA Engineers, Inc.  
Contract Amendment No. 3**

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

---

To accommodate for design and survey services necessary for the completion of final design, the Agreement with CMA Engineers, Inc. has been modified as shown in the attached Amendment No. 3 for the Salmon Falls Road Highway Safety Improvement Program (HSIP) project. This Amendment results in no net increase in the total cost of this contract, as all increased expenses are offset by other reductions in expenses.

#### Legal Review

*[Signature]*

Terence O'Rourke  
City Attorney

*3/3/16*

Date

#### Financial Review

*[Signature]*

Blaine Cox  
Deputy City Manager/Director of Finance & Administration

*3/3/2016*

Date

Please contact me with any questions. If approved, please have the City Manager sign the original document and return the signed document to me at Public Works.

Thank you.

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

CITY OF  
Received  
FEB 25 2016  
City Manager  
ROCHESTER

Re: Accessibility for New England CDBG Grant Contract

Please see attached the signed Community Development Block Grant (CDBG) contract between the City of Rochester and Accessibility for New England, Inc. to install a new elevator in Spaulding High School. The City Council approved funding for the Spaulding High School elevator project at the May 5, 2015 City Council meeting.

The contract requires the signature of the City Manager and the signature of a witness, and there are two copies of the contract, each original. The contract has been reviewed and approved by the Community Development Coordinator and the School Department. Please sign both copies and return to Julian.

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

Date: March 16, 2015  
To: Dan Fitzpatrick  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
MAR 16 2016  
City Manager  
ROCHESTER

Re: Victims of Crime Act Assistance Grant Application

Please see attached the Victims of Crime Act Assistance grant application requesting funding for a part-time Victim Witness Advocate staff person for the City of Rochester's Legal Department. This application has been reviewed and approved by City Attorney Terence O'Rourke and City Prosecutor Andrea Mitrushi. City Council voted to approve submission of this grant application at the March 15, 2016 City Council meeting. The application requires the signature of the City Manager as the authorized City authority.

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

# City of Rochester

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

CITY OF  
Received  
MAR 14 2016  
City Manager  
ROCHESTER

TO: Daniel Fitzpatrick, City Manager  
FROM: Blaine Cox, Deputy City Manager  
DATE: March 14, 2016

NUMBER of PAGES: 8 (including this cover page)

I am sending you:  Attached  Under Separate Cover

The following items:

### *Ambulance Dispatching Service 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		

### REMARKS:

Through an agreement entered into in 1998, the City provides ambulance dispatching services for Frisbie Memorial Hospital (FMH). The current agreement expires on June 30, 2016.

The attached agreement between the City and FMH has been updated and subsequently reviewed by the City and FMH. It would expire in 2021. City staff from the Police Department, Legal Department and Finance Departments recommend approval of this agreement.

Under this agreement, FMH shall pay to the City a sum equal to the total cost of salary and benefits for one entry level dispatcher for the period beginning on such July 1st and continuing through the following June 30<sup>th</sup> each year. In addition, FMH shall pay to the City a sum equal to the amount of the actual telephone line charge related to this service.

COPY TO: Chief Allen  
Attorney O'Rourke  
Deputy Finance Director Connors

SIGNED: **Blaine M Cox**

Digitally signed by Blaine M Cox  
DN: cn=Blaine M Cox, o=City of  
Rochester New Hampshire,  
ou=Department of Finance,  
email=blaine.cox@rochesternh.n  
h, c=US  
Date: 2016.03.14 16:29:34 -0400



# City of Rochester, New Hampshire

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917  
(603) 335-7609 Fax (603) 332-7589

CITY OF  
Received

MAR 21 2016

City Manager  
ROCHESTER

Date: March 18, 2016

To: Daniel Fitzpatrick, City Manager

From: Roland Connors, Deputy Finance Director

RE: Century Bank Collateralization Agreement

Please find attached the collateralization agreement between the City of Rochester and Century Bank. This agreement was developed by DrummondWoodsum Attorneys at Law for the City at the request of Finance department. The purpose of the agreement is to ensure proper collateralization is in place should the City of Rochester decide to open an account and invest funds with Century Bank.

I recommend that the City sign this collateral agreement.

# City of Rochester

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  
DATE: March 28, 2016  
NUMBER of PAGES: 5 (including this cover page)  
I am sending you:  X  Attached   Under Separate Cover

The following items:

Memorandum of Understanding with Franklin Pierce Ununiversity

These are transmitted as checked below:

<u> X </u>	For Approval	<u> </u>	For Your Use/Information
<u> </u>	As Requested	<u> </u>	For Review & Reply
<u> </u>	Approved as Submitted	<u> </u>	Approved as Noted
<u> </u>	Returned for Corrections		
<u> </u>	Re-submit <u> </u> Copies for approval		
<u> </u>	Submit <u> </u> Copies for distribution		

REMARKS:

An agreement with Franklin Pierce University (FPU) has been worked out through which FPU will be provided limited access to City employees to distribute and discuss their academic offerings in exchange for granting tuition discounts to employees enrolled in FPU degree programs as well as on-site training & instruction to the benefit of City employees.

COPY TO: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED: **Blaine M Cox**  
Digitally signed by Blaine M Cox  
DN: cn=Blaine M Cox, ou=City of  
Rochester New Hampshire,  
ou=Department of Finance,  
email=blaine.cox@rochesternh.nh  
e, c=US  
Date: 2016.03.28 15:47:24 -0400

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: Daniel Fitzpatrick, City Manager  
FROM: Blaine Cox, Deputy City Manager / Director of Finance & Administration  
DATE: March 10, 2016  
NUMBER OF PAGES: 4 (including this cover page)

I am sending you:  Attached  Under Separate Cover

The following items:

Professional Services Agreement an IT Study

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:

Municipal Resources Inc. has completed "Phase I" of an assessment of our MIS/ IT department. Phase I focused upon an analysis of the current staffing, budgeting, supervision & oversight functions as well as functional effectiveness.

The attached agreement would retain the services of MRI to:

1. Develop an IT Strategic Plan along with action items.
2. Perform a technical review of data & voice networks, including telephone systems, wired & wireless data networks, file storage & backup systems, virtualization efforts as well as review the Annex renovations with regard to planned technical infrastructure..
3. Create a technology inventory.
4. Develop a IT project portfolio.
5. Determine where cross training is needed within IT and develop cross-training plans.
6. Assist the IT Self Directed Work Team.

SIGNED:

 3/10/2016

3/31/16

To: Norman - see signature page



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

Norman Sanborn, Jr.  
Chief of Department

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

March 15, 2016

CITY OF  
Received

MAR 15 2016

City Manager  
ROCHESTER

TO: Dan Fitzpatrick, City Manager  
FROM: Norm Sanborn, Jr., Fire Chief *Norm Sanborn Jr.*  
SUBJECT: Seabrook Power Plant Budget (FY17)

Attached to this memo is the FY17 Seabrook Power Plant budget request. This has to be submitted to NH Emergency Management as part of our responsibilities as a host community.

Once the budget is approved we will receive our final adopted budget number from NH Emergency Management. We have included estimated budget numbers for the Seabrook Power Plant as part of our overall FY17 budget request that you have received. All costs associated with the Seabrook Power Plant will be reimbursed, so it will be budget neutral.

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



*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  
Rochester  
MAR 16 2016  
City Manager  
ROCHESTER

# Memorandum

To: Daniel W. Fitzpatrick, City Manager  
From: Terence O'Rourke, City Attorney *[Signature]*  
Date: March 16, 2016  
Re: Waterstone Phase II Development Agreement Amendment

---

The Agreement signed between the City and Waterstone On December 3, 2015 contained an drafting error. As the Agreement stands now, Waterstone would be required to take title to the development property within 210 days of the signing of the Agreement. The parties' intent in negotiating the Agreement was that Waterstone would obtain title no later than June 1, 2017. The attached Amendment reflects this original intent by authorizing the changing of relevant wording in Paragraph 2.5 of the Agreement. It is my recommendation that you sign the Amendment on behalf of the City.

3/31/16

# 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*



March 11, 2016

TO: Daniel Fitzpatrick  
City Manager

FROM: Michael J. Allen *MJA*  
Chief of Police

RE: Highway Safety Grant – Bicycle and Pedestrian Enforcement Patrols

CITY OF  
Rochester  
Received  
MAR 14 2016  
City Manager  
ROCHESTER

Dear Mr. Fitzpatrick:

Back in September you signed agenda bills for the Police Department to apply for highway safety grant funds. The attached document is the next step for the Bicycle and Pedestrian Enforcement Patrols grant that requires your signature.

Bicycle and Pedestrian Enforcement Patrols                      \$4372.26

This is a new format for the grants to comply with federal reporting requirements. Please sign where tabbed and additionally please initial each page.

Please let me know if you have any questions in this regard.

3/31/16

# ROCHESTER POLICE DEPARTMENT



MICHAEL J. ALLEN  
Chief of Police

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127  
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*"Dedication, Pride, Integrity"*

POLICE COMMISSION

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



March 17, 2016

TO: Daniel Fitzpatrick  
City Manager

FROM: Michael J. Allen *MJA*  
Chief of Police

RE: Highway Safety Grant – MC Lease Grant

CITY OF  
Rochester  
MAR 21 2016  
Manager  
ROCHESTER

Dear Mr. Fitzpatrick:

Back in September you signed several agenda bills for the Police Department to apply for highway safety grant funding. The attached document is the next step for the Motorcycle Lease grant that requires your signature. The total of our motorcycle lease is \$3,300.00; this grant will pay a portion of the lease.

Motorcycle Lease Grant                      \$750.00

This is a new format for the grants to comply with federal reporting requirements. Please sign where tabbed and additionally please initial each page.

Please let me know if you have any questions in this regard.

CM report

3/31/16

# ROCHESTER POLICE DEPARTMENT



23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

POLICE COMMISSION

MICHAEL J. ALLEN  
*Chief of Police*

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

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

*"Dedication, Pride, Integrity"*

March 7, 2016



CITY OF  
Received  
MAR 8 2016  
City Manager  
ROCHESTER

TO: Daniel Fitzpatrick  
City Manager

FROM: Michael J. Allen  
Chief of Police

RE: Council Inquiry on Housing Authority Contract - Amended

Dear Mr. Fitzpatrick:

As you know the Police Department maintains a contract with the Rochester Housing Authority and funded by them to provide a police officer for their properties.

The contract was recently amended to provide for the understanding that during the course of our duties the Police Department could potentially have access to protected health information through existing Business Associate Agreements that the Rochester Housing Authority maintains, particularly Community Partners, whom they share a similar agreement. Although we are currently bound by the same obligations with respect to protecting and keeping confidential the information we may access through HIPPA, Community Partners requested the Rochester Housing Authority implement a similar agreement with the Rochester Police Department as an assurance. This MOU has been reviewed by our City Attorney, Terrence O'Rourke.

Sincerely Yours,  
  
Michael J. Allen  
Chief of Police



### Informational Memo

**To:** Dan Fitzpatrick  
City Manager

**Cc:** Dave Anctil, Commission Co-Chair  
Sheila Colson, Commission Co-Chair

**From:** Chris Bowlen  
Recreation & Arena Director

**Date:** February 17, 2016

**RE:** 2016-2017 Ice Rate Information

On February 11, 2016 the Recreation & Arena Commission met and reviewed the current ice rates for the Rochester Arena. That rate is \$260 per hour (50 minutes on ice and 10 minutes for ice cleaning) for prime time and \$180 for non-prime. Prime time versus non-prime is simply a designation of the most popular and desirable times of the day.

Rochester is one of the higher per hour ice rates in the area (and state) ranking only behind Exeter and Dover locally. In a statewide review of rates for municipal rinks, Rochester is approximately 10% higher than the average. The attached file shows this in detail in an "apples to apples" review by adjusting all rates to the same duration of sixty minutes.

The Commission understands that the rates will have to be reviewed and adjusted most likely for 2017-2018 season.

The customer base is starting to come back in terms of overall numbers and it is important to keep that revenue stream improving. Therefore, the commission endorses keeping the ice rates the same for the 2016-2017 ice season. We will send this information along to our customers.

## 2015/2016 NH Ice Rink Rate Comparison\*

MUNICIPAL		2015/2016 60 Minute Rate	Compared to AVG Municipal
Dover	Dover Arena	\$ 320	16%
Rochester	Rochester Arena	\$ 303	10%
Concord	Everett Arena	\$ 298	8%
Manchester	JFK Arena	\$ 255	-7%
Manchester	Westside Arena	\$ 255	-7%
Wolfeboro	Pop Whalen Arena	\$ 218	-21%
		<b>AVG \$ 275</b>	
PRIVATE FOR PROFIT		2015/2016 60 Minute Rate	
Exeter	"Rinks" at Exeter	\$ 321	
Hooksett	Ice Den	\$ 300	
Hooksett	Tri-Town	\$ 265	
		<b>AVG \$ 295</b>	
SCHOOL / COLLEGE		2015/2016 60 Minute Rate	
Exeter	Phillips Exeter	\$ 295	
Durham	Whittemore Center	\$ 264	
Manchester	St. Anslem's	\$ 260	
Plymouth	Hanaway	\$ 235	
Henniker	Lee Clement (NE College)	\$ 220	
Tilton	Tilton School	\$ 185	
Andover	Proctor Academy	\$ 135	
		<b>AVG \$ 228</b>	
PRIVATE NON-PROFIT		2015/2016 60 Minute Rate	
Hanover	James Campion	\$ 231	
Conway	Ham Arena	\$ 220	
Laconia	Laconia Arena	\$ 255	
Nashua	Conway Arena	\$ 235	
		<b>AVG \$ 235</b>	

\* as compiled by staff at the Everett Arena in Concord NH and reformatted for review purposes

**Samantha Rodgerson**

---

**From:** Mike Provost [director@rochestermainstreet.org]  
**Sent:** Thursday, March 24, 2016 1:32 PM  
**To:** Samantha Rodgerson  
**Subject:** RE: Permission Letter

Samantha,

Can we get a letter of permission from Dan for applying for the temporary liquor license from the city manager for the Chamber Expo? We supply the City a copy of additional insured each year for our events and it is sent to Blaine. Thanks for all that you do!

The copy should be as follows:

March 24, 2016

RE: One Day License Application for 2016 Chamber of Commerce Community Expo

This letter is to certify that Rochester Main Street has permission to host a beverage sale of wine and beer at the Rochester Ice Arena, 63A Lowell Street, Rochester, NH at the 2016 Greater Rochester Chamber of Commerce Community Expo from 3:30 until 8:00 pm, provided that all state and local permits are in place and a certificate of additional insured naming the city of Rochester is in place (already provided).

Sincerely,

Dan Fitzpatrick, City Manager  
City of Rochester

Michael A. Provost, CMSM  
Executive Director, Rochester Main Street  
*Rochester Pride Day, Saturday, April 23, 8:30-12:00 noon, Downtown*  
*4th Annual Greater Rochester Authors Fair, Rochester Public Library, April 30, 10:00-2*  
*National Free Comic Book Day, Saturday, May 7, 10-4, Downtown*  
*Wine In The Gardens/Beer In The Woods & Silent Auction, Wednesday, June 1, 5:30-8:00pm*

*Rochester Main Street program is a non-profit volunteer organization devoted to the preservation, growth and vitality of downtown Rochester.*

*Participate-Volunteer-Donate*

18 South Main Street, Ste 2B, Rochester, NH 03867

PH: 603-330-3208 Cell 603-781-7116

[director@rochestermainstreet.org](mailto:director@rochestermainstreet.org)

[www.rochestermainstreet.org](http://www.rochestermainstreet.org)

follow Rochester Main Street on facebook, instagram, and twitter



# City of Rochester, New Hampshire

Office of Finance and Administration  
 31 Wakefield Street • Rochester, NH 03867-1917  
 (603) 335-7609 Fax (603) 335-7589

## Tuition Reimbursement Pre-Approval Form

1. Applicant's Name: Samantha Rodgeron
2. Department: City Manager's Office
3. The course(s) is(are) related to the employee's job or as part of a career development program: Yes X No
4. Number of Courses for this employee already approved for the current fiscal year is: 2 (attach copies of prior approvals)
5. Course(s) for which reimbursement is now being requested:
  - a. Name of Course <sup>Macroeconomics</sup> Principles of Accounting; Cost: \$1,140.00; and dates of Course: from 3/21/2016 to 5/14/2016
  - b. Name of Course \_\_\_\_\_; Cost: \_\_\_\_\_; and dates of Course: from \_\_\_\_\_ to \_\_\_\_\_
  - c. Name of Course \_\_\_\_\_; Cost: \_\_\_\_\_; and dates of Course: from \_\_\_\_\_ to \_\_\_\_\_
6. Reimbursement for only the cost of the course will be as follows:  
 100% for an A grade; 90% for a B grade; 70% for a C grade.
7. Upon course completion, proof of course completion and grade attainment must be submitted for reimbursement.
8. Department head approval signature: *D. P. Fitzgerald*
9. Date of Department head's approval: 2-22-2016
10. Finance Director approval signature: *Blaine Cox*
11. Date of Finance Department approval: 2-29-2016
12. City Manager's approval Signature: *D. P. Fitzgerald*
13. Date of City Manager's Signature: *D. P. Fitzgerald* **FEB 22 2016**

**ROCHESTER POLICE DEPARTMENT**

**23 Wakefield Street  
Rochester, New Hampshire 03867  
(603) 330-7127**

**POLICY #: 41.3.2.4****SUBJECT: Mobile Video Recording Equipment**

NOTE: This written directive is for the internal governance of the Rochester Police Department, and as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.

### 1. Purpose

The purpose of this policy is to provide the Rochester Police Department with guidelines for the use, management, storage, and retrieval of audio-visual media recorded by in-car video systems.

### 2. Definitions

**Recorded media:** Refers to audio-video signals recorded on portable digital storage devices (CD, DVD, Flash card, hard drive, etc).

**In-Car Camera System and Mobile Video Recorder (MVR):** These are synonymous terms and refer to any system that captures audio and video signals capable of installation in a vehicle, and that includes at minimum, a camera, microphone, recorder, and monitor.

**MVR Technician:** Department personnel who are trained in the operational use and repair of MVRs, duplicating methods, storage and retrieval methods and procedures, and who possess a working knowledge of video forensics and evidentiary procedures.

### 3. Policy

The use of an MVR system provides persuasive documentary evidence and helps defend against civil litigation and allegations of officer misconduct. Officers assigned the use of these devices shall adhere to the operational objectives and protocols outlined herein so as to maximize the effectiveness and utility of the MVR and the integrity of evidence and related video documentation.

### 4. Procedures

#### A. Program Objectives

The Rochester Police Department has adopted the use of MVRs to accomplish the following objectives:

1. To enhance officer safety.
2. To accurately capture statements and events during the course of an incident.
3. To enhance the officer's ability to document and review statements and actions for both internal reporting requirements and for courtroom preparation/presentation.
4. To provide an impartial measurement for self-critique and field evaluation during recruitment and new officer training.
5. To capture visual and audio information for use in current and future investigations.

#### B. General Procedures

1. It shall be the responsibility of the Support Division of the Rochester Police Department to ensure that the audio-video recording equipment is properly installed according to the manufacturer's recommendations.
  - a. MVR equipment shall automatically activate when emergency equipment (lights) or a wireless transmitter is operating. The system may also be activated manually from the control panel affixed to the interior of the vehicle.
  - b. All officers shall successfully complete this department's approved course of instruction prior to being deployed with MVR systems in operational settings.
  - c. Recorded DVDs will be held by the Rochester Police Department for a period of 30 days. Unless otherwise ordered by a supervisor. DVDs containing evidence of crimes will be logged and held using the same process as any other evidence.

#### C. Officers' Responsibilities

1. Inspection and general maintenance of MVR equipment installed in departmental vehicles shall be the responsibility of the officer assigned to the vehicle.
  - a. MVR equipment shall be operated in accordance with the manufacturer's recommended guidelines and departmental training and policies.

b. Prior to beginning each shift, the assigned officer shall perform an inspection to ensure that the MVR is performing in accordance with the manufacturer's recommendations covering the following matters.

(1) Remote Audio Transmitter functional:

- Adequate power source
- Connected to the recording equipment
- Remote activation of system via transmitter

(2) Camera Lens:

- Windshield and camera lens free of debris
- Camera facing intended direction

(3) Recording mechanism capturing both audio and video information:

- System plays back both audio and video tracks

2. Malfunctions or damage to in-car camera equipment shall be reported to the shift supervisor prior to placing the unit into service.

a. The shift supervisor shall determine if the vehicle shall be placed in service. If the vehicle is placed in service without an operating MVR, the emergency communications center shall be so informed.

#### D. Mandatory Recording

1. Traffic stops (to include, but not limited to traffic violations, stranded motorist assistance and all crime interdiction stops)

2. Priority responses

3. Vehicle pursuits

4. Prisoner transports

5. Crimes in progress

6. Any situation or incident that the officer, through training and experience, believes should be audibly and visually recorded.

At the beginning of any public contact or traffic stop, the officer shall notify the citizen that the events are being audibly and visually recorded. This notification

does not apply to crimes in progress or similar situations where notification is impractical.

7. When the MVR is activated, officers shall ensure that the audio portion is also activated so all events are properly documented. Officers are encouraged to narrate events using the audio recording, so as to provide the best documentation for pretrial and courtroom presentation.

#### E. Operational Protocols

1. Officers using the digital transmitters that are individually synchronized to their individual MVR shall activate both audio and video recordings when responding in a support capacity in order to obtain additional perspectives of the incident scene.

2. Officers shall review the recordings when preparing written reports of events to help ensure accuracy and consistency of accounts.

3. With the exception of police radios, officers shall ensure that the volume from other electronic devices within the police vehicle does not interfere with MVR recordings.

4. Officers shall not erase, alter, reuse, modify or tamper with MVR recordings. Only a supervisor or MVR technician may erase and reissue previously recorded recordings and may only do so pursuant to the provisions of this policy.

5. To prevent damage, original recordings shall not be viewed in any equipment other than the equipment issued or authorized by the MVR technician.

6. MVR recordings shall be marked as containing evidence and submitted to the property custodian or MVR technician to be held and/or duplicated for criminal prosecution when they record any of the following.

a. Arrests

b. Assaults

c. Physical or verbal confrontations, vehicle pursuits

d. Vehicle searches in which contraband is recovered

e. Driving while intoxicated or under the influence arrests

f. All prisoner transports where the recording of the prisoner's actions/statements would be beneficial for prosecution

7. When the MVR is activated to document an event, it shall not be deactivated until the event has been concluded unless:

- a. the incident or event is of such duration that the MVR may be deactivated to conserve recording times; and
- b. the officer does not reasonably believe that deactivation will result in the loss of critical documentary information; and
- c. the intention to stop the recording has been noted by the officer either verbally or in a written notation.

8. The recording media shall be replaced when the remaining recording time is low. The system will prompt the officer when the disc needs to be changed.

#### F. Supervisors' Responsibilities

1. The shift supervisor shall issue unrecorded media (discs) to the members of their shifts as needed. The shift supervisor will also collect the recorded discs when they are full, or when an event has been recorded that is deemed evidence. Evidence will be logged using the department's standard procedure for the logging of evidence.

2. The chain of custody log shall include, but need not be limited to:

- a. Property number of media
- b. Date of recorded event
- c. Officer and vehicle issued
- d. Date submitted
- e. Officer submitting the media

3. When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, departmental shootings, departmental accidents), the shift supervisor shall respond to the scene and ensure that the appropriate MVR technician or crime scene investigator removes the recorded media.

- a. The technician or investigator shall then:

(1) Place the media into evidence and provide copies to authorized investigative personnel; and ensure the appropriate notation is made in the chain of custody log

4. Supervisors who are informed or otherwise become aware of malfunctioning equipment shall notify the fleet supervisor.

5. Supervisors shall conduct periodic reviews of officer assigned media in order to periodically

- a. assess officer performance;
- b. assure proper functioning of MVR equipment;
- c. determine if MVR equipment is being operated properly; and
- d. identify recordings that may be appropriate for training.

#### G. Responsibilities of the MVR Technician

1. The MVR Technician shall be responsible for the ordering, issuance, retrieval, storage, cleansing, and duplication of all recorded media.

2. The MVR Technician shall be responsible for collecting all completed media. Once the media is surrendered, the MVR Technician shall:

- a. ensure it is placed in a secured location with authorized controlled access; and
- b. make appropriate entries in the chain of custody log.

3. Recorded media may only be erased:

- a. pursuant to a court order; or
- b. in accordance with established retention guidelines.

4. For the purpose of accountability, all media will be assigned an identification number prior to issuance to the field. The MVR technician will maintain a record database of issued media.

5. The MVR Technician shall coordinate with field supervisors to ensure that an adequate supply of recorded media is available.

6. The MVR Technician shall be responsible for the following:

- a. Long-term storage of media deemed to be of evidentiary value consistent with the department's evidence storage protocols and retention schedule.
- b. The cleansing and re-issuance of all other media deemed to be of no evidentiary value consistent with the department's document retention requirements.

#### H. Media Duplication

1. All recording media, recorded images and audio recordings are the property of this department. Dissemination outside of the agency is strictly prohibited without specific written authorization of the agency's chief executive or his or her designee.
2. To prevent damage to, or alteration of, the original recorded media; it shall not be copied, viewed or otherwise inserted into any device not approved by the departmental MVR technician.
3. When possible and practical, a copy of the original media shall be used for viewing by investigators, staff, training personnel, and the courts (unless otherwise directed by the courts) to preserve the original media in pristine condition.
4. At the conclusion of the trial proceedings or as otherwise authorized by the prosecutor's office for which the media was required, all copies shall be submitted to the MVR technician for further storage.
5. If a defense attorney, insurance company or individual requires a copy of a recording, it shall be provided upon approval by the prosecutor. Recorded media will be handled like any other discovery requests.
6. Anytime a court system or another police agency makes a valid, justifiable written request for a copy of a recorded tape, it shall be provided at no charge. The request for such must be forwarded in writing to the Chief of Police.
7. The Rochester Police Department shall have total control of all recorded tapes except where control is dictated by the judiciary system.

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APPROVED:           MICHAEL J. ALLEN  
                              CHIEF OF POLICE

city Mgr Report



3/31/16

CITY OF  
Received  
MAR 18 2016  
City Manager  
ROCHESTER

March 15, 2016

City of Rochester  
City Manager  
31 Wakefield Street  
Rochester, NH 03867

Dear Sir/Madam:

For the year ended December 31, 2015, MetroCast Cablevision of New Hampshire, LLC remitted franchise fees of \$245,321.19 to the City of Rochester, New Hampshire. Such franchise fees were based upon gross revenues of \$8,177,373.10 for the year ended December 31, 2015.

To the best of my knowledge and belief, the above franchise fees paid and gross revenues for the year ended December 31, 2015 are true, factual and consistent with our Franchise Agreement with the City of Rochester, New Hampshire.

If you have any questions or require further information, please contact me at 610-993-1010.

Sincerely,

Brian W. Earnshaw, CPA  
Vice President and Corporate Controller

NUMBER	COUNCIL MEMBER	FORUM	REQUEST/INQUIRY	ACTION
1	Gray	Public Works Committee 2/18/2016	Eastern Ave pavement markings - what are they for?	<b>Director Storer sent email and followed up to Councilor Gray. Item closed.</b>
2	Lachapelle	Public Safety Committee 3/16/16	bus stop sign posted on utility pole - is it legal?	Mr. Bezanson to review

<b>DATE RECEIVED</b>	<b>DATE ISSUED</b>	<b>PERMISSION PERMITS</b>	<b>MISCELLANEOUS</b>	<b>DATE OF EVENT</b>
2/23/2016	3/15/2016	EVENT	Rochester Main Street - October Fest	10/8/2016
2/23/2016	3/15/2016	EVENT	Rochester Main Street Wildlife Encounter	8/17/2016
2/23/2016	3/15/2016	BANNERS	Rochester Main Street - Blues/BBQ Fest	7/6/2016 - 7/16/2016
2/23/2016	3/15/2016	EVENT	Rochester Main Street - Teddy Bear Picnic	7/27/2016 rain date of 8/3/2016
2/26/2016	3/15/2016	EVENT	Straight Street Outreach - Craft Fair	5/21/2016 & 11/12/2016
3/4/2016	3/15/2016	TAG	SHS Boys Lacrosse Boosters	5/13/2016 - 5/14/2016
3/4/2016	3/15/2016	EVENT	Monarch School Charity Bike Ride	10/8/2016
3/10/2016	3/15/2016	EVENT	Ryan Canney Scholarship Benefit	3/26/2016
2/23/2016	3/15/2016	EVENT	Rochester Main Street - Blues/BBQ Fest	7/16/2016
2/23/2016	3/15/2016	EVENT	Rochester Main Street - concert	Fridays from June 24 to August 26
2/23/2016	3/15/2016	EVENT	Rochester Main Street - Wine in the Garden / Beer in the Woods	6/1/2016
2/23/2016	3/15/2016	BANNERS	Rochester Main Street - Free Comic Book Day	5/7/2016
2/23/2016	3/15/2016	EVENT	Rochester Main Street - Authors Fair	4/30/2016
2/23/2016	3/15/2016	EVENT	Rochester Main Street - Pride Day	4/23/2016
2/23/2016	3/15/2016	EVENT	Rochester Main Street - Festival of Trees	12/3/2016
2/23/2016	3/15/2016	BANNERS	Rochester Main Street - Festival of Trees	11/25/2016 - 12/3/2016
2/23/2016	3/15/2016	BANNERS	Rochester Main Street - Trick or Treat/Zombie Walk	10/18/2016 - 10/28/2016
2/23/2016	3/15/2016	EVENT	Rochester Main Street - Zombie Walk	10/28/2016
2/23/2016	3/15/2016	EVENT	Rochester Main Street - Trick or Treat	10/28/2016
3/21/2016	3/28/2016	EVENT	Rochester Child Care Center - parade at Commons	4/13/2016
3/23/2016	3/28/2016	RAFFLE	K of C Raffle	9/5/2016
3/23/2016	3/28/2016	TAG	K of C	9/2/2016 - 9/3/2016



**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION  
TO THE 2015-2016 CAPITAL IMPROVEMENTS BUDGET OF THE  
CITY OF ROCHESTER, DEPARTMENT OF PUBLIC WORKS  
FOR THE SO-CALLED SALMON FALLS ROAD EDA SEWER EXTENSION PROJECT**

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

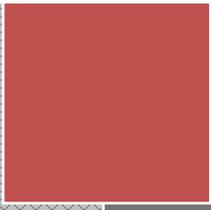
That the sum of Eight Hundred Sixty Five Thousand Dollars (\$865,000.00) be, and hereby is, appropriated as a supplemental appropriation to the 2015-2016 capital improvements (CIP) budgets of the City of Rochester, Department of Public Works as follows: Two Hundred Fifteen Thousand Dollars (\$215,000.00) to the General Fund CIP fund; Three Hundred Seventy Three Thousand Dollars (\$373,000.00) to the Water CIP fund; and Two Hundred Seventy Seven Thousand Dollars (\$277,000.00) to the Sewer CIP fund. The purpose of this supplemental appropriation is to provide sums necessary to pay costs and/or expenditures with respect to the so-called Salmon Falls Road EDA Sewer Extension Project (the "Project"), and provided further that such appropriation shall be drawn in its entirety from the proceeds of bonding/borrowing to be undertaken by the City of Rochester.

Further, that the Mayor and City Council of the City of Rochester hereby resolve that, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Eight Hundred Sixty Five Thousand Dollars (\$865,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), for the purposes of funding the expenditures incident to the implementation of the Project outlined, and referred to, in the preceding paragraph, such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate.

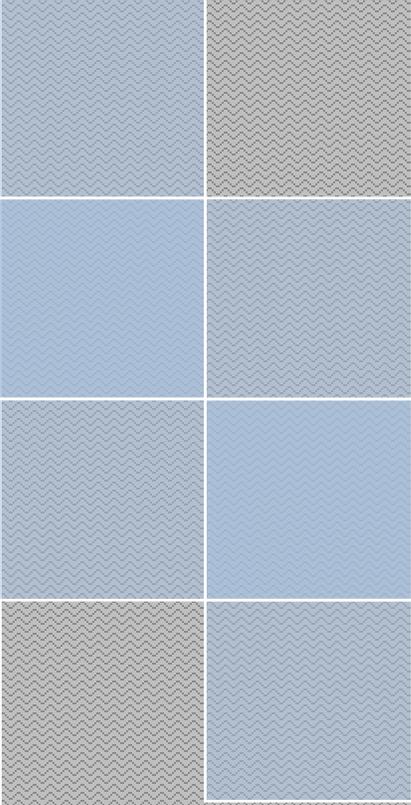
Further, the Mayor and City Council hereby determine that the expected useful life of each element of the Project to be at least twenty (20) years.

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

CC FY16 04-05 AB 131



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**City of Rochester Formal Council Meeting**

**AGENDA BILL**

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

AGENDA SUBJECT Supplemental Appropriation to fund the Salmon Falls Road EDA Sewer Extension Project.
---

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

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

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

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

AGENDA DATE	April 5, 2016	
DEPT. HEAD SIGNATURE	John B. Storer, P.E. (Signature on file in City Clerk's Office)	
DATE SUBMITTED	March 22, 2016	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	3

**COMMITTEE SIGN-OFF**

COMMITTEE	Public Works & Buildings Committee
CHAIR PERSON	Ralph Torr

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

**FINANCE & BUDGET INFORMATION**

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Bonds
ACCOUNT NUMBER	13551 Wat, Sew, & General Fund
AMOUNT	865,000.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

**LEGAL AUTHORITY**

City Council Resolution
-------------------------

### **SUMMARY STATEMENT**

A Supplemental Appropriation of \$865,000 is requested to fully fund the proposed Salmon Falls/Milton Road Water & Sewer Extension Project. The appropriation will be split amongst the General Fund (\$215,000), Water Fund (\$373,000) and Sewer Fund (\$277,000).

S.U.R. Construction was the apparent low bidder of 7 bids submitted on March 17. The proposed work includes: new or upgraded water mains along Salmon Falls Road from Kinsale Drive to Route 125; new gravity sewer extension along Salmon Falls Road up to Route 125, with a line across Kodiak Court and Denali Drive, extending to Market Basket, then north along Route 125 to Amarosa Drive; reclaimed roadway and new pavement along Salmon Falls Road. A project overview map is attached.

S.U.R.'s bid price was \$4,171,195.88. The remaining project budget is expected to be around \$4.602 million including mandatory inspection services, a contingency allowance, and construction administration services. A budget amount of \$3.737 million remains after engineering design and bidding. A supplemental appropriation of \$865,000 is requested to complete all proposed aspects of the project.

The U.S. Economic Development Administration is contributing a grant amount of \$1.946 million. Market Basket is contributing another \$500,000. The City's projected responsibility would total approximately \$2.315 million, including engineering design services.

The City previously allocated a total amount of approximately \$1.446 million as follows: \$293K General Fund/Highway; \$264K Water; \$889K Sewer. The requested supplemental \$865K appropriation would be allocated from General Fund/Highway \$215K; Water Fund \$373K; and Sewer Fund \$277K.

### **RECOMMENDED ACTION**

Support the recommendation of the Public Works Committee and authorize a resolution for a supplemental appropriation in the amount of \$865,000 to complete all proposed portions of the Salmon Falls/Milton Road Water & Sewer Extension Project. Funding would be bonded from the following funds:

- General Fund - \$215,000
- Water Fund - \$373,000
- Sewer Fund - \$277,000

**AGENDA BILL - FUNDING RESOLUTION**

**EXHIBIT**

Project Name:

Date:

Fiscal Year:

Fund (select):

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

Fund Type:                      Annual Lapsing                       Multi-year Non-Lapsing

**Deauthorization**

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

**Appropriation**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	15013010	771000	13551			215,000.00
2	55016010	771000	13551			373,000.00
3	55026020	771000	13551			277,000.00
4				-	-	-

**Revenue**

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

DUNS #

CFDA #

Grant #

Grant Period: From   
 To

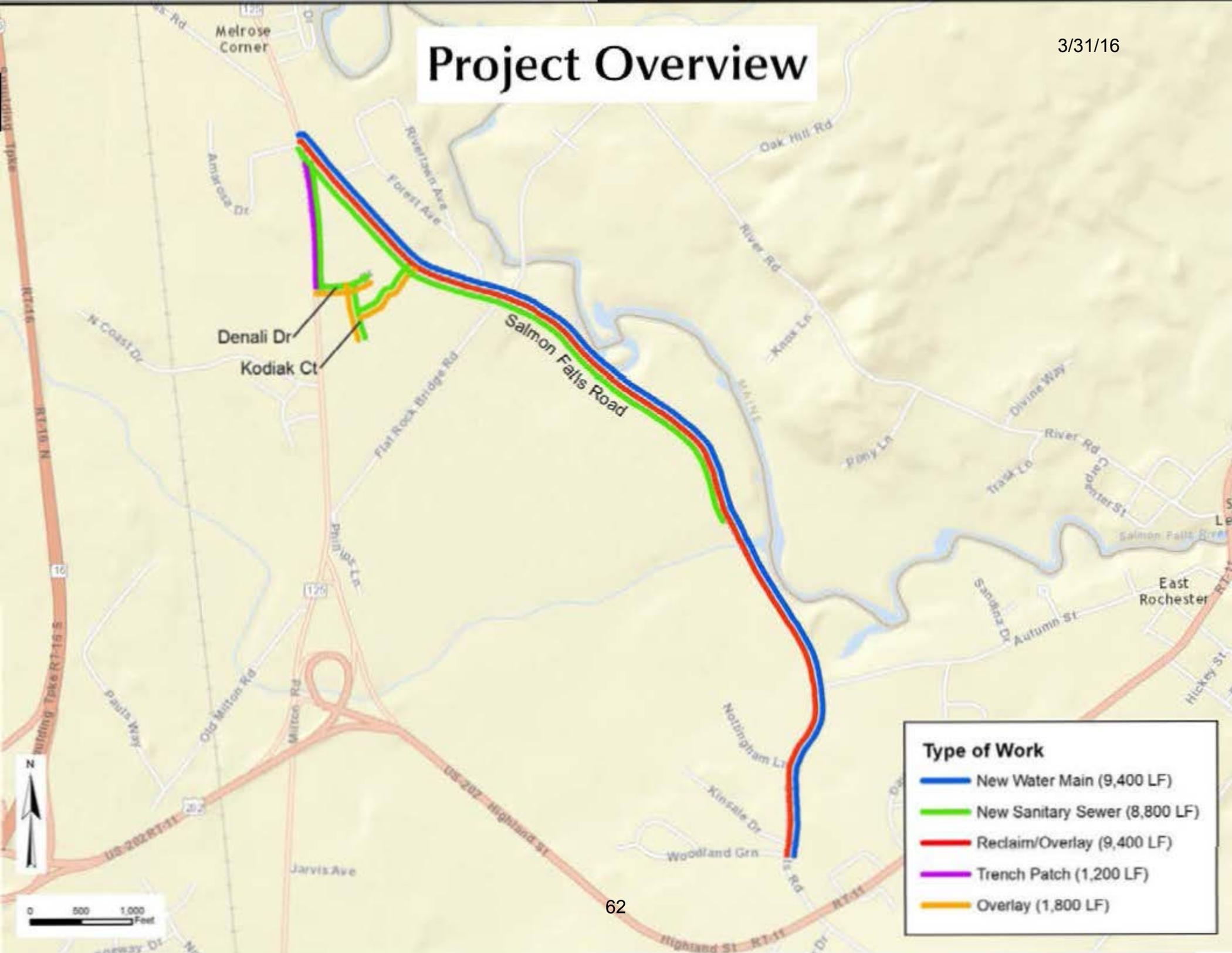
If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced

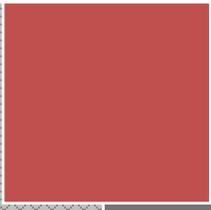
Funds will be returned

# Project Overview

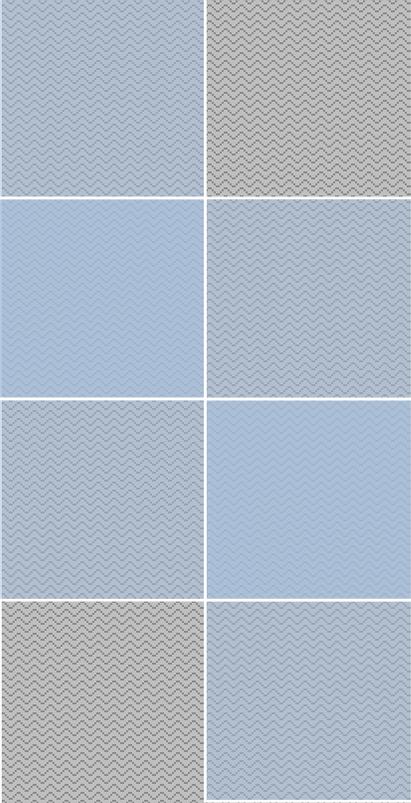
3/31/16







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**CITY OF ROCHESTER, NEW HAMPSHIRE**  
**A Resolution**  
**Authorizing the Issuance of Refunding Bonds**

**WHEREAS**, the City of Rochester, New Hampshire (the "City") has issued certain \$18,710,000 General Obligation Bonds, 2008 Series A (Tax Exempt) dated February 15, 2008 and which closed on February 28, 2008 (the "2008 Bonds"), which 2008 Bonds that mature on February 15 of the years 2019 through 2028, inclusive, in the aggregate principal amount of \$7,550,000 are eligible to be refunded at par on any interest payment date on or after February 15, 2018 (the "Refunded Bonds"); and

**WHEREAS**, it appears likely that bonds issued today would have a net interest cost less than the net interest cost on the Refunded Bonds; and

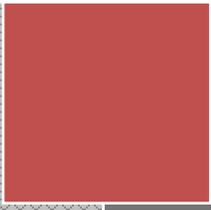
**WHEREAS**, the City may be able to realize debt service savings by issuing certain refunding bonds (the "Refunding Bonds"), the proceeds of which would be utilized to current refund or advance refund the Refunded Bonds and to pay certain other costs relating thereto;

**NOW THEREFORE, BE IT RESOLVED** that the City, acting by and through its City Council, hereby authorizes the issuance of Refunding Bonds pursuant to the provisions of RSA 33:3-d, the proceeds of which shall be utilized to current refund or advance refund the Refunded Bonds, to pay the redemption premium, if any, applicable thereto, any principal and interest coming due on the Refunded Bonds prior to any redemption date, and to pay the costs of issuance of the Refunding Bonds, including any costs of credit enhancement; provided, however, that such refunding is only authorized to the extent that the same will achieve a net present value debt service savings in an amount equal to at least three percent (3%) of the outstanding principal amount of the Refunded Bonds; and

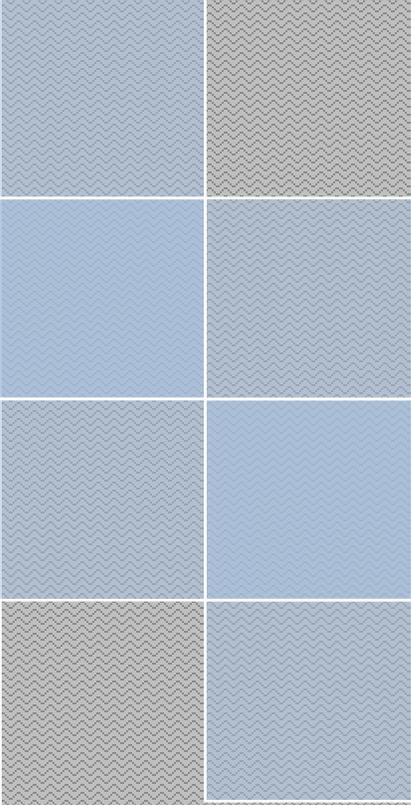
**IT IS FURTHER RESOLVED** that the City Treasurer, with the approval of the City Manager, is hereby authorized to issue the aforesaid Refunding Bonds by entering into a Bond Purchase Contract with such bond purchaser or underwriter as they may deem appropriate in connection with the issuance of the Refunding Bonds to evidence the City's approval of the terms and conditions of the Refunding Bonds; and

**IT IS FURTHER RESOLVED** that an Escrow Contract and such other documents as shall be required in connection with the issuance of the Refunding Bonds shall be signed on behalf of the City by the aforementioned individuals, or such other individuals as may be required by state law or as may be specified by bond counsel; and engage such other professionals (including a Financial Advisor, Escrow Agent, Verification Agent and Paying Agent), and to do such other things as are necessary to consummate the aforesaid refunding; and

**IT IS FURTHER RESOLVED** that all actions heretofore taken by the City consistent with the foregoing are hereby confirmed, ratified and approved.



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**City of Rochester Formal Council Meeting**

**AGENDA BILL**

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

AGENDA SUBJECT REFUNDING 2008 SERIES A GENERAL OBLIGATION BONDS - OUTSTANDING PRINCIPAL \$7,550,000

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

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

AGENDA DATE	03/10/2016		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	03/10/2016		
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	Signature on file
CITY MANAGER	Signature on file

**FINANCE & BUDGET INFORMATION**

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	REFUNDING BONDS
ACCOUNT NUMBER	NA
AMOUNT	\$7,550,000
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

**LEGAL AUTHORITY**

CITY COUNCIL (RSA 33:3-d)

**SUMMARY STATEMENT**

THIS REQUEST IS FOR THE COUNCIL TO AUTHORIZE THE CITY OF ROCHESTER TO PROCEED WITH THE ISSUANCE OF REFUNDING BONDS WITH RESPECT TO THE 2008 SERIES A GENERAL OBLIGATION BONDS THAT WERE ISSUED ON FEBRUARY 28, 2008. THE 2008 SERIES A BONDS THAT MATURE ON FEBRUARY 15 OF THE YEARS 2019 THROUGH 2028, INCLUSIVE, IN THE AGGREGATE PRINCIPAL AMOUNT OF \$7,550,000 ARE ELIGIBLE TO BE REFUNDED AT PAR ON ANY INTEREST PAYMENT DATE ON OR AFTER FEBRUARY 15, 2018.

THIS REFUNDING IS ONLY AUTHORIZED TO THE EXTENT THAT THE SAME WILL ACHIEVE A NET PRESENT VALUE DEBT SERVICE SAVINGS IN AN AMOUNT EQUAL TO AT LEAST THREE PERCENT (3%) OF THE OUTSTANDING PRINCIPAL. WHILE THE ACTUAL SAVINGS CANNOT BE DETERMINED UNTIL THE BIDS ARE RECEIVED ON THE DAY OF THE BOND SALE, THE CURRENT ESTIMATED SAVINGS (NET OF ALL EXPENSES) IS APPROXIMATELY \$500,000.

**RECOMMENDED ACTION**

RECOMMEND COUNCIL APPROVAL TO ISSUE REFUNDING BONDS.



## PROCLAMATION

WHERE AS, In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHERE AS, this holiday, called ARBOR DAY, was first observed with the planting of more than a million trees in Nebraska; and

WHERE AS, ARBOR DAY is now observed throughout the nation and the world; and

WHERE AS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHERE AS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHERE AS, trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community; and

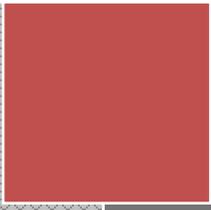
WHERE AS, trees, wherever they are planted, are a source of joy and spiritual renewal; and

WHERE AS, Rochester has been recognized for fifteen years as a Tree City USA member, by the National Arbor Day Foundation, and desires to continue its tree-planting ways.

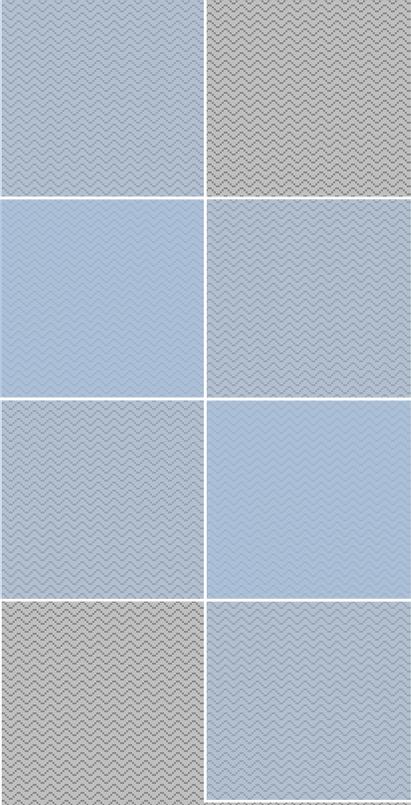
NOW THEREFORE, I, Caroline McCarley by the authority vested in me as Mayor of the City of Rochester, in the State of New Hampshire do hereby proclaim April 29, 2016 as ARBOR DAY in the City of Rochester and urge all citizens of our community to support efforts to protect our trees and woodlands, and to support our City's efforts to maintain our environment by planting trees to gladden the hearts and promote the well-being of present and future generations.

IN WITNESS WHEREOF, I have set my hand and caused to be affixed the Seal of the City of Rochester this the 5th Day of April in the year of our Lord, Two Thousand and Sixteen.

Caroline McCarley  
Mayor



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## **PROCLAMATION**

**WHEREAS,** the Rochester Child Care Center and other local child care organizations, in conjunction with the National Association for the Education of Young Children, are celebrating the Week of the Young Child 2016; and

**WHEREAS,** these organizations are working to improve early learning opportunities, including early literacy programs, that can provide a foundation of learning for children in the greater Rochester area; and

**WHEREAS,** teachers and others who make a difference in the lives of young children deserve thanks and recognition; and

**WHEREAS,** public policies that support early learning for all young children are crucial to our young children's futures.

### **NOW THEREFORE BE IT RESOLVED,**

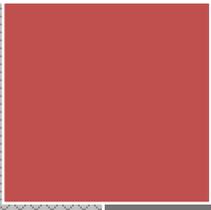
That I, Caroline McCarley, Mayor of the City of Rochester, do hereby proclaim April 10 – 16, 2016.

### **The Week of the Young Child**

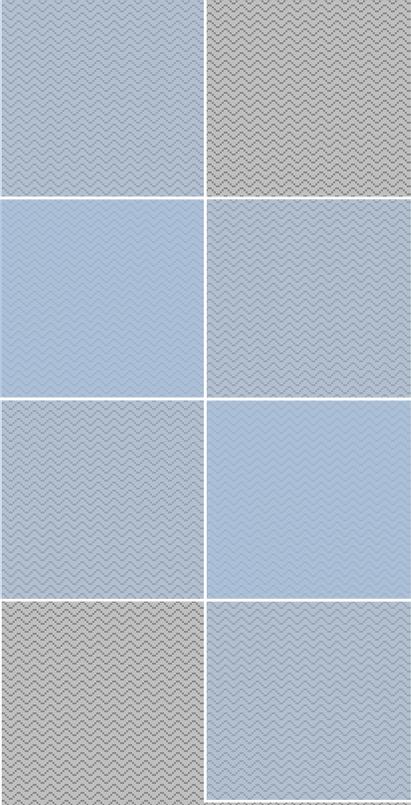
in the City of Rochester and encourage all citizens to help make valuable investments in early childhood education.

**IN WITNESS, WHEREOF,** I hereunto set my hand and have caused the seal of the City of Rochester to be affixed this fifth day of April, in the year of our Lord, Two Thousand Sixteen.

Caroline McCarley  
Mayor



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# ROCHESTER RABIES CLINIC <sup>3/31/16</sup>

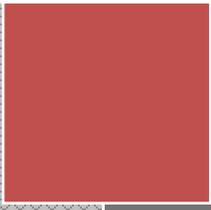


Rochester  
Dog licenses will  
be available

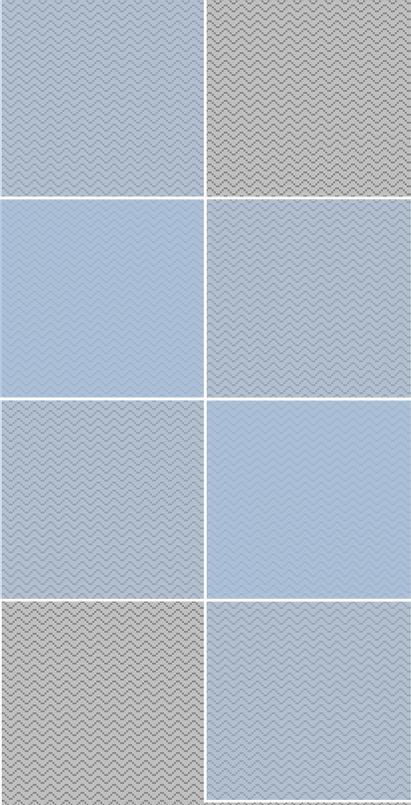
APRIL 16, 2016  
and  
MAY 21, 2016  
12-2 p.m.  
at  
4H Building  
ROCHESTER FAIRGROUNDS



Call City Clerk's Office for more information 332 -2130



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# ROCHESTER ★ *Pride Day* ★

Presented by Rochester Main Street and Rochester Recreation and Arena



**SATURDAY, APRIL 23, 2016**



**8:00 AM - 12:00 PM**

**Downtown Projects**

Register to participate:

- In person at Central Square between 8:00 and 8:30 am
- 603-330-3208
- [director@rochestermainstreet.org](mailto:director@rochestermainstreet.org)

**Roadside Pickup**

- Register: [www.rochesterrec.com](http://www.rochesterrec.com) - or -
- [Lauren.colanto@rochesternh.net](mailto:Lauren.colanto@rochesternh.net)

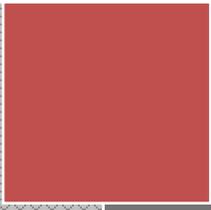
**Lunch Party for Volunteers**

- 12:00—1:30 pm
- Community Center—Community Room

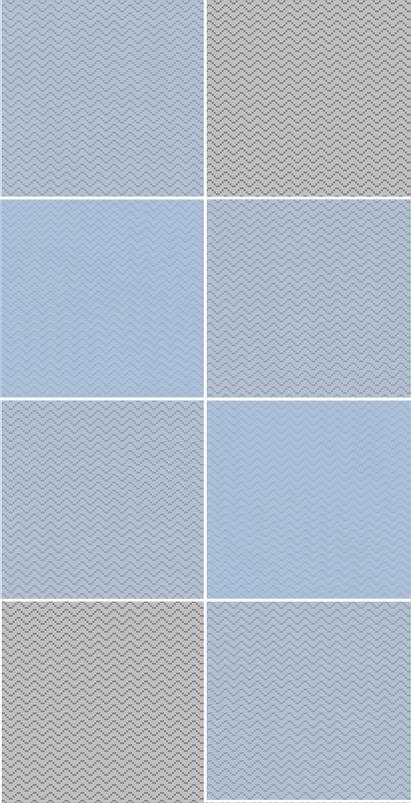
★ **Underwritten by:** The Commons Church & Crosspoint Church ★

**In Partnership with:**

- Waste Management of NH
- Dunkin Donuts - Breakfast on the Square
- Rochester Public Works
- Seacoast Coca Cola
- Frisbee Memorial Hospital



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# City of Rochester School Department

**Mr. Michael Hopkins**  
Superintendent of Schools  
e-mail: hopkins.m@rochesterschools.com

**Mrs. Mary A. Moriarty**  
Assistant Superintendent of Schools  
e-mail: moriarty.m@rochesterschools.com

**Ms. Linda Casey**  
Business Administrator  
e-mail: casey.l@rochesterschools.com

**Mrs. Christiane Allison**  
Director of Student Services  
e-mail: allison.c@rochesterschools.com

**Office of the Superintendent**  
150 Wakefield Street  
Suite #8  
Rochester, NH 03867-1348  
(603) 332-3678  
FAX: (603) 335-7367



March 21, 2016

**RECEIVED**  
MAR 23 2016  
CITY CLERK'S OFFICE  
ROCHESTER, NH

Kelly Walters, City Clerk  
City of Rochester  
31 Wakefield Street  
Rochester, NH 03867

Dear Mrs. Walters:

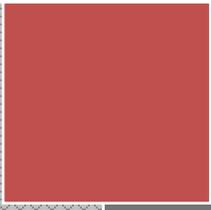
Please be advised at the March 10, 2016 Regular School Board meeting the Board voted to amend the 2016-2017 School Calendars to reflect a no school day on September 13, 2016. This amendment to the school calendars will permit use of the East Rochester School as the Ward 1 polling location for the State Primary election.

As all schools in Rochester will be closed on September 13<sup>th</sup>, Gonic School would be available for a polling location if the City Council would like to request use of that facility. Please let us know if the Council would like to consider this option.

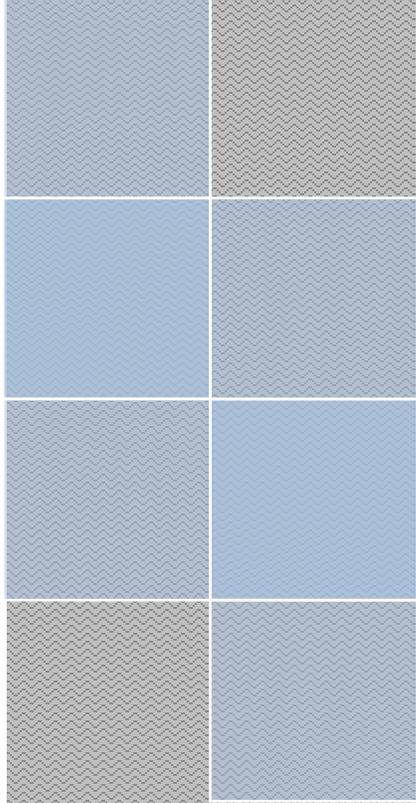
Sincerely,

Michael L. Hopkins  
Superintendent of Schools

MLH/mgm



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3/31/16  
3/30/2016

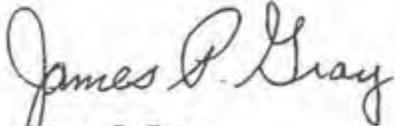
23 March 2016

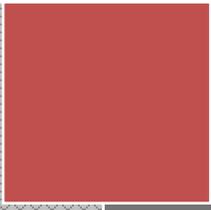
To: Rochester City Council

Subject: Resignation as Moderator of Ward 6

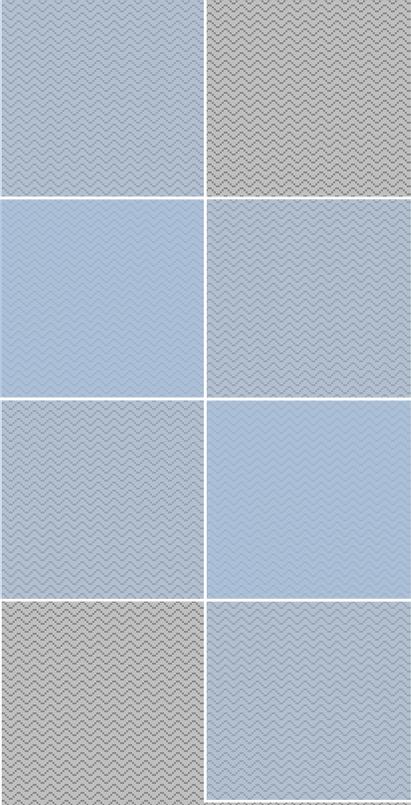
Having found and trained a replacement I resign as Moderator of Ward 6.

**RECEIVED**  
MAR 30 2016  
CITY CLERK'S OFFICE  
ROCHESTER, NH

  
James P. Gray



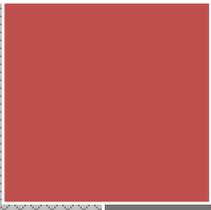
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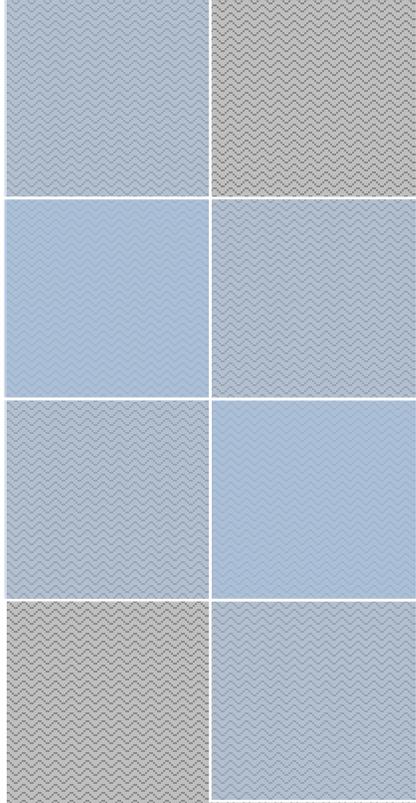
## Reports of Committees

March 2016

- Appointments Committee - 3/02/2016
- Codes and Ordinances Committee - 3/03/2016
- Community Development - 3/14/2016
- Finance Committee - 3/8/2016
- Government Channel - 3/23/2016
- Public Safety Committee - 3/16/2016
- Public Works and Building Committee - 3/17/2016



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## Appointments Committee Minutes

March 2, 2016

### Committee Members Present:

James Gray, Vice Chair  
Donna Bogan  
Tom Abbott

### Committee Members Excused:

Sandra Keans, Chair  
Ray Barnett

### Others Present:

Ralph Torr

James Gray called the meeting to order at 7:00 p.m. on March 2.

The members discussed the purpose of the Appointments Committee:

- Meet with prospective appointees to gauge their expertise, commitment and true interest in the particular area
- Meet with re-appointments to get a feel for how the committee is functioning, that is -
  - Is there enough and responsive support staff?
  - Is the committee accomplishing its duties?
  - Do members of the public get fair hearings?
  - Are the types of training opportunities helpful?
  - Do the members take advantage of training? If not, why not?
  - Are there changes that could be made to aid the committee work?

The members believe that for re-appointments that the above questions could be included on an additional sheet added to the statement of interest. The information collected along with a recommendation from the chairman of the committee or board would provide useful information in determining the limited number of re-appointments who would be asked to meet with the committee.

The members also reviewed the list of board and commission vacancies published by the Chamber of Commerce and the newly revised list of City Officials provide by the City Clerk. The members thank the City Clerk for her efforts to resolve issues identified.

### Interviews conducted:

Molly Meulenbroek is currently serving as the chair of the Historic District Commission. It was noted that either the spring or fall land use training provide instruction directly related to the Historic District Commission. The members also noted that having the owner of a business operation in the district was very beneficial.

Randy Lavalley has been on the ZBA since 2001. Councilor Torr, Chair of the ZBA, spoke about the quality and dedication of Mr. Lavalley and Mr. Gates.

**Recommendations:**

Based on the Statements of Interest and the interviews the following applicants are unanimously recommended for re-appointment as follows;

1. Robert Gates - Zoning Board of Adjustment (ZBA)  
Term to expire January 2, 2019.
2. Jonathan Shapleigh – Rochester Economic Development Commission  
Term to expire January 2, 2019.
3. Molly Meulenbroek – Historic District Commission  
Term to expire January 2, 2019.
4. Randy Lavalley – Zoning Board of Adjustments  
Term to expire January 2, 2019.

Respectfully submitted,

James Gray, Vice Chair

**CODES AND ORDINANCES COMMITTEE**

Of the Rochester City Council

**Thursday March 3, 2016**

City Council Chambers

31 Wakefield Street, Rochester, NH

7:00 PM

**Committee Members Present**

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

**Others Present**

Terence O'Rourke, City Attorney  
Dan Fitzpatrick, City Manager  
Councilor Gray  
Jim Grant, Director of BZLS  
Sheldon Perkins, Code Enforcement  
Officer  
Michael Allen, Police Chief  
Steve Beaudoin, Resident  
Dale Sprague, Somersworth City  
Councilor

**MINUTES**

**1. Call to Order**

Councilor Lachapelle called the Codes and Ordinance Committee meeting to order at 7:00 PM. Nancy Carignan, Assistant City Clerk, took a silent roll call. All committee members were present.

**2. Public Input**

Councilor Lachapelle asked if any members of the public would like to address the committee on any issues not listed on the agenda. There was no public input at that time. Councilor Lachapelle closed public input at 7:01 PM.

**3. Approval of the Codes and Ordinances Committee Minutes**

**• February 4, 2016**

Councilor Abbott **MOVED** to **ACCEPT** the Codes and Ordinances Committee meeting minutes of February 4, 2016. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

#### 4. **Pawnbrokers/Second Hand Dealers Ordinance Amendments**

Councilor Lachapelle asked if any committee members wanted to address the suggested amendments to pawnbrokers and secondhand dealers. Councilor Gates suggested that the committee take no action on this item. Councilor Lachapelle asked if any committee members wanted to keep this item in committee at this time or take no action. There was no discussion.

Councilor Gates **MOVED** to take no action regarding the Pawnbrokers and Second Hand Dealer amendments. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

#### 5. **Chapter 15.5 Highways, Sidewalks, Bridges and Street Lighting**

Councilor Lachapelle explained that Chapter 15.5 was taken care of during the regular City Council meeting on March 1, 2016.

#### 6. **Penalties - Chapter 40.12**

Councilor Lachapelle asked Terence O'Rourke, City Attorney, to review the penalties with the committee. Mr. O'Rourke explained that 40.12 addressed that fines would have a maximum of \$1000 per day for any code violation instead of the current \$100 fine. He said the City has the authority to do this.

Councilor Bogan questioned the wording of the fine, where it is indicating a fine of \$1000 each day after conviction or after violation and written notice. She wanted to know if there was any leeway with the fine. Councilor Lauterborn agreed. Mr. O'Rourke stated that it would be up to the court.

Councilor Abbott said state statute would supersede any inconsistencies. He referred to the "Property Maintenance Code," which has fines of \$275 and \$550. He asked if it should be in this code. Mr. O'Rourke said it would supersede.

Councilor Lauterborn asked for clarification to the answer given to Councilor Bogan. Mr. O'Rourke mentioned that when it came to the penalty phase it would be up to the court. The resident knows they have been fined at that point.

Councilor Lauterborn asked how this would work. Mr. O'Rourke said the resident would get a written notice that they are in violation and he explained that there was no fine at the time of the notice. Councilor Lauterborn explained that the wording was not clear. Councilor Abbott explained that there are several other mechanics associated with the process. He said there is the right to appeal and they can go before the Appeals Board for a stay of violation.

Councilor Lauterborn asked if the amendment was proposed to generate revenue; who proposed it and why? Mr. O'Rourke explained that it was to work in tandem with the ticketing processing system.

Councilor Lachapelle explained that Steve Beaudoin, a resident, had brought it to the Codes and Ordinances Committee a few months back. He wanted to discuss properties in violation of code and the course of speeding up the process.

Jim Grant, Director of BZLS, explained why this is being recommended. He said by having this tool it would help his office if they need it, but it might not be necessary to use it. Mr. Grant discussed this further with the committee and gave them examples of some of the ongoing violations. He said that his department will try and give verbal warnings, but some of the violations are blatant and that issuing tickets would help the process.

Councilor Abbott felt that the committee needs to skip to Chapter 44 to tie the two chapters together. He said if they work with both they can understand it better. Councilor Lachapelle agreed.

## **7. Chapter 11.20 - Rescission**

Councilor Lachapelle said that they are looking to change the Economic Development Fund. Mr. O'Rourke stated that the City Council wants to rescind/take out section 11.20 from Chapter 11 Finance.

The Codes and Ordinances Committee discussed the flow of monies for this fund with Mr. O'Rourke. Councilor Lachapelle asked if any members of the committee had any issues with recommending this change to the full City Council.

Councilor Abbott **MOVED** to recommend to the full City Council on April 5, 2016, the repeal of Chapter 11.20. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote with the

exception of Councilor Lachapelle who had to recuse himself from the vote, citing a possible conflict of interest.

## **8. Chapter 44 - Creation**

Councilor Lachapelle explained to the committee members that Chapter 44 had been kept in committee from a previous meeting.

Steve Beaudoin, resident, addressed the Codes and Ordinances Committee regarding the issues that he had addressed previously. Mr. Beaudoin said that he did not know what chapter this ordinance should go in, but felt the City Attorney would put it where he thinks is best. He explained that there are landlords and property owners in the City that are in violation of maintaining their property.

Mr. Beaudoin, as a landlord, told the committee that there was a particular property in the neighborhood of one of his rental properties that has been of issue and nothing is being done. He went to show the apartment in that neighborhood and the individual who was to rent stated that he would not rent the property because of the location of the property in the neighborhood.

Mr. Beaudoin said he likes the proposed ordinance. He felt it was fair and would help the Code Enforcement Officer take care of these situations without always having to deal with the courts. He thought it would streamline things going forward and take the burden off the courts.

Mr. Beaudoin mentioned that Code Enforcement would be willing to work with the residents if they act on the violation and abide by the ordinances. He hopes that the Codes and Ordinances Committee will move forward on these ordinances. He thanked the committee for their time.

Councilor Lauterborn questioned section ten (X) from RSA 31:39. She wanted an explanation because it states that "this section shall not apply to violations of the New Hampshire building code." Mr. O'Rourke explained that it does not apply in New Hampshire; however, under the adopted International Maintenance Code the City's citations are going to fall under this ordinance.

Councilor Lauterborn asked if they were looking to adopt 31:39. Councilor Lachapelle said that the committee is looking to adopt the Chapter 44, which the City is entitled to do.

Councilor Abbott did not want to get into the technical issues, which could be disputed, but he explained to the committee that these penalties were less than they would be under the land use statute. Mr. Abbott mentioned that it only allows one penalty per citation. He liked the idea of the individuals getting a written notice; they will know their rights to appeal. He felt that this ordinance will help speed up the process and it is worth a shot. Councilor Lachapelle agreed.

Sheldon Perkins, Code Enforcement Officer, introduced Dale Sprague, City Councilor from Somersworth, to the Codes and Ordinances Committee.

Mr. Sprague said that he wanted to address the committee on the Somersworth ordinance that they are already using. He gave the committee handouts, which can be found attached to the minutes.

Mr. Sprague mentioned that SB 347 amended RSA 31:39 d, which helped cities in handling these citations. He said that these citations now would be handled at the District Court level and not the Superior Court. He cited how his city handles this type of property violation and gave examples of how the city enforces the violations.

Mr. Sprague said that currently the City of Somersworth has a fine of \$100 for the first offense, which goes up to \$275 for the second offense, and that fine will be charged each day until the violation is taken care of.

Mr. Sprague said that Somersworth had adopted a property maintenance code and he explained some of the issues they deal with, as well as the citation process. He felt that his City has been successful with the process and it is a tool to help the City implement compliancy. He said it also helps with property value.

Mr. Sprague wanted to urge the Codes and Ordinances Committee to communicate these changes to the City's residents and possibly inform the residents with a notice on the water bills.

Councilor Abbott asked if they only have the two penalties. Mr. Sprague said that was correct and subsequent offenses would accrue daily. The committee discussed the fines further. Mr. Sprague said they can suspend them the first time and not take action as long as they were compliant going forward. He mentioned giving the property owner a probationary period to correct the problem. Councilor Abbott discussed this further with Mr. Sprague.

Mr. Sprague explained that by implementing this process it gave his Code Enforcement department "teeth".

Councilor Abbott wanted to review the \$1000 maximum fine further. Councilor Lachapelle explained that every day the citation goes up if the individual chooses to do nothing. Mr. Sprague reiterated it is about the communication with the resident, as well as educating them.

Councilor Lachapelle mentioned that there are some neighborhoods in the City which this ordinance would help.

Mr. Sprague wanted to let the Codes and Ordinances Committee that Rochester's Planning Department and Building, Zoning and Licensing Departments have been very good to work with.

Councilor Lachapelle asked Mr. O'Rourke if he had looked at Somersworth's ordinance. Mr. O'Rourke confirmed that he had. Councilor Lachapelle asked how he came up with the fee schedule. Mr. O'Rourke stated that he and Jim Grant, Director of BZLS, worked on the schedule. He mentioned that it is not revenue generated; it is about taking action immediately. Mr. Grant explained that the higher penalties are geared to the exterior of the property and the larger penalty might help to expedite the problem. He mentioned that interiors were also addressed because they are problematic, as well. Councilor Lachapelle discussed this further and added that he did not have a problem with the fee schedule.

Councilor Abbott asked if there was a reason that this schedule could not be associated with the current building code to reflect the penalty provision as a catch-all. Mr. O'Rourke discussed this further stating that the schedule could be added at the end of the violations, under "all other violations."

Councilor Abbott **MOVED** to amend Chapter 44 as it applies to other chapters, such as the Zoning ordinance, as well as to tie into all other violations. He asked that \$100 for first offence and \$275 for second and subsequent as an additional change.

Councilor Lachapelle asked if the committee could make one motion to approve sending both Chapter 40.12, as amended, and Chapter 44, as amended, to the full City Council. Mr. O'Rourke said that the committee could do that.

Councilor Gates **MOVED** to recommend to the full City Council on April 5, 2016, the amendments to Chapter 40.12 and the creation of Chapter 44. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

## 9. Other

Councilor Lachapelle asked the committee if any other member had new business to discuss. He explained that he would like to discuss Rules of Order due to questions asked during the last regular City Council meeting.

He referred to sections 1.5 "Public Hearings" and 4.7 "Public Input." Councilor Lachapelle read these sections to the committee. Councilor Lachapelle felt that these items were okay as is.

Councilor Lauterborn mentioned that Councilor Keans thought it was illegal. She felt that it was a violation of a person's First Amendment rights. Mr. O'Rourke said not in New Hampshire. The City Council does not have to have public comment and, if allowed, it can be limited and viewpoint neutral. He explained further.

Councilor Lauterborn asked about section 1.5 "Public Hearings." Mr. O'Rourke stated that the same reasoning applies.

Councilor Lachapelle said that the City Council can always suspend the rules and allow this; they have done so in the past.

Dan Fitzpatrick, City Manager, explained that the meeting is the way the council conducts City business and the City Council has the right to control their meetings. Mr. O'Rourke agreed with Mr. Fitzpatrick and he gave further explanation.

Councilor Abbott asked if this would apply to property owners. Councilor Lachapelle stated that the same thing would apply.

Councilor Gray asked if the minutes could reflect the City Attorney's comments within quotations to help other councilors that have similar questions, which are being asked, know that legal has answered the question. Councilor Lachapelle stated that it could be done.

The Codes and Ordinances Committee discussed article 4.14 from Rules of Order elections and secret ballots. Mr. O'Rourke explained that all

votes are public with the exception of elections. He said the City Council is in compliance.

Councilor Abbott explained that there had been a court case pertaining to a sheriff in regards to this. He said that if the City Council is not in compliance then the penalty would be against all of the members.

The Codes and Ordinances Committee discussed appointments versus regular elections. Mr. O'Rourke said that an appointment is an elected position. Councilor Abbott stated that he interpreted this differently.

Councilor Lachapelle addressed having a voice vote versus a secret ballot for an elected official. Councilor Lauterborn cited that comes from State law.

Councilor Lauterborn asked Councilor Abbott if he wanted to change the Rules of Order when it pertained to casting votes. Councilor Abbott said that there are three types of elections that the courts have made very clear about; however, he did not consider appointments an election. Mr. O'Rourke stated that they did not have to change. Councilor Abbott said if the way they are conducting the voting is acceptable with the City Attorney as it currently is, then it should not be changed.

## **10. Adjournment**

Councilor Gates **MOVED** to **ADJOURN** the Codes and Ordinances Committee meeting at 7:55 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Nancy Carignan  
Assistant City Clerk

## CHAPTER 24

## PROPERTY MAINTENANCE CODE

**24.A Property Maintenance Code**

**24.A.1** A certain document , two (2) copies of which are on file in the office of the City Clerk and/or The Development Services Office of the City of Somersworth, being marked and designated as “2009 International Property Maintenance Code” as published by the International Code Council (ICC), is hereby adopted as the Property Maintenance Code of the City of Somersworth in the State of New Hampshire. For the control of buildings and structures as herein provided; and each and all of the regulations, provisions, penalties, conditions, and terms of said Property Maintenance Code are hereby referred to, adopted, and made part hereof, as if fully set out in this Ordinance, with the additions, insertions, deletions, and changes, if any.

**24.A.2** The ICC’s International Property Maintenance Code is amended and revised in the following respect:

Section 101.1 Insert: [City of Somersworth]

Section 103.5 Delete section

Section 112.4 Insert \$100 and \$1,000

Section 302.4 Insert [10 inches]

Section 304.14 Insert [May 1 to August 31]

Section 602.3 Insert [October 1 to June 1]

Section 602.4 Insert [October 1 to June 1]

**24.B Severability**

Nothing in this Ordinance or in the Property Maintenance Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed; nor shall any just or legal right or remedy of any character be lost, impaired, or affected by this Ordinance.

Chapter 24 amended: deleted in its entirety and replaced on 02/04/2013.

# TITLE III

## TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

### CHAPTER 31

#### POWERS AND DUTIES OF TOWNS

#### Power to Make Bylaws

##### Section 31:39-d

**31:39-d Local Ordinance Citations; Pleas by Mail.** – In addition to any other enforcement procedure authorized by law, and regardless of whether a town has adopted an administrative enforcement procedure under RSA 31:39-c, a local official with authority to prosecute an offense under any municipal code, ordinance, bylaw, or regulation, if such offense is classified as a violation under applicable law, may issue and serve upon the defendant, in addition to a summons to appear in the district court, a local ordinance citation as set forth in this section. The defendant receiving such a citation may plead guilty or nolo contendere by mail by entering that plea as provided herein. If such a plea is accepted by the district court and the prescribed fine is paid with the plea by mail, the defendant shall not be required to appear personally or by counsel; otherwise the defendant shall appear as directed by the court. The following procedure shall be used:

I. Notwithstanding any other provision of law, a complaint and summons may be served upon the defendant by postpaid certified mail, return receipt requested. Return receipt showing that the defendant has received the complaint and summons shall constitute an essential part of the service. If service cannot be effected by certified mail, then the court may direct that service on the defendant be completed as in other violation complaints.

II. The local ordinance citation shall contain:

- (a) The caption: "Local Ordinance Citation, Town (City) of \_\_\_\_\_".
- (b) The name of the offender, and address if known to the prosecuting official.
- (c) The code, ordinance, bylaw, or regulation the offender is charged with violating.
- (d) The act or circumstances constituting the violation.
- (e) The place of the violation.
- (f) The date, if any, upon which the offender received written notice of the violation by the municipality.
- (g) The time and date, if any, upon which any further violation or continuing violation was witnessed subsequent to such written notice.
- (h) The amount of the penalty that is payable by the offender. If the offense is a continuing one for which a penalty is assessed for each day the offense continues, the amount of the penalty shall be based on the number of days the violation has continued since the time notice was given to the offender, up to a maximum of 10 days' violation charged in one citation.
- (i) Instructions informing the defendant that the defendant may answer the citation by mail or

may personally appear in court upon the date on the summons, and instructing the defendant how to enter a plea by mail, together with either the amount of the penalty specified in the citation, or a request for a trial.

(j) The address of the clerk of the district court where the plea by mail may be entered.

(k) A warning to the defendant that failure to respond to the citation on or before the date on the summons may result in the defendant's arrest as provided in paragraph V.

(l) The signature of the prosecuting official.

III. Defendants who are issued a summons and local ordinance citation and who wish to plead guilty or nolo contendere shall enter their plea on the summons and return it with payment of the civil penalty, as set forth in the citation, to the clerk of the court prior to the arraignment date, or shall appear in court on the date of arraignment.

IV. Civil penalties collected by the district court under this section shall be remitted to the municipality issuing the citation. Whenever a defendant (a) does not enter a plea by mail prior to the arraignment day and does not appear personally or by counsel on or before that date or move for a continuance; or (b) otherwise fails to appear for a scheduled court appearance in connection with a summons for any offense, the defendant shall be defaulted and the court shall determine what the civil penalty would be upon a plea of guilty or nolo contendere and shall impose an administrative processing fee in addition to the civil penalty. Such fee shall be the same as the administrative processing fee under RSA 502-A:19-b, and shall be retained by the court for the benefit of the state.

V. The court may, in its discretion, issue a bench warrant for the arrest of any defendant who:

(a) Is defaulted in accordance with the provisions of paragraph IV of this section;

(b) Fails to pay a fine or other penalty imposed in connection with a conviction for a violation of a local code, ordinance, bylaw, or regulation which a court has determined the defendant is able to pay, or issues a bad check in payment of a fine or other penalty; or

(c) Fails to comply with a similar order on any matter within the court's discretion.

VI. For cause, the court in its discretion may refuse to accept a plea by mail and may impose a fine or penalty other than that stated in the local ordinance citation. The court may order the defendant to appear personally in court for the disposition of the defendant's case.

VII. The prosecuting official may serve additional local ordinance citations, without giving additional written notice or appeal opportunity under paragraph I, if the facts or circumstances constituting the violation continue beyond the date or dates of any prior citation. A plea of guilty or nolo contendere to the prior citation shall not affect the rights of the defendant with respect to a subsequent citation.

VIII. Forms and rules for the local ordinance citation and summons shall be developed and adopted by the New Hampshire supreme court.

IX. This section is not intended in any way to abrogate other enforcement actions or remedies in the district or superior court, nor to require written notice as a prerequisite to other types of actions or remedies for violations of local codes, ordinances, bylaws, or regulations.

IX-a. For any offense that is subject to enforcement under RSA 676:17, a person who fails to respond to a citation under this section within the time stated in the citation shall be subject to the subsequent offense penalties of RSA 676:17.

X. This section shall not apply to violations of the New Hampshire building code as defined in RSA 155-A:1, IV, or to motor vehicle offenses under title XXI or any local law enacted thereunder.

**Process:**

- Senate Bill 347 amended RSA 31:39-d that allowed a simpler method of issuing land use citations which will result in more timely enforcement action. One big difference is these citations are handled in District Court instead of Superior Court like with RSA 676:17.
- SB 347 became effective in January 2015.
- With RSA 31:39-d Citations and Summons are served in hand or sent through the mail and can be pled by mail or settled in District court. This doesn't take away our ability to peruse violations in Superior Court using 676:17 if we choose to use this method, perhaps for more egregious violators.
- This new enforcement tool was implemented in Somersworth as part of our efforts to address lands use and property maintenance code violations throughout the City.

**Enforcement:**

- The Code enforcement Officer has the authority to issue a citation with a fine for violations of our local ordinances.
- Citations can be issued for many of our City Ordinances that include but are not limited to our Property Maintenance Code, Zoning Ordinance, Hawkers, Vendors & Peddlers License, and Site Plan and Subdivision Regulations.
- Violators will have the option to pay the fine or appeal the matter to District Court.

**Example:**

- The Code Officer discovers a violation and determines a land use citation is the best enforcement method to remedy the issue.
- A citation with a fine is served upon the violator.
- Somersworth City Council passed a resolution that states \$100 fine for the 1st Offense and \$275 for the 2nd Offense. Each day the violation remains after the compliance date set forth in the citation constitutes a separate offense. This is a requirement of RSA 31:39-D
- The citation includes a Court date if the violator chooses to take the matter to District Court.

**How did we get there?**

The Code office will need to do the following

- Derive a citation form
- Create an acceptable fine schedule for violations
- Establish an SOP (Standard Operating Procedure)

- Become confident with this new tool

The City Council will need to:

- Approve implementation and use of these RSA's
- Approve the format of the citation
- Approve the fine schedule for violations of the citation

#### **Property Maintenance Code:**

- The City of Somersworth has adopted the International Property Maintenance Code which is published by the International Code Council (ICC).
- Under this we are able to enforce a wide array of compliance issues cities and towns may battle. A few examples are:
  - Sanitation
  - Weeds (tall grass)
  - Rodents harborage or pest elimination
  - Motor Vehicles (junkyard)
  - Defacement of property
  - Swimming Pools
  - Exterior of structures (Windows, Painting, Chimneys, Screens, Foundation)
  - Interior of structures
  - Rubbish and Garbage
  - Light, ventilation and occupancy limits
  - Plumbing facilities and fixture requirements
  - Mechanical and electrical requirements
  - Fire Safety requirements

Somersworth has been very successful using the new citation process and property maintenance code within the City. We have taken landlords and property owners to court using the citation process and have been very successful thus far. While we don't use this means on everyone it is just another tool we have to help ensure compliance within the City.



LOCAL ORDINANCE CITATION of the CITY OF SOMERSWORTH

One Government Way, Somersworth, NH 03878

NOTICE OF VIOLATION

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ hrs

[ ] CITATION 1st Offense \$100.00 - 2nd Offense \$275.00 - Subsequent Offense [ ] WARNING

[ ] You MUST COME TO COURT AT \_\_\_\_\_ o'clock [ ] AM [ ] PM on \_\_\_\_\_ to answer this citation.

[ ] You DO NOT HAVE TO COME TO COURT but must answer this citation by 12 o'clock NOON on \_\_\_\_\_

Follow the instructions on the front of this Summons.

COUNTY OF STRAFFORD, 7th CIRCUIT COURT DISTRICT DIVISION • 25 St Thomas Street • Dover, NH 03820 • (855) 212-1234

CONTRARY TO RSA or ORDINANCE(S) \_\_\_\_\_

THE DEFENDANT: \_\_\_\_\_ (LAST NAME) \_\_\_\_\_ (FIRST NAME) \_\_\_\_\_ (A#)

FOR PROPERTY LOCATED AT \_\_\_\_\_ (Where violation occurred)

LOCATION OF THE VIOLATION ON ABOVE PROPERTY \_\_\_\_\_

CONTRARY TO THE RSA OR ORDINANCE SECTION(S) INDICATED, THE ABOVE DID COMMIT THE OFFENSE OF:

DESCRIPTION: \_\_\_\_\_

Against the laws of New Hampshire and the City of Somersworth which the defendant should be held to answer. Against the peace and dignity of the State.

Complainant/Signature (Code Enforcement Officer) \_\_\_\_\_ Date \_\_\_\_\_

INSTRUCTIONS

Unless you have been instructed to come to court in person, you may answer this complaint by mail or may personally appear in court on the date indicated above. If this is a warning you must notify the issuing department that you have met the obligation of the condition of the warning to avoid further action. If this is a Summons you must (X) one of the following choices, sign below, and return this Summons to the court no later than the date indicated above. Check and money orders shall be made payable in U.S. FUNDS ONLY to the DOVER CIRCUIT COURT. DO NOT SEND CASH through the mail. FAILURE TO RESPOND ON OR BEFORE THE DATE SHOWN ON THE TOP OF THIS CITATION MAY RESULT IN YOUR ARREST.

- 1. [ ] I plead NOT GUILTY and wish to have a trial. I understand that I DO NOT HAVE TO APPEAR IN COURT ON OR BEFORE THE DATE INDICATED ABOVE, and that I will be notified by mail when and where to appear for trial. I understand I have the right to represent myself or to hire a lawyer at my own expense.
2. [ ] I plead [ ] GUILTY or [ ] NO CONTEST and have enclosed a check or money order for the TOTAL amount of my civil penalty.
3. [ ] I have been charged with an offense for which no fine amount is shown on this Summons, I wish to plead [ ] GUILTY or [ ] NO CONTEST and to be notified of the amount of my fine by mail.

WARNING

- 1. Defendants who are issued a summons and citation and who wish to plead guilty or nolo contendere shall enter their plea on the summons and return it with payment of the civil penalty, as set forth in the citation, to the clerk of the court prior to the arraignment date, or shall appear in court on the date of the arraignment.
2. Failure to respond to this summons by the date shown on the front of this summons, or failure to appear for the hearing scheduled with regard to this summons will result in a \$50.00 administrative fee added to your civil penalty (RSA 676:17).
3. If you default in accordance with Paragraph 2, or fail to pay any penalty or comply with any order with regard to this summons or similar order on any matter within the court's discretion, or issue a bad check in payment of a fine or other penalty, the court may in its discretion, issue a bench warrant for YOUR ARREST.

(Date) \_\_\_\_\_ (Defendant's Signature) \_\_\_\_\_

Address if different than on Summons \_\_\_\_\_

White - Responsible Party Yellow - Court Pink - File

City Ordinances: (Checked boxes may not represent the entire Ordinance, section, or title)

3/31/16

- [ ] Chapter 7, Section 7.3 - Collection Schedule - Restricted - Rubbish collection will be made Monday through Saturday of each week...
[ ] Chapter 7, Section 7.5 - Litter on Public/Private Property - Owner's Duty - Litter, rubbish or refuse shall not be cast, scattered, thrown, or permitted to remain on or about public or private property within the corporate limits of the City...
[ ] Chapter 7, Section 7.8 - Removal of Empty Containers (Home/Commercial) - Rubbish containers, and rubbish must be removed by the owner from the curbside within twenty-four (24) hours after the scheduled pickup...
[ ] Chapter 7, Section 7.9 - Residential Curbside Recycling - Recyclable materials will be collected from residences... every other week on the day as rubbish collection...
[ ] Chapter 11, Section 15 - Public Health - No owner or occupant, or any person having control or charge of any lot, tenement, premises, or building, or other place, shall cause or permit any nuisance to be or remain in or upon said lot, tenement, building, or other place...
[ ] Chapter 130:3 - Noise Prohibited - Unnecessary Noise Standard - The following acts are declared to be noise nuisances and are prohibited: A- Radios, Stereos, Musical Instruments, Etc.; B- Loud speakers, Amplifiers for Advertising; C- Animals, Birds, Etc.; H- Idling; I- Construction or Repairing of Buildings (Other than between the hours of 7am until dark); J- Pile Drivers, Hammers, Engine Repair...
[ ] Chapter 14B:4 - License Required - Display of License - No hawk, peddler, vendor or itinerant vendor... shall engage in the business... without a license being granted by the Licensing Board of the City...
[ ] Chapter 18, Section 18A - Fence Regulations - No fence shall be erected without a permit from the Building Inspector.
[ ] Chapter 19, Section 19C - Swimming Pool Regulations - Spillback Requirements - No swimming pool, temporary or permanent, shall be constructed or installed within twelve feet (12') of the nearest lot line.
[ ] Chapter 18, Section 20 - Sign Regulations
[ ] Chapter 18, Table of Uses - Table 4.A.3 - 411 - Storage of more than one unregistered and uninspected by the State and/or the City vehicle (also in PM 302.6 and RSA 236.111-129)
[ ] Chapter 24 - Property Maintenance Code - (2008 IPMC)
[ ] 302.1 - Sanitation - All exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property which such occupant occupies or controls in a clean and sanitary condition.
[ ] 302.4 - Weeds - All premises and exterior property shall be maintained free from weeds or plant growth in excess of 10 inches (254 mm) in height. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs or flowers, but this term shall not include cultivated flowers and gardens.
[ ] 304.3 - Premises Identification - Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numerals in black or white. Numbers shall be a minimum of 4 inches (102mm) high with a minimum stroke width of 0.5 inch (12.7mm).
[ ] 305.1 - General - The interior of a structure and equipment therein shall be maintained in good repair, structurally sound and in a clean and sanitary condition. Occupants shall keep that part of the structure which they occupy or control in a clean and sanitary condition. Every one- or two-family dwelling containing a rooming house, housekeeping units, a hotel, a dormitory, two or more dwelling units or two or more rooming occupancies, shall maintain, in a clean and sanitary condition, the shared or public areas of the structure and exterior property.
[ ] 306.1 - Accumulation of rubbish or garbage - All exterior property and premises, and the interior of every structure, shall be free from an accumulation of rubbish or garbage.
[ ] 308.2.1 - Garbage facilities - The owner of every dwelling shall supply one of the following: an approved mechanical food waste disposer for each dwelling unit; an approved incinerator unit in the structure available to the occupants in each dwelling unit; or an approved lid covered, outside garbage container.

[ ] Other: \_\_\_\_\_

NOTES: \_\_\_\_\_



# 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, March 14, 2016	
<b>Members Present:</b>	Councilor Abbott Councilor Barnett Councilor Bogan Councilor Lauterborn Deputy Mayor Varney	<b>Members Absent:</b> None
<b>Guests/Staff:</b>	Julian Long, Community Development Coordinator Jenn Marsh, Economic Development Specialist Todd Marsh, Welfare Director Mike Provost, Rochester Main Street Laura Ring, Greater Rochester Chamber of Commerce Liz Markhlevskaya, <i>The Rochester Times</i>	

Councilor Lauterborn called the meeting to order at 7:00 p.m. Motion was made by Deputy Mayor Varney and seconded by Councilor Bogan to approve the February 23, 2016 minutes. The minutes were approved unanimously.

<b>Public Input</b>	<p>Mr. Provost announced the beta launch of a phone app featuring information on Rochester's downtown. Mr. Provost then requested that the City review its downtown ordinances to avoid the perception of selective enforcement. Ms. Ring stated that everyone shares the goal of wanting a business-friendly downtown.</p> <p>Councilor Lauterborn inquired about the current ordinances. Ms. Marsh replied that the way the current ordinances are enforced is complaint-based.</p> <p>Councilor Bogan suggested that information on ordinance issues be included in the Greater Rochester Chamber of Commerce's newsletter to avoid confusion. Councilor Abbott suggested that if businesses would like changes to the current ordinances that they approach the Planning Board or Codes and Ordinances Committee. Councilor Lauterborn suggested that any personnel issues be brought to the City Manager, and Councilors Abbott and Bogan agreed.</p> <p>Ms. Marsh suggested that business feedback on the current ordinances be solicited at a Business Sidewalk Talk. The Committee expressed support for the suggestion.</p>
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<p><b>Central Square Accessibility Improvements</b></p>	<p>Mr. Long explained that a response to the Request for Project Review submitted to the New Hampshire Division of Historical Resources had been received and meant the proposed project could not convert to “exempt” under U.S. Department of Housing and Urban Development regulations. A public comment period would be required before the project could proceed, and this would interfere with Rochester Main Street’s preferred completion timeframe.</p> <p>Due to these concerns, the Committee decided not to recommend supplementing the previously appropriated general City funds for the project, approved at the February 2, 2016 City Council meeting, with CDBG funds.</p>
<p><b>CDBG FY 2016-2017 Annual Action Plan</b></p>	<p>Mr. Marsh gave a brief presentation on how the services provided by various non-profit agencies impact the Welfare Office. Mr. Marsh stressed a continuing need for homeless shelter services for City residents and also mentioned the long-term benefit of educational and vocational programs, such as MY-TURN and the Dover Adult Learning Center. Councilor Lauterborn requested input on the SHARE Fund, and Mr. Marsh stated that the Welfare Office often refers residents to the SHARE Fund for assistance.</p> <p>Councilor Lauterborn suggested that the Committee discuss the general City funding requests before addressing the CDBG funding requests. The Committee agreed.</p> <p>The Committee decided to recommend general City funding in the following amounts:</p> <p><b>Rochester Main Street:</b> \$35,000, out of the Economic Development Office’s budget  <b>Community Action Partnership of Strafford County:</b> \$9,000  <b>Cornerstone VNA:</b> \$28,826  <b>The Homemakers:</b> \$11,500  <b>COAST:</b> \$118,799</p> <p>Councilor Lauterborn asked Mr. Long to consult with COAST to determine whether the proposed closure of Route 20 affects COAST’s anticipated costs or funding request. Mr. Long stated he would do so.</p> <p>Councilor Lauterborn then proposed that the Committee discuss the public service agency funding requests next. The Committee agreed. Mr. Long mentioned that during last year’s funding process, a summary incorrectly stated that Cross Roads House was requesting fewer funds than had actually been requested. Councilor Lauterborn expressed support for the Dover Adult Learning Center’s new English as a Second Language (ESL) classes and for the work of Court Appointed Special Advocates of New Hampshire.</p> <p>The Committee decided to recommend public service agency funding in the following amounts:</p> <p><b>Homeless Center for Strafford County:</b> \$8,658</p>

	<p><b>Cross Roads House:</b> \$5,000  <b>My Friend's Place:</b> \$6,000  <b>MY-TURN:</b> \$5,000  <b>Dover Adult Learning Center:</b> \$5,000  <b>SHARE Fund:</b> \$5,000  <b>Court Appointed Special Advocates of New Hampshire:</b> \$1,500</p> <p>The Committee then discussed the remaining funding categories of economic development, housing rehabilitation, public facilities and infrastructure, and planning and administration. Deputy Mayor Varney expressed a lack of support for the Rochester Fairground Association's proposed study as it would be funding from the planning and administration funds. Councilor Bogan expressed concerns about the application from the Strafford Outreach Solutions Recovery Center, and Deputy Mayor Varney suggested that the organization might be in a better position to apply for funding next year.</p> <p>Deputy Mayor Varney and Councilor Abbott expressed concerns about prior performance of the Community Action Partnership of Strafford County weatherization program. Deputy Mayor Varney proposed a decrease in funding from FY 2015-2016 levels.</p> <p>The Committee decided to recommend funding in the categories of economic development, housing rehabilitation, and public facilities and infrastructure in the following amounts:</p> <p><b>Rochester Main Street Façade Program:</b> \$4,422  <b>Homeless Center for Strafford County – Generator:</b> \$16,000  <b>Community Partners – Elevator:</b> \$35,840  <b>Tri-City Co-op – Handicap Ramp and HVAC:</b> \$6,100  <b>Community Action Partnership of Strafford County – Weatherization Assistance Program:</b> \$25,000  <b>Hope on Haven Hill – Renovations:</b> \$74,456</p> <p>Motion was made by Councilor Bogan and seconded by Councilor Abbott to approve the above funding recommendations to be submitted to the full City Council for its review and approval. The motion passed unanimously.</p> <p>Motion was made by Councilor Abbott and seconded by Councilor Bogan to approve the draft FY 2016-2017 Annual Action Plan to be submitted to the full City Council for its review and approval. The motion passed unanimously.</p>
<p><b>CDBG Projects Program Report</b></p>	<p>Mr. Long gave brief updates on the CDBG program, including status of facilities projects and recent U.S. Department of Housing and Urban Development trainings attended by the Community Development Coordinator. Mr. Long presented information on the bicycle rack selected by Municipal Services Supervisor Mike Riley. Deputy Mayor Varney requested that the racks be bolted to the ground and installed with a low-maintenance finish, and Mr. Long stated that he would work with Mr. Riley to ensure this is done.</p> <p>Councilor Lauterborn requested a review of the FY 2016-2017 Annual</p>

	Action Plan adoption timeline. The first reading of the draft plan will occur at the first April City Council meeting, followed by a public hearing at the City Council workshop session in late April and then a second reading and adoption at the first May City Council meeting.
<b>Other Business</b>	There was no other business.

Motion to adjourn was made by Councilor Bogan and seconded by Councilor Abbott. The vote to adjourn was unanimous. The meeting was adjourned at 9:05 p.m.

**Next Meeting** – Monday, April 11, 2016 at 7:00 p.m. in the City Council Conference Room at City Hall

**Topics** – CDBG Projects Program Report, Lead Paint Abatement Grants

# FINANCE COMMITTEE

## Meeting Minutes

### Meeting Information

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Date: March 8, 2016  
Time: 7:00 P.M.  
Location: City Council Chambers  
31 Wakefield Street  
Rochester, New Hampshire

Committee members present were: Mayor McCarley, Deputy Mayor Varney, Councilor Keans, Councilor Torr, Councilor Lauterborn, Councilor Hamann and Councilor Gray. City staff present were: City Manager Fitzpatrick, Deputy City Manager Cox, Police Chief Allen and Superintendent of Schools Hopkinton.

### Agenda & Minutes

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1. Call to Order

Mayor McCarley called the meeting to order at 7 PM.

2. Public Input

Mayor McCarley announced that the meeting was open for public input. However, no members of the public addressed the committee.

3. Unfinished Business – none.

4. New Business

4.1 Police Vehicle Video Camera Grant- Police Chief Allen informed the Committee that the City has been awarded a grant of \$5,600 for the replacement of video cameras in police cruisers. He further explained that the city would be required under this grant to provide a hard match of \$5600 which could be funded from the police department's fiscal year 2016 operating budget. The cost for one camera system is approximately \$5600 and therefore this grant process would provide for the replacement of two camera systems (\$11,200). Chief Allen also explained that the police department's fiscal year 2016 capital improvements

plan budget as well as 2017 capital improvements plan budget proposal include funding for the replacement of video cameras in all police cruisers. If the Council accepts this grant the fiscal year 2017 capital improvements plan budget proposal would be reduced by \$11,200. **Councilor Torr made a motion to recommend to the full city Council acceptance of this grant award of \$5,600 along with a hard match of \$5,600 from the police department fiscal year 2016 operating budget for a total expenditure of \$11,200 for the replacement of police vehicle video cameras. The motion received a second from Councilor Gray and was then adopted by the Committee.**

4.2 School Roof CIP Re-purposing of Funds- Superintendent of Schools Hopkins referred to the February 17 letter contained in the Finance Committee meeting packet and also distributed a copy of a March 4 letter both of which were addressed to City manager Fitzpatrick regarding the repurposing of previously approved capital project appropriations for roof repairs. These previously approved projects have been completed at less than the approved budget amount and the School Department seeks to redirect these unused bond appropriations towards the construction of a “barn” structure at Spaulding High School. The proposed barn structure would be used by both the music and athletic departments for storage. The Committee discussed several aspects of this proposal including - keeping the de-authorization of the unspent roof bond appropriations separate from the supplemental appropriation for the barn, possible storage space available in the community center rather than building a new structure, the aesthetic appearance of a metal structure in such close proximity to Wakefield Street and the high school, and the use of general fund undesignated fund balance instead of borrowing. Mayor McCarley determined that the consensus of the Committee was to take this issue up when the School Department presents the fiscal year 2017 capital improvements budget.

- 4.3 New Hampshire Wing Civil Air Patrol Lease Agreement - After a brief discussion, Mayor McCarley directed City Manager Fitzpatrick to invite representatives of the Civil Air Patrol to appear at the April 12 Finance Committee meeting in order to provide information about this group - who are they and what activities do they use the Rochester Community Center space for?
5. Finance Director's Report - Deputy City Manager Cox reviewed with the Committee several items contained in his written report contained in the meeting packet:
- 1) East Rochester School Bond Expense Update - Mr. Cox indicated that the total appropriation for this project is \$13,100,000. The amount bonded to date is \$12,205,000. Of the not yet bonded \$895,000 the School Department will need approximately half of this amount to finish the project. The School Department is considering a request to the City Council to utilize the remaining amount to fund fiscal year 2017 annual debt service payments on the East Rochester school bonds.
  - 2) Granite Ridge Phase 1 Bond Expense Update - Deputy City Manager Cox stated he wished to provide the Council with an update on the project expenses for Phase 1 in anticipation of the Council's discussion next week regarding the bond appropriation for the Granite Ridge Phase 2 work. Mr. Cox stated that the Phase 1 total project appropriation is \$5 million. The estimated total project cost to date is \$3,978,787.96 leaving a remaining unassigned amount of \$1,021,212.04.
  - 3) General Fund Unassigned Fund Balance - Mr. Cox stated that at the start of fiscal year 2015 the general fund unassigned fund balance was \$12,623,318. At the close of fiscal year 2015 the fund balance increased by \$2,115,517 to an ending total fund balance of \$14,738,835. This ending balance equals 17.9% of total gross appropriations.
  - 4) Budget Development Fiscal Year 2017 Calendar - Deputy City Manager Cox indicated that the calendar included in the Committee packet contained a few minor

changes from the calendar presented to the committee last month. In addition, he indicated that Councilor Lachapelle had inquired about once again discussing the concept of a one or two-day long budget retreat as opposed to the traditional calendar. After a brief discussion, Mayor McCarley determined the consensus was to proceed with the calendar as drafted by Mr. Cox.

6. Monthly Financial Statements - There was no discussion regarding the monthly financial statements.
7. Other - Councilor Torr expressed concern regarding the proposed shed at the high school. Specifically, he had two concerns: first he felt the overall cost of \$190,000 was too much for a structure of this type and size and second he does not feel a metal building in such a visible location is appropriate.
8. Non-Public – none.
9. Adjournment

Councilor Torr moved to adjourn the meeting. Councilor Hamann provided a second to the motion which was then adopted. The meeting adjourned at 7:45 PM.

## Rochester Government Channel

### March 24, 2016 Meeting

#### **Members Present:**

City Councilor Tom Willis, Chair  
Rick Healey - Resident Volunteer

#### **Absent:**

James Graham - Resident Volunteer

#### **Others Present:**

Celeste Plaia, Government Channel Coordinator

### MINUTES

#### **I. Call to Order**

The meeting was called to order at **7:10 PM**.

#### **II. Approval of minutes Feb.17 2016 meeting**

A **MOTION** was made by Councilor Willis to accept the minutes of the February 17, 2016 meeting. The motion was seconded by Rick Healey. The **MOTION CARRIED** unanimous voice vote.

#### **III. Public Input**

There was no one for Public Input.

#### **IV. Current Programming Report**

The Government Channel Coordinator gave a summary of the Government Channel schedule, which included the number of meetings, the number of repeats of each meeting, and the number of bulletin board messaging and amount of running time of the bulletin board.

The Coordinator stated that with additional committee meetings and special programming playback, she is sometimes having a difficult time finding a consistent playback time in the prime time hours (6pm - 9pm) for the additional committee meetings added this year.

Councilor Willis asked if there was a consistent schedule followed. The Coordinator showed the schedule and that was reviewed. It was also discussed if that if

new committee meetings are added, will the schedule get full to the point where the School Department would be asked to air the School Board meetings on the Educational Channel.

Also discussed was whether some meetings are being repeated too much. Rick Healey mentioned the importance of having meetings play in all time periods, including overnight and early morning. The Coordinator will look at the schedule again to see if some repeats can be omitted to accommodate more programming and playback of new committee meetings.

The Coordinator also reviewed goals for programming, which included more City Manager's Corner episodes and versions of videos that would be able to be incorporated with various department websites and social media. The Committee noted the importance of maintaining an on-line presence in addition to the cable audience. The Coordinator's goal is to maintain production of 1 to 2 special programs a month.

## **V. Programming Policy Review**

The Coordinator asked the committee to review and consider changing the policy regarding programming that recognizes underwriting. Under the last policy draft, (2012) the committee voted not to have programming that recognizes underwriting on the channel. This policy was in response to the concern of purposely showing large business banners on camera during the airing of the candidates forums in Council Chambers. The Committee discussed the benefits of programming such as the candidates forum, and that if an event is underwritten in order for it to occur, it is more of an incidental nature and should be acceptable. A third party cannot direct the video production to show more than what is standard framing of a shot, or to add business identification that is above and beyond underwriting standards.

Councilor Willis brought up an example of a program, "Storm Water Runoff", which was created by the University of New Hampshire and recognized its grants in the credits. This program was run on the Government Channel for several years and was of educational benefit. He also expressed that underwriting and grants enable the professionalism of the product and give the product credibility.

It was the consensus of the committee to re-word the policy to allow the Government Channel to air programming which recognizes underwriters, as long as it follows the standard guidelines for underwriting set by the FCC and practiced by Public Television and PEG (Public Educational and Government) entities.

Councilor Willis also pointed out another subject on the draft policy regarding "retention." He noted the phrase "It shall be a general policy to not retain all recordings of produced programs, meetings, and recorded events" (section F.2). Councilor Willis suggested holding on to media recordings of meetings for as long as the media is not obsolete. The Coordinator suggested there be at least a time limit for the practical space limitations and financial reasons of storage. Also in question was to whether this

should apply to the DVDs in the City Clerk's office and the digital files on the media server. The Coordinator will discuss options with the City Clerk's office and the City Attorney and look into the costs of a digital server archive system. The Committee will discuss this topic again and set a time limit for the retention of media.

The Coordinator brought up the programming policy regarding requests for programming that would fall outside the definition of municipal or government related programming. The Committee briefly discussed that this could possibly open up a door to nonprofits and decided to continue discussion at the next meeting.

## **VI. Other**

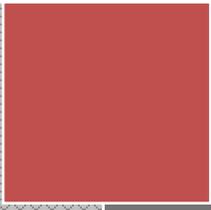
The next meeting is tentatively set for Wednesday, April 20, 2016 at 5:30 PM.

## **VII. Adjournment**

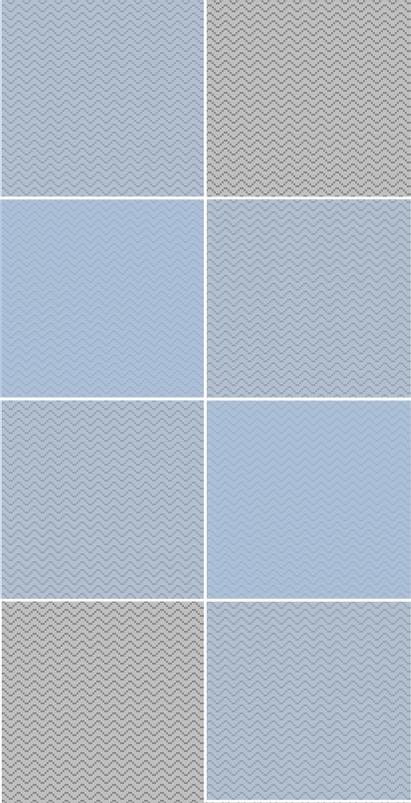
The meeting adjourned at 8:40 PM.

Respectfully submitted,

Celeste Plaia  
Government Channel Coordinator



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Public Safety Committee  
 Council Chambers  
 March 16, 2016  
 7:00 PM

**MEMBERS PRESENT**

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

**MEMBERS ABSENT**

Councilor James Gray

**OTHERS PRESENT**

Michael Bezanson, PE, City Engineer  
 Captain Paul Toussaint, P.D.

## Minutes

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

## 1. Approve Minutes from February 17, 2016

The first order of business was to approve the February 17, 2016. Councilor Gates made a motion to approve the February 17, 2016 minutes. The motion was seconded by Councilor Hamann. Unanimous voice vote carried the motion.

## 2. Public Input

No member of the public was present to discuss any issues or concerns.

## 3. Gear Road-Traffic Speed (kept in committee)

Councilor Hamann summarized the issue. Captain Toussaint said the speed trailer was set up in the area on March 3 through March 8, 2016. During that time 1,890 vehicles passed by. The highest traveled hours were the morning commute 7:00 AM to 9:00 AM. The Police Department did 10 directed patrols and only made 2 traffic stops. Captain Toussaint did not see a problem in the area. No action was taken.

## 4. Gonic Crosswalk (kept in committee)

Councilor Hamann summarized the issue. Captain Toussaint said the speed trailer was put up near the Pickering Road crosswalk on March 9 through March 15, 2016. There were 13,355 vehicles that passed by with an average speed of 39.6 mph. The highest speed was 85 mph. 50% of the vehicles averaged 31-40 mph and 43% had an average

speed of 43 to 50 mph. There were 10 additional directed patrols done in the area with 15 traffic stops. There will be more directed patrols done in the area.

5. Betts/Cross Road Intersection Concerns (kept in committee)

Councilor Hamann summarized the issue. Mr. Bezanson said that the homeowner was okay with the City removing the tree. The tree was removed; and, the removal of the tree has improved the line-of-sight. DPW will need to keep on top of the brush cutting. Any further improvement to the line-of-sight would require removal of earth and resetting of the rock wall, which would require property acquisition or easement from the landowner. Mr. Bezanson reiterated that there is definitely a better line-of-sight now that the tree is removed.

6. Other

Salmon Falls Road HSIP Project

Mr. Bezanson gave an update on the Salmon Falls Road Highway Safety Improvement Program (HSIP) project. This project involves safety improvements at two curves on Salmon Falls Road, one not far from the Tara Estates entrance and the other near the intersection of Whitehall Road. The project is to be funded primarily with HSIP funds administered by NHDOT. Progress on the project had been held up with the right-of way easement acquisitions, however the City is currently in negotiations on the final easement necessary for the project. He relayed to Captain Toussaint that a homeowner had inquired about whether directed patrols are conducted on this portion of Salmon Falls Road. Captain Toussaint stated that there are a lot of patrols done on Salmon Falls Road.

Estes Road/Washington Street (Route 202) Intersection

Mr. Bezanson updated the committee on the NHDOT project involving safety improvements at the Estes Road/Route 202 intersection. The project involves demolition of the house on the corner, as well as other line-of-sight improvements. He stated that the State went out to bid on this project and has awarded a contractor. There will be a pre-construction meeting on March 22, 2016 that Mr. Bezanson will attend.

Woodman and Davyanne Locke Lane

Mr. Bezanson stated that the “no parking” signs are up and have been in effect since Tuesday. The School Department plans to change the bus route next Tuesday. He said that DPW has not received any significant negative feedback from the community.

Captain Toussaint said the police department will pay close attention to this area for the next couple of weeks.

#### Wildcat Transit Gonic Bus Stop

Mr. Bezanson talked with someone from the Wildcat Transit Bus and they had told him that the Gonic stop was a grant funded route. It may end in August of this year or may be extended for another year. Councilor Lachapelle said that the bus stop sign is attached to a utility pole and he questioned whether that was legal. Mr. Bezanson asked Wildcat whether they had considered the Gonic Mill site for a bus stop; Wildcat cited route timing and the width of Church Street as concerns affecting the feasibility of this site. Mr. Bezanson will touch base with them again this summer as to the future of the Gonic bus stop.

#### Twombly Street - 30 MPH Signs

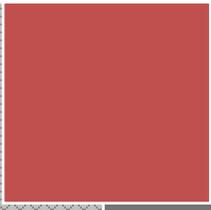
Mr. Bezanson said that the 30 mph signs were installed on Twombly Street; 1 in each direction.

#### Farmington Road (Route 11) at Cocheco River Estates - Traffic Signal

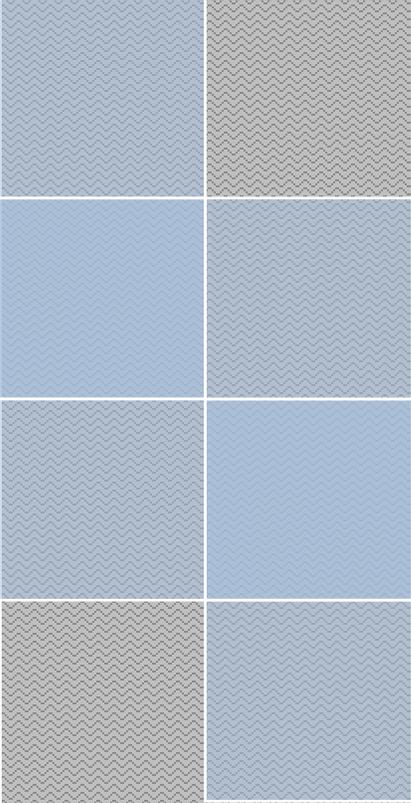
Mr. Bezanson said one of the residents of Cocheco River Estates sent him a petition for a traffic signal on Route 11 at the entrance to this manufactured home park. The petition was signed by over 100 area residents and had been sent to the State. Mr. Bezanson stated that a recent traffic study completed for the Phase 2 Granite Ridge development concluded that this intersection did not warrant a traffic signal, even with the projected increase in traffic due to the Phase 1 and Phase 2 developments. Mr. Bezanson will continue to follow up with NHDOT expressing the residents' concerns.

***Councilor Lachapelle made a motion to adjourn the meeting at 7:14 PM. Councilor Gates seconded the motion. The motion passed unanimously.***

Minutes respectfully submitted by Laura Miller, Secretary II.



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**Public Works and Buildings Committee**

March 17, 2016

Council Chambers

**7PM****MEMBERS PRESENT**

Councilor Ralph Torr – Chairman

Councilor Ray Varney- Vice Chairman

Councilor Donald Hamann

Councilor Thomas Willis

**MEBERS ABSENT**

Councilor Sandy Keans

**OTHERS PRESENT**

Councilor James Gray

Dan Fitzpatrick, City Manager

John B. Storer, Director of City Services

**MINUTES**

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

1. **Approve minutes from February 18, 2016 meeting -**

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

*Councilor Varney made a motion to accept minutes as presented for the February 18, 2016 Meeting. The motion was seconded by Councilor Hamann. The Motion passed unanimously.*

2. **Public Input**

None

3. **Utility Billing**

Mr. Storer stated that Mr. Paul Dumont from Church Street in Gonic had brought up the issue of monthly billing because of a water leak at his rental property. He stated that Mr. Dumont had filed an appeal with the Utility Advisory Board (UAB) and that he and Mr. Cox, from the Finance Department, had gone out to Mr. Dumont's house to meet with him regarding the issue. Mr. Storer stated that a significant leak had occurred at one of Mr. Dumont's rental properties, and that it had gone unreported for a period of time. Mr. Storer stated that the leak was found to be in a fixture. As the water had been used and that the water had gone into the sewer system, Mr. Storer stated that the UAB had given Mr. Dumont a 25% hardship credit which is consistent with past practices. He stated that Mr. Dumont was advocating for monthly invoicing as it would help property owners find leaks sooner. Councilor Varney asked Councilor Willis approximately how many appeals the UAB hears on a monthly basis. Councilor Willis stated six to ten appeals are usually heard. Councilor Varney asked how many of those appeals are in the thousands of dollar range. Mr. Willis said they have heard several yearly but the average is much

less, typically a couple of hundred dollars. Dan Fitzpatrick stated that appellants that are unhappy with the UAB decision can appeal to the City Manager. He stated he believes that happens less than 5 times per year. Mr. Fitzpatrick noted that he has found that UAB has made fair decisions and he has made few changes to those decisions. Mr. Storer stated that he has looked into the additional costs of monthly invoicing. He stated that he had looked at other local communities and some had gone to radio read, which would allow for monthly invoices, but would still raise the City's monthly fees for invoicing. He stated that he estimated those charges to be about sixty-two cent per invoice. He stated and that the current system being used would require the hiring of an additional meter reader and significant additional mailing charges. He also stated to purchase the radio reading equipment would cost about 1.5 million dollars and then additional staff would not be needed. Mr. Storer stated that some communities allow for abatements. He cited that Exeter was the only Community locally that seemed to be doing this. The abatement is given one time in a ten year period for an accidental release of water. Councilor Varney stated that the Council had decided previously that it would not be cost effective to go to monthly invoicing and they had decided not to invest in the radio read equipment. Councilor Varney suggested that UAB discuss the periodic abatement idea at their next meeting. Mr. Storer stated that staff will continue to encourage and educate property owners on how to read their own meters, as they can do this between invoices.

#### **4. Irrigation Pond on City Property in East Rochester**

Mr. Storer stated that the Planning Board had referred the issue of a non-permitted pond on the recently acquired City property at 828 Portland Street in East Rochester. He stated that an abutting property owner is applying for a subdivision permit and is attempting to address his drainage concerns on the property. Councilor Willis explained that the property in question had been used for horticultural purposes by the previous occupant. He stated that it is believed that they created a pond for irrigation purposes in a wetland area. Mr. Storer agreed with the assessment and stated that although he had not yet consulted with the Highway Supervisor, he believed that the city staff could drain and fill in the pond and create a drainage swale in its place. Councilor Willis suggested having the water tested for contaminants prior to draining and discharging water elsewhere. Councilor Willis also suggested that prior to permitting the new subdivision that the City staff needed to address the drainage to make sure that both of the properties in question have a drainage plan that will work as a whole for the area.

#### **5. City Hall Annex**

Mr. Storer stated that Oak Point Associates will deliver 100% design plans on April 8<sup>th</sup>. He stated that the City could then go out to bid and would likely start renovations in June. Mr. Storer stated that the design process had gone well with each department's and the City Council's questions being address along the way. He asked if the Committee needed to see the plans again prior to bidding. Councilor Willis asked about the overhead walkway to City Hall. Mr. Storer stated that it would be removed and possibly some of

the structure would be retained to be used to build a display area in the future. He said that there had been discussion of displaying some of the antique fire apparatus at the renovated building. He stated that due to cost and other structural factors those plans were not included in the current renovations, but that he really would like to look at the possibility of doing that as a smaller project later. Mr. Storer stated that he had the chance to see some of the antiques and that he was impressed with the historic vehicles and equipment. He stated that he believed that those antiques were important piece of Rochester's history that should be available for viewing. Chairman Torr stated that he had a chance to review the minutes of the Annex meeting that were included in the packet and he noted that there was a decision to erect a "cedar" fence between the abutting property and the Annex. Chairman Torr stated he would prefer vinyl fencing for maintenance reasons. He stated that there are many options now that could be used to accommodate the historic feel that participants were looking for.

***Councilor Willis made a motion to recommend that the full council approve the vinyl fence instead of the cedar fence. The motion was seconded by Councilor Hamann.***

Mr. Storer did not see changing to vinyl as an issue and stated that he could make that change. There was discussion of the need for the formal recommendation. The Committee conceded that Mr. Storer could make that change without a City Council action. The motion was withdrawn.

## **6. EDA Milton Road Sewer Ext Project**

Mr. Storer stated that the bids were opened today and that SUR Construction was low bidder. He reviewed different options that were included as bid alternates to reduce cost. There was option exclude the water replacement at the Highland Ave end of the project. There was an option to eliminate extending the sewer on the northern section of Salmon Falls Road and in the neighborhood of Denali Drive and Kodiak Court. Mr. Storer stated that there is an option to use PVC C909 instead of Class 52 ductile iron pipe. He stated that there is a significant cost savings in this option. Mr. Storer stated that he would recommend the C909 be used in this project. There was discussion of the options and the funds available. Mr. Storer estimated that with the cost for construction engineering the additional funds needed if we were to use the C909 would be approximately \$865,000. He stated that those funds would be split across the water, sewer and general fund basically the way the project was split now. Councilor Willis suggested that he has always been an advocate for ductile iron as it is easier to find once buried. Chairman Torr stated that they are now putting in a tracing wire with the PVC so that this is not an issue. Councilor Willis asked if the City Staff is trained to make the repairs to this type of water line and if we are currently carrying the stock to make repairs to pvc lines of this size. Mr. Storer stated that staff can make the repairs and that we would need to carry the additional materials in stock. The consensus of the committee was to fund the entire project with the C909 being used in lieu of ductile iron. The Committee suggested that

Mr. Storer write up an agenda bill with his recommendations and to site the specific cost per fund for a supplemental appropriation.

**7. Pavement Priorities:**

Mr. Storer stated that the packet contained updated numbers for the pavement priorities listing. He stated that it looks like with the remaining appropriation of \$174K and the \$750K currently proposed in the CIP we would likely have enough funding to do Whitehouse Road as planned and most of Lowell Street as the Committee had discussed. He stated that the lower part of Lowell Street from the culvert to Columbus Ave may have to wait. Councilor Varney suggested that the area of the culvert was the worst part of the street. Mr. Storer stated that Councilor Gates had asked him to look into the cost of paving Woodside Lane. He stated to do everything including the 18" sub grade work and install under drain this would be approximately three hundred thousand dollar project (\$300,000). If we only installed ditch lines and replaced existing pavement it would be in the range of a two hundred and twenty-five to two hundred and fifty thousand dollar project. He stated the current conditions would likely come back in about the same number of years. The Committee discussed the limited amount of traffic on the road as compared to other areas of the City needing paving. Mr. Storer stated he would leave Woodside Lane on the list to be considered at a later date. Councilor Varney stated that there was discussion about funding the paving in advance of the CIP and how that would work in a way that would not adversely affect budgeting with the tax cap. He stated that the committee wanted to be able to get the paving done much earlier in the season when temperatures were optimal. Mr. Storer stated that he would still have time to discuss this with Finance and come back to the Committee in April with information on how funding in advance might work. He stated he would then be looking for the supplemental appropriation at the May Regular City Council meeting which would allow for paving in May or June when the contractor is in town completing Gear Road and Ledgeview Drive.

**8. FY2017 Budget**

Mr. Storer stated that department had worked hard to meet the level funding directive from the City Manager on the O&M Budget. He stated this agenda item is for him to stress the importance funding both large trucks in the FY17 CIP. These would be six wheelers and they are used mostly for plow operations. Mr. Storer stated he was surprised to discover that the department had not replaced any of the large trucks in the past 3 budget years. He stated the keeping the vehicle replacement plan funded was important and he discussed the advanced age of many of the trucks. Mr. Storer stated that he had looked at not replacing one truck and pulling a plow route instead and he found that it just wasn't recommended. He stated that each route is 3-4 hours long and extending those routes would not be a good idea as safety would become an issue. There was discussion about the the storage conditions at the DPW and possible standardization on the brand of trucks. Councilor Varney stated that the department did not need to award to the lowest bidder if they could present sound data supporting the reasons for

awarding to a higher priced vehicle. Chairman Torr stated that he would support a recommendation on something other than what they had been purchasing the past couple of trucks. Mr. Storer stated that in FY18 we are looking at replacing the grader and that cost is estimated at two hundred and fifty thousand dollars, so pushing a truck to next year is not an option as there are significant problems with the grader and major repairs have been done in the past couple of years to get it through. Mr. Storer also stated that he had added a comprehensive pavement condition assessment to the CIP. He stated that he estimated and budgeted the cost to be seventy thousand dollars. Mr. Storer said that the assessment would assign a numerical value to the road conditions and would be updated annually. He stated that this would be a tool used to determine roads to pave each year and it would give the City an idea if they were currently funding too much or too little each year to keep the roads at a predetermined condition level. Councilor Varney stated that the City should only invest in the study if they City Council committed to using it to determine the paving to be implemented. He stated that Councilors would not be able to advocate for roads based on location and wards.

9. **Class IV Roads**

Mr. Storer stated he wanted to let the Councilors know that the Department would be posting and restricting motorized access to the Class IV roads. He stated that NHDES had received complaints from the property owner that abuts the Two Rod Road regarding damage being cause by motorized vehicles traveling the Class VI roads. Mr. Storer stated that NH DES had indicated to City Staff that the City is responsible for damage caused to wet land on these roadways. Chairman Torr asked what the cost of posting and restricting access to the roads would be. Mr. Storer stated he hadn't put a number to the cost, but it is basically staff time and some signage. He did not see a problem with funding. Councilor Varney stated that the RSA has language that can be used for restricting motorized access

10. **Tiger Grant Applications**

Mr. Storer stated that the staff had looked into making a grant submission for the Transportation Investment Generating Economic Recovery Grant Program (TIGER). The grant submissions need to be in prior to April 29. He stated the minimum grant awards for urban areas like Rochester are about 5 million dollars. He stated that when staff was looking for a project that might qualify they decided that the connector road and bridge from North Main to Chestnut Hill Road might be a good project. He stated that the City had looked at this several years ago and he thought that updating the report and submitting for the grant would be minimal effort with the possibility of a large return. The Committee supported the idea. Mr. Storer asked if the Committee had any concerns about this project having impacts to the Wakefield Street project. He stated if the bridge/connector was built it may impact the type of design that we would have on Wakefield Street based on either bringing traffic to the downtown or routing it around the downtown. Councilor Varney stated that the connector was on the Chestnut Hill Road

and should not significantly alter anything on Wakefield Street. Dan Fitzpatrick agreed stating that the two projects could be kept separate. Mr. Storer stated that prior to submission the Council would need to give approval to submit. *Councilor Varney suggested Mr. Storer prepare an agenda bill for the April 5<sup>th</sup> meeting for approval to submit the grant.*

**11. Wakefield Street**

Mr. Storer stated that the current design plans for Wakefield Street were at the 30% and that the project had been put on hold until the funding and priorities had been discussed. He stated that he would like to know if the Committee was on board with proceeding with design and bidding. Councilor Varney stated that discussions with the Finance Department showed the ability to financially fund the project so he suggested proceeding. Councilor Willis asked who is doing the engineering. Mr. Storer stated that Tighe and Bond Engineers were working on the project. He stated that the City had gone out for RFQ's in 2014 and that the department has a qualified group of consultants to go to and the distribution of projects was well proportioned. The Committee consensus was to proceed with design and bidding.

**12. Gonic Mill Removal – NHDES Project.**

Mr. Storer stated that staff had been approached by the state regarding the next phase of the Gonic Dam Removal Project. He stated that they are encouraging us to again act as a pass through for a grant. He stated that we would not be spending any City funds and that we had checked with legal to be sure that by working with the State we would not be accepting any ownership of the property nor would we be responsible for future site cleanup or mitigation of contaminated soils. He stated that there may be a request for a supplemental appropriation within the next few months to accommodate the next phase of the site investigation, which is a groundwater quality assessment. He stated the supplemental will be grant funded through NHDES

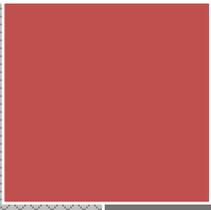
**13. Other -**

**Fieldstone Village Water Meter** - Mr. Storer stated that he had met with the City contracted service vendor in regards to the project. He stated that they had come up with a plan that is well within the limits of the current funding. He stated he had also met with the Co-Op Officers regarding their ability to participate in cost sharing. He stated that it was not likely they would be able to contribute financially and thought he should let the Committee know.

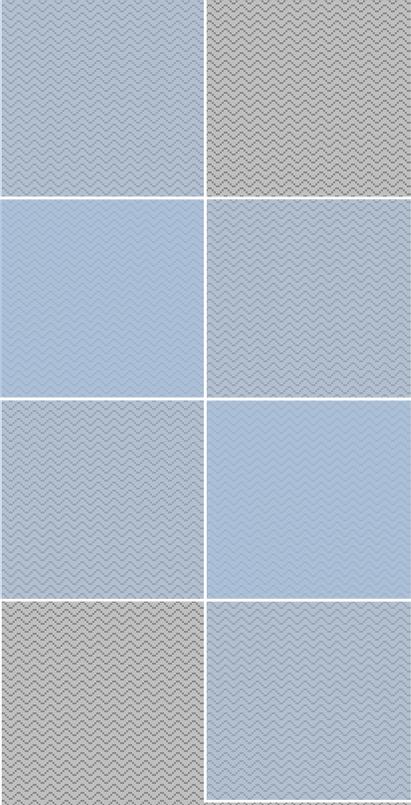
**William Allen Elementary School Area Parking Concerns-** Mr. Storer stated that the signs are up in the no parking areas as planned and that the bus routes would be changing next week. There have not been any issues since the signs went up.

*Chairman Torr made stated if there was no objections he would adjourn the meeting. Stating there were no objections Chairan Torr adjourned the meeting at 8:47 PM.*

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



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**RESOLUTION DEAUTHORIZING FUNDING FROM THE BALLISTIC VEST GRANT**

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

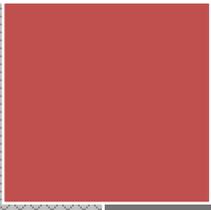
**WHEREAS**, by virtue of a certain resolution adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated funds to the Rochester Police Department Operating Budget derived from the Department of Justice Fiscal Year 2011 Ballistic Vest Grant, and

**WHEREAS**, Fourteen and 32/100 Dollars (\$14.32) of the original appropriation remains unexpended and the Grant is now closed;

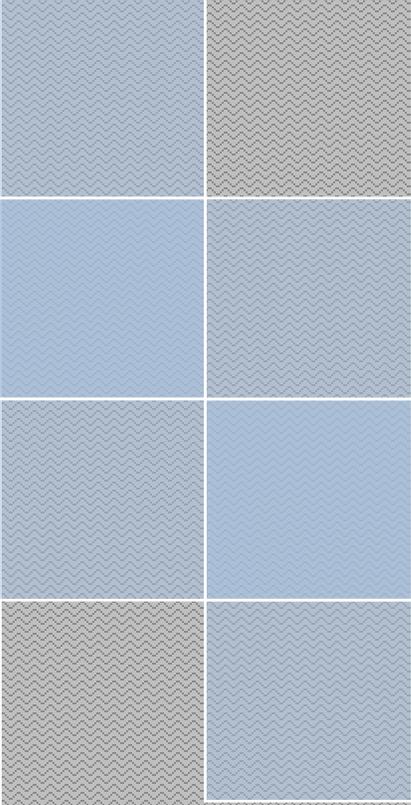
**NOW THEREFORE**, in light of the above, the Mayor and City Council of the City of Rochester hereby withdraw and deauthorize the sum of Fourteen and 32/100 Dollars (\$14.32) of previous appropriation of funds. The amount of reimbursement sought from the Ballistic Vest Grant will be reduced by said amount.

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 04-05 AB 136**



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## City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT Seeking permission from Council to de-authorize \$14.32 from our Ballistic Vest Grant Account.
--

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

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

AGENDA DATE	Next March 2016 meeting		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	3/10/16		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

#### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Federal
ACCOUNT NUMBER	60872010-561010-11534
AMOUNT	\$14.32
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

#### LEGAL AUTHORITY

Council action required.

**SUMMARY STATEMENT**

Requesting to de-authorize \$14.32 from our FY11 Ballistic Vest Grant Account. The funds are no longer available and cannot be used. This grant is closed.

**RECOMMENDED ACTION**

Requesting de-authorization in the amount of \$14.32.

**AGENDA BILL - FUNDING RESOLUTION**

**EXHIBIT**

Project Name:

Date:

Fiscal Year:

Fund (select):

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

Fund Type:      Lapsing       Non-Lapsing

**Deauthorization**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	60872010	561010	11534	\$14.32	-	-
2				-	-	-
3				-	-	-
4				-	-	-

**Appropriation**

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

**Revenue**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6087003	T402179	11534	\$14.32	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS #

CFDA #

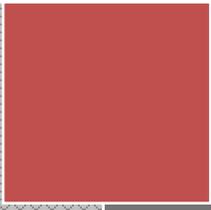
Grant #

Grant Period: From   
 To

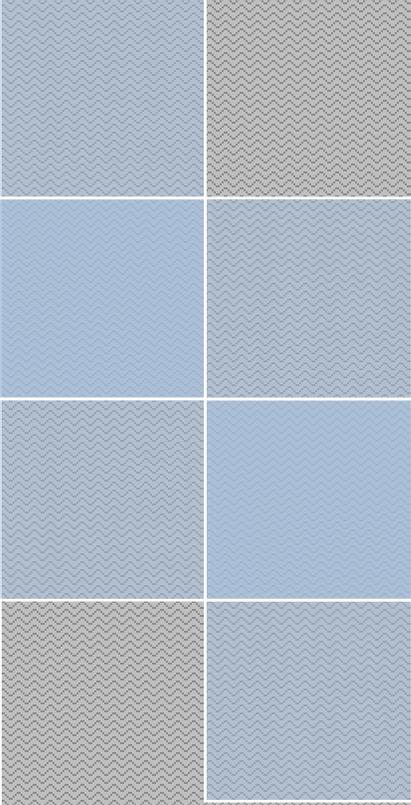
If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced

Funds will be returned



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**RESOLUTION**  
**SUPPORT OF S.2423 ENTITLED THE “OPIOID AND HEROIN EPIDEMIC**  
**EMERGENCY SUPPLEMENTAL APPROPRIATIONS ACT”, 114<sup>TH</sup> CONGRESS, 1<sup>ST</sup>**  
**SESSION**

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

**WHEREAS:** The opioid and heroin abuse epidemic is national public health emergency, which is having a direct and serious impact in the State of New Hampshire; and

**WHEREAS:** New Hampshire residents are dying and families and communities are being devastated by this epidemic; and

**WHEREAS:** Local public health and safety officials, including those within the City of Rochester, are on the front lines of addressing this ever growing emergency; and

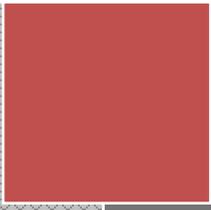
**WHEREAS:** New Hampshire Senator Jeanne Shaheen has introduced legislation in the United States Senate (S.2423) entitles the “Opioid and Heroin Epidemic Emergency Supplemental Appropriations Act,” which would allocate \$600 million in emergency funding to address this national emergency; and

**WHEREAS:** This emergency funding would greatly assist public health and safety officials across the country, and in New Hampshire, in combating opioid and heroin abuse; and

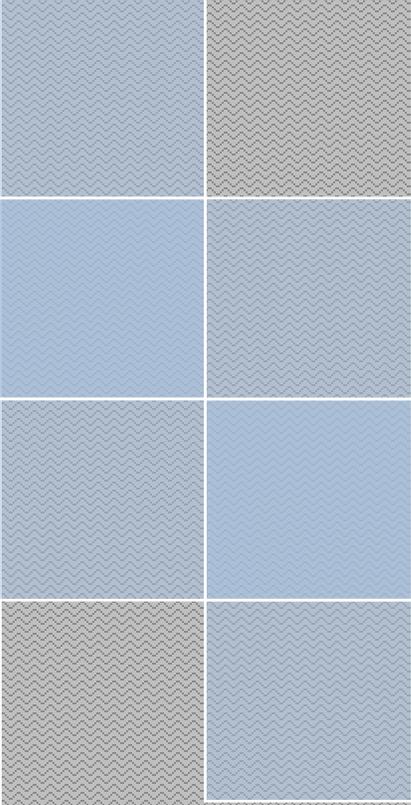
**WHEREAS:** Increased funding from the Federal Government is imperative if this epidemic is to be addressed on both a local and national level.

**NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND ROCHESTER CITY COUNCIL THAT:**

The United States Congress pass S.2423, the Opioid and Heroin Epidemic  
Emergency Supplemental Appropriations Act, without further delay.



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**City of Rochester Formal Council Meeting**

**AGENDA BILL**

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

AGENDA SUBJECT Support of Bill S.2423 "The Opioid and Heroin Epidemic Emergency Supplemental Appropriations Act"
---

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

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

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

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

AGENDA DATE	April 5, 2016		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	March 31, 2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	9	

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	
CITY MANAGER	signature on file

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

--

**SUMMARY STATEMENT**

A resolution of support for legislation, introduced by Senator Shaheen, entitled S.2423 "The Opioid and Heroin Epidemic Emergency Supplemental Appropriations Act, which would allocate \$600 million in emergency funding to address this national crisis.

**RECOMMENDED ACTION**

Approve the resolution in support of Senate Bill S2423 being passed by the US Congress.



II

114TH CONGRESS  
1ST SESSION

# S. 2423

Making appropriations to address the heroin and opioid drug abuse epidemic for the fiscal year ending September 30, 2016, and for other purposes.

---

## IN THE SENATE OF THE UNITED STATES

DECEMBER 18, 2015

Mrs. SHAHEEN introduced the following bill; which was read twice and referred to the Committee on Appropriations

---

## A BILL

Making appropriations to address the heroin and opioid drug abuse epidemic for the fiscal year ending September 30, 2016, and for other purposes.

1       *Be it enacted by the Senate and House of Representa-*  
2       *tives of the United States of America in Congress assembled,*  
3       That the following sums are appropriated, out of any  
4       money in the Treasury not otherwise appropriated, for the  
5       fiscal year ending September 30, 2016, and for other pur-  
6       poses, namely:

1       **TITLE I—LAW ENFORCEMENT**  
2                                   **PROGRAMS**

3                           DEPARTMENT OF JUSTICE

4                           OFFICE OF JUSTICE PROGRAMS

5       STATE AND LOCAL LAW ENFORCEMENT ASSISTANCE

6       For an additional amount for “State and local law  
7 enforcement assistance”, for the Edward Byrne Memorial  
8 Justice Assistance Grant program as authorized by sub-  
9 part 1 of part E of title I of the Omnibus Crime Control  
10 and Safe Streets Act of 1968 (except that section 1001(c),  
11 and the special rules for Puerto Rico under section 505(g)  
12 of title I of such Act shall not apply for purposes of this  
13 Act) for expenses relating to drug treatment and enforce-  
14 ment programs, law enforcement programing, and drug  
15 addiction prevention and education programs,  
16 \$200,000,000, to remain available until expended: *Pro-*  
17 *vided*, That such amount is designated by the Congress  
18 as an emergency requirement pursuant to section  
19 251(b)(2)(A)(i) of the Balanced Budget and Emergency  
20 Deficit Control Act of 1985 (2 U.S.C. 901(b)(2)(A)(i)).

21                   COMMUNITY ORIENTED POLICING SERVICES

22       COMMUNITY ORIENTED POLICING SERVICES PROGRAMS

23       For an additional amount for “Community Oriented  
24 Policing Services Programs” for competitive grants to  
25 State law enforcement agencies in States with high rates

1 of primary treatment admissions for heroin or other  
 2 opioids, \$10,000,000, to remain available until expended:  
 3 *Provided*, That such amount is designated by the Congress  
 4 as an emergency requirement pursuant to section  
 5 251(b)(2)(A)(i) of the Balanced Budget and Emergency  
 6 Deficit Control Act of 1985 (2 U.S.C. 901(b)(2)(A)(i)).

7 **TITLE II—DEPARTMENT OF**  
 8 **HEALTH AND HUMAN SERVICES**

9 DEPARTMENT OF HEALTH AND HUMAN  
 10 SERVICES

11 SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES

12 ADMINISTRATION

13 SUBSTANCE ABUSE TREATMENT

14 For an additional amount for “Substance Abuse  
 15 Treatment”, \$240,000,000, to remain available until ex-  
 16 pended: *Provided*, That such amount is designated by the  
 17 Congress as an emergency requirement pursuant to sec-  
 18 tion 251(b)(2)(A)(i) of the Balanced Budget and Emer-  
 19 gency Deficit Control Act of 1985 (2 U.S.C.  
 20 901(b)(2)(A)(i)): *Provided further*, That of the amount  
 21 provided—

22 (1) \$225,000,000 is for the Substance Abuse  
 23 Prevention and Treatment block grant program  
 24 under subpart II of part B of title XIX of the Public  
 25 Health Service Act;



1 pended: *Provided*, That such amount is designated by the  
2 Congress as an emergency requirement pursuant to sec-  
3 tion 251(b)(2)(A)(i) of the Balanced Budget and Emer-  
4 gency Deficit Control Act of 1985 (2 U.S.C.  
5 901(b)(2)(A)(i)).

6 CENTERS FOR DISEASE CONTROL AND PREVENTION

7 INJURY PREVENTION AND CONTROL

8 For an additional amount for “Injury Prevention and  
9 Control” for expanding State-level prescription drug abuse  
10 prevention efforts such as improving prescription drug  
11 monitoring programs, data collection, and collaboration  
12 among States, \$50,000,000, to remain available until ex-  
13 pended: *Provided*, That such amount is designated by the  
14 Congress as an emergency requirement pursuant to sec-  
15 tion 251(b)(2)(A)(i) of the Balanced Budget and Emer-  
16 gency Deficit Control Act of 1985 (2 U.S.C.  
17 901(b)(2)(A)(i)).

18 NATIONAL INSTITUTES OF HEALTH

19 NATIONAL INSTITUTE ON DRUG ABUSE

20 For an additional amount for the “National Institute  
21 on Drug Abuse” for carrying out section 301 and title IV  
22 of the Public Health Service Act with respect to drug  
23 abuse, \$30,000,000, to remain available until expended:  
24 *Provided*, That such amount is designated by the Congress  
25 as an emergency requirement pursuant to section

1 251(b)(2)(A)(i) of the Balanced Budget and Emergency  
2 Deficit Control Act of 1985 (2 U.S.C. 901(b)(2)(A)(i)).

3 OFFICE OF THE SECRETARY

4 PUBLIC HEALTH AND SOCIAL SERVICES EMERGENCY

5 FUND

6 For an additional amount for the “Public Health and  
7 Social Services Emergency Fund” to better coordinate and  
8 respond to the national heroin and opioid drug abuse crisis  
9 at the discretion of the Secretary of Health and Human  
10 Services, \$40,000,000, to remain available until expended:  
11 *Provided*, That such amount is designated by the Congress  
12 as an emergency requirement pursuant to section  
13 251(b)(2)(A)(i) of the Balanced Budget and Emergency  
14 Deficit Control Act of 1985 (2 U.S.C. 901(b)(2)(A)(i)).

Æ

**RESOLUTION ADOPTING A 2016-2017 ROCHESTER CDBG**  
**“ACTION PLAN FOR THE CITY OF ROCHESTER, N.H.” AND**  
**APPROVING AND APPROPRIATING THE 2016-2017**  
**COMMUNITY DEVELOPMENT BUDGET FOR THE CITY OF ROCHESTER**

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

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the one-year 2016-2017 “Action Plan for the Community Development Division for the City of Rochester, N.H.,” as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic and Community Development, in connection with the City’s Community Development Block Grant (CDBG) program, including the goals, objectives, and concepts set forth therein;

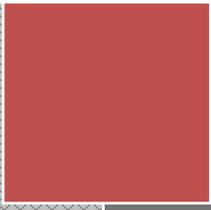
II. Further, that a twelve (12) month Community Development Block Grant budget for the Office of Economic and Community Development for the City of Rochester in the total amount of Two Hundred Forty-One Thousand and Fifty-Two Dollars (\$241,052.00) be, and hereby is, approved and appropriated for fiscal year 2016-2017. Included in said approval and appropriation are expenditures set forth in the one-year action plan of the Office of Economic & Community Development for the City of Rochester for the Community Development Block Grant program, in the following categories and amounts:

Administration and Planning	\$ 48,210.40
Public Service Agencies	\$ 36,157.80
Housing/Public Facilities/Infrastructure	\$ 156,683.80
 <b>Total</b>	 <b>\$241,052.00</b>

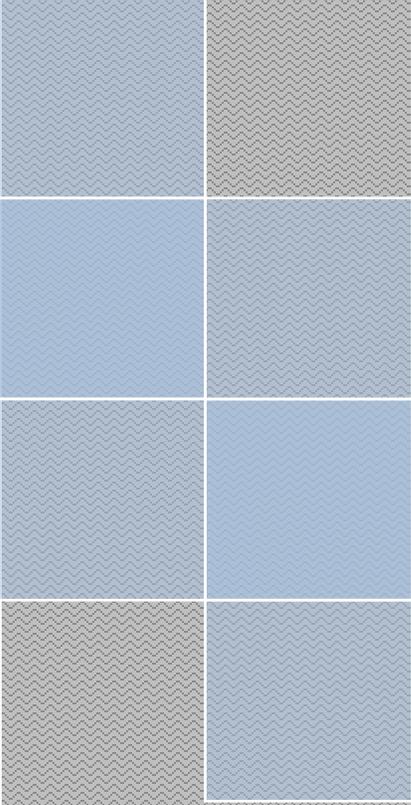
This budget and the one-year action plan for 2016-2017 may be reconsidered if federal funding is changed or if it is inconsistent with the total 2016-2017 budget adopted for the Office of Economic & Community Development.

The sums necessary to fund the above appropriation in the amount of Two Hundred Forty-One Thousand and Fifty-Two Dollars (\$241,052.00) shall be drawn in their entirety from the above-mentioned 2016-2017 fiscal year Community Development Block Grant from the federal government to the City of Rochester. The Finance Director is hereby authorized to create such line item accounts as shall be necessary to implement this Resolution.

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



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### City of Rochester Formal Council Meeting

### AGENDA BILL

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

<b>AGENDA SUBJECT</b> First Reading of Community Development Block Grant (CDBG) Program Annual Action Plan for FY 2016-2017
--

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

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

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

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

<b>AGENDA DATE</b>	April 5, 2016		
<b>DEPT. HEAD SIGNATURE</b>	Karen Pollard, on file		
<b>DATE SUBMITTED</b>	3/16/2016		
<b>ATTACHMENTS</b> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	98	

#### COMMITTEE SIGN-OFF

<b>COMMITTEE</b>	Community Development Committee
<b>CHAIR PERSON</b>	Elaine Lauterborn, signature on file

#### DEPARTMENT APPROVALS

<b>DEPUTY CITY MANAGER</b>	
<b>CITY MANAGER</b>	

#### FINANCE & BUDGET INFORMATION

<b>FINANCE OFFICE APPROVAL</b>	
<b>SOURCE OF FUNDS</b>	CDBG
<b>ACCOUNT NUMBER</b>	TBD
<b>AMOUNT</b>	\$241,052.00
<b>APPROPRIATION REQUIRED</b> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

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

**SUMMARY STATEMENT**

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

No City funds need to be obligated to receive this grant funding.

**RECOMMENDED ACTION**

- Step 1 (4/5/2016): Review of the draft FY 2016-2017 Annual Action Plan and referral to public hearing scheduled for April 19th.
- Step 2 (4/19/2016): Public hearing to solicit citizen feedback on adoption of the draft FY 2016-2017 Annual Action Plan.
- Step 3 (5/3/2016): Second review and adoption of the draft FY 2016-2017 Annual Action Plan.

**AGENDA BILL - FUNDING RESOLUTION**

**EXHIBIT**

Project Name:

Date:

Fiscal Year:

Fund (select):

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

Fund Type:              Lapsing               Non-Lapsing

**Deauthorization**

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

**Appropriation**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD	TBD	241,052.00	-	-
2				-	-	-
3				-	-	-
4				-	-	-

**Revenue**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD	TBD	241,052.00	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS #

CFDA #

Grant #

Grant Period: From   
 To

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

Reimbursement Request will be reduced

Funds will be returned



## Second Program Year Action Plan



**The City of Rochester, N.H.**  
DUNS # 099446879

## **Second Program Year Action Plan (FY 2016-2017) Consolidated Plan (FY 2015-2020)**

Submitted May XX, 2016

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## Executive Summary

### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### 1. Introduction

This Action Plan represents year two (2) of the City of Rochester’s Five (5) Year Consolidated Action Plan for FY 2015-2020. Each year, the City outlines a specific plan for the activities planned in a given year in order to improve conditions within low to moderate income communities and to address vital housing, facilities, infrastructure, and economic development needs within the City. This specific plan is an extension of the identified needs as defined in the Consolidated Action Plan and incorporates ongoing analysis of current conditions within the City.

The FY 2016-2017 Community Development Block Grant (CDBG) amount for the City of Rochester is \$241,052.00, with \$48,210.40 (20%) allocated for planning and administration, \$36,157.80 (15%) for public services, and the balance of \$156,683.80 for projects focused on the areas of housing, public facilities and infrastructure, and economic development. The focus of this year’s Action Plan is to support the needs of local public service agencies, facilities, infrastructure, housing, and economic development projects that will benefit low to moderate income residents of the City. Specific details on the use of funds are described in the “Consolidated Action Plan Goals” section under each activity and address one of the three national objectives set forth by the U.S. Department of Housing and Urban Development (HUD) for CDBG grant expenditures: (1) to provide decent housing; (2) to provide a suitable living environment; or (3) to expand economic opportunities.

#### 2. Summarize the objectives and outcomes identified in the Plan

These objectives are based on the extensive research and consultations that the Community Development Coordinator has conducted with local public service agencies, relevant government agencies and departments, and the general citizenry. These programs and activities are aimed at meeting one or more of HUD’s outcomes for CDBG funding: to provide decent housing, to provide a suitable living environment, and to expand economic opportunities. The individual activities were established to meet HUD outcomes and are those seen to meet the needs of the City’s low to moderate income population as identified at present and projected over the next year.

Program Goal: To Provide Decent Housing

- i. Assisting Homeless Persons to Obtain Affordable Housing and Assisting Persons at Risk of Homelessness
  - Homeless shelters
  - Rent assistance programs
  - Long-term supportive housing for the chronically homeless population
  
- ii. Retention of Affordable Housing Stock
  - Housing rehabilitation/weatherization programs, including lead paint contamination testing efforts
  - Creation of workforce housing opportunities
  - Rental assistance/subsidy programs for low-income residents
  
- iii. Increasing the Supply of Supportive Housing Which Includes Structural Features and Services to Enable Persons with Special Needs (Including Persons Living with HIV/AIDS) to Live in Dignity and Independence
  - Rent assistance/subsidy programs for low-income residents
  - Long-term supportive housing for the chronically homeless population

Program Goal: To Provide a Suitable Living Environment

- i. Reducing the Incidence of Increasing Substance Abuse (Especially Heroin and Other Opioids) and Addressing Root Causation
  - Rent assistance programs
  - Support for organizations and programs addressing mental illness
  - Support for organizations providing treatment and recovery services to individuals with substance abuse addictions
  
- ii. Improving the Safety and Livability of Neighborhoods
  - Major infrastructure improvement projects in low-income neighborhoods
  - Accessibility improvements to City park
  - Façade improvements to downtown commercial building

- Continued review of neighborhood conditions in low-income neighborhoods

iii. Increase Access to Quality Public and Private Facilities and Services

- Public service agencies providing programs and support to low-income populations of greatest need
- Participation in local coalitions of service providers (*e.g.*, Balance of State Continuum of Care)
- Support for regional public service agencies to provide greater access to community resources for low-income population as well as senior citizens and people with disabilities

Program Goal: To Expand Economic Opportunities

i. Establishment, Stabilization, and Expansion of Small Businesses, Including Micro-Businesses

- Revolving loan fund for small business financing

ii. Provision of Public Services Concerned with Employment

- Vocational and workforce training programs for low-income residents
- Educational/high school equivalency programs for low-income residents

**3. Evaluation of past performance**

The FY 2015-2016 Annual Action Plan identified a number of housing, public service, and economic development needs with the City of Rochester. A significant portion of the FY 2015-2016 Plan focused on the needs of the City's homeless population, and funding was provided to the three primary homeless shelters in the region (providing seasonal, transitional, and year-round services). Two of the shelters report that they are on-track to meet or exceed the projected numbers for City residents to be served during the FY 2015-2016 period. One of the shelters reports that the number of clients served thus far this year is slightly under the number anticipated. This Annual Action Plan for FY 2016-2017 incorporates continued funding for the provision of services through regional homeless shelters as needs analyses show a continued priority need for these services.

Two FY 2015-2016 grant subrecipients, the Community Action Partnership of Strafford County (CAP) and New Hampshire Legal Assistance (NHLA), have reported that they are not on target to meet their projected goals for FY 2015-2016.

CAP has reported that it will not meet the number of households and residents to be served by its weatherization assistance program. Further, expenditure of grant funds for FY 2014-2015 and FY 2015-2016 has been very slow; at the end of FY 2014-2015, only about half of the granted \$50,000.00 had been spent on housing rehabilitation activities. At the beginning of FY 2015-2016, the City of Rochester drafted a corrective action plan for CAP that required a detailed plan to achieve performance improvement and quarterly meetings to discuss progress. While performance has improved somewhat, due to these continuing issues, the City of Rochester has reduced the amount of the award to CAP for FY 2016-2017.

NHLA has reported that it will not meet the number of residents served by its Housing Justice Project. It cancelled a scheduled fair housing educational seminar, to be held within the City of Rochester, due to a low number of sign-ups for the event. It plans to hold a similar event within Rochester with higher turn-out in spring 2016, using alternative funding. NHLA will not be funded in FY 2016-2017.

Community needs analyses and consultations from the prior year indicated a gap in focus as relates to fair housing issues in previous Annual Action Plans and the FY 2010-2015 Consolidated Action Plan. This gap was addressed in the FY 2015-2016 Annual Action Plan through funding for fair housing educational programming in the City.

The continued substance abuse crisis in the City of Rochester and the wider region, particularly the abuse of heroin and related substances, was discussed in the FY 2015-2020 Consolidated Action Plan and the FY 2015-2016 Action Plan. This substance abuse impacts housing stability, homelessness, employment, health care needs, neighborhood safety, and many other areas. For the FY 2016-2017 grant cycle, the City of Rochester provided specific outreach to organizations specializing in substance abuse issues to encourage grant applications from these organizations. In response, three organizations submitted grant applications. The City chose to fund the construction of a recovery center aimed at serving pregnant women with substance abuse addictions for FY 2016-2017.

#### **4. Summary of Citizen Participation Process and consultation process**

The City of Rochester’s Community Development Division has conducted extensive public outreach as part of the FY 2016-2017 Annual Action Plan planning and preparation process. This has included two public hearings, attendance at monthly local neighborhood ward meetings, consultations with local public service agencies, consultations with local business organizations, social media outreach, and for the first time, an online survey. This outreach was conducted in accordance with the Citizen Participation Plan outlined in the FY 2015-2020 Consolidated Action Plan.

Two public hearings were held related to the Annual Action Plan. The first public hearing was held on December 15, 2016. One individual spoke at the meeting regarding concerns about the financial costs of the CDBG grant to the City and to express opposition to funding for arts and culture projects.

For FY 2016-2017, applications for CDBG grant funding were made available on November 10, 2015 and were due back to the Community Development Division by January 8, 2016. This represents an extension in the time period during which applications could be completed and submitted as compared to previous years. This was in response to requests for additional time from grant applicants.

Applications were reviewed by the Community Development Division and forwarded to the members of the Community Development Committee. The first review of the applications occurred at the January 28, 2016 meeting of the Community Development Committee. The grant applicants were invited to present on their applications at the Community Development Committee meeting held on February 22, 2015. After review of all grant applications received, the members of the Community Development Committee rated their level of support for each agency, and those receiving the most support were recommended for funding. Public service agencies were recommended across all areas of identified priority needs. The Community Development Committee voted on its grant application funding recommendations at the March 14, 2016 Community Development Committee meeting. Throughout the evaluation process, careful attention was paid to the priorities identified in the FY 2015-2020 Consolidated Action Plan.

The formal public comments announcement was posted in the local newspaper of general circulation on [TBD], and copies of the public comments notice were also posted at City Hall, the City’s Community Center, the City’s Public Library, and on the City’s website on [TBD]. In the notice, the public was invited to review

the draft Annual Action Plan in-person at the Office of Economic and Community Development and/or on the City's Community Development Division webpage.

The draft FY 2016-2017 Annual Action Plan was presented for a first reading to the full City Council at the **April 5, 2016** City Council Meeting. A second public hearing was held on April 19, 2016. **[add details on comments received]** At the **May 3, 2016** City Council meeting, there was a second reading of the draft FY 2016-2017 Annual Action Plan, and the Action Plan was adopted.

## 5. Summary of public comments

The following comments from the public regarding the FY 2016-2017 Annual Action Plan were received:

### Ward 6 Meeting

- Summary of Comments Received: Concerns regarding crime and drug sales, need for homelessness support, skateboard park suggestion
- Summary of Comments Not Accepted: All comments were accepted or referred to other City departments for follow-up, as appropriate.

### Rochester Housing Authority Meeting

- Summary of Comments Received: Concerns about housing costs and food insecurity; support for mental health services, housing rehabilitation, transportation services, substance abuse, homelessness, and fair housing
- Summary of Comments Not Accepted: All comments were accepted or referred to other City departments for follow-up, as appropriate.

### Ward 5 Meeting

- Summary of Comments Received: Concerns about crime and the environment, concerns about homelessness and support for homeless shelters/programs
- Summary of Comments Not Accepted: All comments were accepted or referred to other City departments for follow-up, as appropriate.

### Ward 2 Meeting

- Summary of Comments Received: Concerns about substance abuse, need for curb cuts for persons with disabilities, support for skateboard park
- Summary of Comments Not Accepted: All comments were accepted or referred to other City departments for follow-up, as appropriate.

Rochester Listens Meeting

- Summary of Comments Received: Concerns about substance abuse, need for housing and education
- Summary of Comments Not Accepted: All comments were accepted or referred to other City departments for follow-up, as appropriate.

Ward 3 Meeting

- Summary of Comments Received: Concerns about crime and substance abuse; need for services related to homelessness, domestic violence, transportation, and after-school programs
- Summary of Comments Not Accepted: All comments were accepted or referred to other City departments for follow-up, as appropriate.

Public Hearing (First)

- Summary of Comments Received: Concerns about costs of managing federal grants and suggestion to not accept federal grants due to “strings” attached, concerns regarding funds spent on arts and culture projects.
- Summary of Comments Not Accepted: Comment criticizing acceptance of federal funding due to federal control of local decision-making was not accepted. This comment was not accepted because it was decided that it is in the City of Rochester’s best interest to continue to receive CDBG funding.

Ward 4 Meeting

- Summary of Comments Received: Concerns about substance abuse and the proposed downtown placement of a proposed recovery center; need for services related to homelessness, especially for homeless men; concerns about absentee landlords.
- Summary of Comments Not Accepted: All comments were accepted or referred to other City departments for follow-up, as appropriate.

Online Community Development Survey

- Summary of Comments Received: Priorities and preferences included homeless shelters, food pantry, youth activities, bicycle paths, code enforcement, reduction in social services, mental health access, substance abuse treatment, downtown improvements, bus service expansion, crime in low-income housing areas, better lighting and signage at the Rochester Community Center,

development of private business versus "handouts," and to decline CDBG grant funds entirely

- Summary of Comments Not Accepted: Comment suggesting that the City of Rochester decline receipt CDBG funds was not accepted. This comment was not accepted because it was decided that it is in the City of Rochester’s best interest to continue to receive CDBG funding. All other comments were accepted or referred to other City departments for follow-up, as appropriate.

Public Hearing (Second)

- Summary of Comments Received: TBD
- Summary of Comments Not Accepted: TBD

**6. Summary of comments or views not accepted and the reasons for not accepting them**

Please see “Summary of public comments” section above.

**7. Summary**

The FY 2016-2017 Annual Action Plan focuses on the community needs identified during the FY 2015-2020 Consolidated Action Plan community needs assessment process, the FY 2016-2017 Annual Action Plan community needs assessment process, and the citizen participation and consultation process. This includes needs that continue to exist from previous Annual Action Plans, such as permanent and supportive housing for homeless populations, and needs that have not been fully addressed in previous Annual and Consolidated Action Plans, such as substance abuse treatment and recovery. This Annual Action Plan will be used to evaluate new funding and project opportunities, and community needs analyses will continue and be incorporated as necessary and relevant.

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**PR-05 Lead & Responsible Agencies – 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	ROCHESTER	Office of Economic & Community Development

Table 1 – Responsible Agencies

**Narrative (optional)**

N/A.

**Consolidated Plan Public Contact Information**

Julian L. Long, J.D.  
Community Development Coordinator/Grants Manager  
Office of Economic & Community Development  
31 Wakefield St.  
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**AP-10 Consultation – 91.100, 91.200(b), 91.215(l)****Introduction**

The City of Rochester has made extensive efforts to enhance coordination between the City's public housing providers, non-profit organizations providing housing services, and relevant City staff. The City of Rochester's Community Development Coordinator also engages in significant outreach and involvement in relevant community organizations, such as the Greater Seacoast Coalition on Homelessness, the Health Families Advisory Board for the Strafford County Head Start Program, and active involvement with the Balance of State Continuum of Care.

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))**

The City of Rochester has made extensive efforts to enhance coordination between the City's public housing providers, non-profit organizations providing housing services, and relevant City staff. For example, the City of Rochester's Community Development Coordinator has had a role in monitoring the effectiveness of the regional Coordinated Entry (formerly Coordinated Access) system implementation through membership on the Greater Seacoast Coalition on Homelessness' steering committee. Coordinated Entry provides a single point of contact for persons who are homeless or at risk of homelessness, and referrals are provided to regional homeless shelters, organizations providing rent assistance, general health care and mental health care resources, and more.

The City also funds a wide range of public service agencies that provide services such as housing, homelessness prevention, rental assistance, etc. The Community Development Coordinator attends many of the meetings and trainings organized by these agencies, and the Community Development Coordinator forwards relevant information from these agencies to all other public service agency contacts who might be interested.

Also, in November 2015, the Community Development Coordinator organized a meeting of local agencies (including homeless shelters, supportive housing agencies, and others) to discuss the loss of affordable housing within the Seacoast region and opportunities to preserve affordable housing options. This meeting likely will become a regular discussion meeting and will expand in attendance.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The Community Development Coordinator regularly attends and actively participates in the New Hampshire Balance of State Continuum of Care, which includes the City of Rochester. The Community Development Coordinator serves as liaison between the City of Rochester and the Continuum of Care, and the Community Development Coordinator shares information received at Continuum meetings with relevant City staff and local public service agencies. This includes but is not limited to the City’s Welfare Office, the City’s Families in Transition coordinator, the local community health center, a local organization serving homeless youth, and local organizations providing mental health services.

Several of the public service agencies funded through Rochester’s CDBG grant also are active participants within the Balance of State Continuum of Care, and the Community Development Coordinator regularly works with these agencies on homelessness issues. This involves assistance with Continuum grant applications, sharing of relevant information regarding events and trainings, and other related activities.

The Community Development Coordinator is also actively involved with the regional “Continuum of Care” that serves the Seacoast area specifically. The Community Development Coordinator is a member of the Steering Committee for the Greater Seacoast Coalition on Homelessness, which meets quarterly to discuss homelessness issues and programs in the region. The Steering Committee includes representatives from the regional homeless shelters, public housing authorities, other local governments, and public service agencies concerned with addressing homelessness.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

N/A. The City of Rochester does not receive ESG funds.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities**

Please see “Table 2 – Agencies, groups, organizations who participated” below.

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Welfare Office, City of Rochester
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.

2	<b>Agency/Group/Organization</b>	Greater Seacoast Coalition to End Homelessness
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.

3	<b>Agency/Group/Organization</b>	Rochester Housing Authority
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Non-Homeless Special Needs Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.

4	<b>Agency/Group/Organization</b>	The Homemakers
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons Services-Persons with Disabilities Services-Health Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Other-Needs of elderly persons and persons with disabilities
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
5	<b>Agency/Group/Organization</b>	Workforce Housing Coalition of the Greater Seacoast
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless Regional organization

	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
6	Agency/Group/Organization	Family Justice Center
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services – Victims Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
7	Agency/Group/Organization	Ward 6 R.U.N. (Rochester United Neighborhoods)
	Agency/Group/Organization Type	Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Services-Fair Housing

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
8	<p>Agency/Group/Organization</p>	<p>Rochester Housing Authority</p>
	<p>Agency/Group/Organization Type</p>	<p>Housing PHA Neighborhood Organization</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Public Housing Needs Non-Homeless Special Needs Anti-poverty Strategy</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
9	<p>Agency/Group/Organization</p>	<p>New Hampshire Housing Finance Authority</p>
	<p>Agency/Group/Organization Type</p>	<p>Housing Services – Housing Services-Fair Housing Planning organization</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Market Analysis Non-Homeless Special Needs Anti-poverty Strategy Lead-based Paint Strategy</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
10	<p>Agency/Group/Organization</p>	<p>Community Action Partnership of Strafford County</p>
	<p>Agency/Group/Organization Type</p>	<p>Housing Services – Housing Services-Fair Housing Services-Children Services-Health Services-Education Regional organization</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
11	<p>Agency/Group/Organization</p>	<p>Goodwin Community Health</p>
	<p>Agency/Group/Organization Type</p>	<p>Housing Health Agency Publicly Funded Institution/System of Care Services-Children Services-Health Regional organization</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Non-Homeless Special Needs Anti-poverty Strategy Other-Fair Housing</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
12	<p>Agency/Group/Organization</p>	<p>Dover Adult Learning Center</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Education Services-Employment Regional organization</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Non-Homeless Special Needs Anti-poverty Strategy Market Analysis Economic Development</p>

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
13	Agency/Group/Organization	Community Partners
	Agency/Group/Organization Type	Services – Housing Services-Persons with Disabilities Services-Health Services-Employment Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Anti-poverty Strategy

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
14	<p>Agency/Group/Organization</p>	<p>City of Rochester School Department</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Children Services-Education Other government – Local Grantee Department</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Anti-poverty Strategy</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
15	<p>Agency/Group/Organization</p>	<p>City of Rochester Departments – City Manager’s Office, Code Enforcement, Fire Department, Police Department</p>
	<p>Agency/Group/Organization Type</p>	<p>Services - Victims Other government – Local Grantee Department</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
16	<p>Agency/Group/Organization</p>	<p>City of Dover’s Community Development Office</p>
	<p>Agency/Group/Organization Type</p>	<p>Services – Housing Services-Persons with Disabilities Services-homeless Services-Fair Housing Other government - Local</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Homelessness Strategy Market Analysis</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
17	<p>Agency/Group/Organization</p>	<p>City of Portsmouth’s Community Development Office</p>
	<p>Agency/Group/Organization Type</p>	<p>Services – Housing Services-Persons with Disabilities Services-homeless Services-Fair Housing Other government - Local</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Homelessness Strategy Market Analysis</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
18	<p>Agency/Group/Organization</p>	<p>Balance of State Continuum of Care</p>
	<p>Agency/Group/Organization Type</p>	<p>Services – Housing Services-homeless Publicly Funded Institute/System of Care Other government – State Regional organization</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Homeless Needs – Chronically homeless Homeless Needs – Families with children Homelessness Needs – Veterans Homelessness Strategy</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
19	<p>Agency/Group/Organization</p>	<p>Ward 5 Rochester United Neighborhoods (R.U.N.)</p>
	<p>Agency/Group/Organization Type</p>	<p>Neighborhood Organization</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Homelessness Strategy Non-Homeless Special Needs Other-Fair Housing</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
20	<p>Agency/Group/Organization</p>	<p>Cross Roads House</p>
	<p>Agency/Group/Organization Type</p>	<p>Services – Housing Services-homeless Services-Health Regional organization</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Homelessness Strategy Homeless Needs-Chronically homeless Homeless Needs-Families with children</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
21	<p>Agency/Group/Organization</p>	<p>The Housing Partnership</p>
	<p>Agency/Group/Organization Type</p>	<p>Housing Services – Housing Services-homeless Services-Persons with disabilities Regional organization</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Homelessness Strategy</p>

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
22	Agency/Group/Organization	Ward 2 Rochester United Neighborhoods (R.U.N.)
	Agency/Group/Organization Type	Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Other-Fair Housing

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
23	<p>Agency/Group/Organization</p>	<p>Ward 3 Rochester United Neighborhoods (R.U.N.)</p>
	<p>Agency/Group/Organization Type</p>	<p>Neighborhood Organization</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Homelessness Strategy Non-Homeless Special Needs Other-Fair Housing, Crime, Transportation</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
24	<p>Agency/Group/Organization</p>	<p>Families in Transition</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Children Services-Education Services-homeless Child Welfare Agency</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Homelessness Strategy Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
25	<p>Agency/Group/Organization</p>	<p>Rochester Youth Reach</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Children Services-Education Services-homeless</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Homelessness Strategy Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
26	<p>Agency/Group/Organization</p>	<p>Tri-City Consumers’ Cooperative</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Persons with Disabilities Services-Health</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Non-Homeless Special Needs</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
27	<p>Agency/Group/Organization</p>	<p>Homeless Center for Strafford County</p>
	<p>Agency/Group/Organization Type</p>	<p>Services – Housing Services-homeless Services-Health Regional organization</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Homelessness Strategy Homeless Needs-Chronically homeless Homeless Needs-Families with children</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
28	<p>Agency/Group/Organization</p>	<p>Homeless Center for Strafford County</p>
	<p>Agency/Group/Organization Type</p>	<p>Services – Housing Services-homeless Services-Health Regional organization</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Homelessness Strategy Homeless Needs-Chronically homeless Homeless Needs-Families with children Other-Transportation</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
29	<p>Agency/Group/Organization</p>	<p>Rochester Main Street</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Employment Business Leaders Civic Leaders Business and Civic Leaders</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Market Analysis Economic Development Non-Homeless Special Needs Other-Downtown accessibility for persons with disabilities</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
30	<p>Agency/Group/Organization</p>	<p>Cooperative Alliance for Seacoast Transportation</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Elderly Persons Services-Persons with Disabilities Regional organization</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Non-Homeless Special Needs Other-Transportation</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
31	<p>Agency/Group/Organization</p>	<p>AIDS Response Seacoast</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Housing Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Health Regional organization</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Homelessness Strategy Other-Health</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
32	<p>Agency/Group/Organization</p>	<p>Cornerstone VNA</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Elderly Persons Services-Persons with Disabilities Services-Health Regional organization</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Non-Homeless Special Needs Other-Needs of elderly persons and persons with disabilities</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
32	<p>Agency/Group/Organization</p>	<p>Healthy Homes and Environment Section, N.H. Department of Health and Human Services</p>
	<p>Agency/Group/Organization Type</p>	<p>Services – Housing Services-Health Other government - State</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Lead-based Paint Strategy</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
33	<p>Agency/Group/Organization</p>	<p>Strafford Regional Planning Commission</p>
	<p>Agency/Group/Organization Type</p>	<p>Services – Housing Services-Health Other government – County Planning Organization Regional Organization</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Market Analysis Anti-poverty Strategy</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
34	<p>Agency/Group/Organization</p>	<p>Strafford Regional Planning Commission</p>
	<p>Agency/Group/Organization Type</p>	<p>Services – Housing Services-Health Other government – County Planning Organization Regional Organization</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Market Analysis Anti-poverty Strategy</p>

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
34	Agency/Group/Organization	MY TURN
	Agency/Group/Organization Type	Services – Education Services-Employment Regional Organization
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
35	<p>Agency/Group/Organization</p>	<p>Child and Family Services</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Children Services – Education Services-Employment Child Welfare Agency Regional Organization</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Economic Development Anti-poverty Strategy</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
36	<p>Agency/Group/Organization</p>	<p>N.H. Employment Security</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Employment Other government - State</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Economic Development Anti-poverty Strategy</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
37	<p>Agency/Group/Organization</p>	<p>City of Rochester’s Economic Development Department</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Employment Other government - Local</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Economic Development Market Analysis Anti-poverty Strategy</p>

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
38	Agency/Group/Organization	One Voice for Strafford County
	Agency/Group/Organization Type	Services-Health Regional Organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Other-Substance abuse

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
39	<p>Agency/Group/Organization</p>	<p>U.S. Department of Housing and Urban Development</p>
	<p>Agency/Group/Organization Type</p>	<p>Health Services-Health Services-homeless Other government - Federal</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Other-Fair Housing</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
40	<p>Agency/Group/Organization</p>	<p>Ward 4 Rochester United Neighborhoods (R.U.N.)</p>
	<p>Agency/Group/Organization Type</p>	<p>Neighborhood Organization</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Homelessness Strategy Non-Homeless Special Needs Other-Fair Housing</p>

<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>For most of the consultations, the Community Development Coordinator met in-person at the agency or organization’s offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.</p>
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**Identify any Agency Types not consulted and provide rationale for not consulting**

N/A. All agency types were consulted.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	N.H. Bureau of Homeless & Housing Services	The Balance of State Continuum of Care has focused recently on Coordinated Access/Entry implementation, Housing First housing approaches, rapid rehousing of homeless persons, and veteran homelessness. The Action Plan addresses homelessness issues in depth, including continuing support for the Seacoast region's Coordinated Entry system and support for the region's homeless shelters and coalitions.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
2015 Needs Assessment	Strafford County Community Action Partnership	This report identifies utilities and fuel assistance as a major regional need. The Action Plan addresses this need under housing.
2012 Needs Assessment	Frisbie Memorial Hospital	This report outlines five prioritized community health needs: access to resources to address risky behaviors, access to treatment and rehabilitation for drug and alcohol dependence, access to behavioral health services, increased attention to chronic ambulatory care sensitive conditions, and access to safe and affordable housing. The Action Plan incorporates support for those with substance abuse issues, behavioral health-related issues, and safe and affordable housing.
2013 Annual Report	Goodwin Community Health	This report outlines a number of the service areas served, which include dental services, prenatal services, behavioral health, diabetes treatment, and WIC food package distribution. The Action Plan addresses behavioral health needs.
2015 Annual Listing of Obligated Projects for the Strafford Region	Strafford Regional Planning Commission	This report discusses transportation and infrastructure needs within Strafford County. The Action Plan addresses transportation shortfalls and other infrastructure needs within the City of Rochester.
Fair Housing Guide	New Hampshire Housing Finance Authority	This report addresses the impact of disability and age on housing, affordable housing, and fair housing issues. The Action Plan addresses accessibility improvements to public facilities, affordable housing issues, and fair housing issues.
2014 Annual Homeless Assessment Report (AHAR) to Congress	U.S. Dept. of Housing and Urban Development	This report provided data outlining specific areas of concern regarding homelessness, including stable or rising rates of homelessness within New Hampshire. The Action Plan addresses homelessness in depth in several sections.
2015-2020 Five Year Plan	Rochester Housing Authority	This plan addresses working on alternate uses for a building owned by the Rochester Housing Authority, reducing turnover time for public housing units, and the promotion of aging in place. This Action Plan addresses these issues in its focus on increasing communication and partnership between the City of Rochester and the Rochester Housing Authority.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Plan to Prevent and End Homelessness	Greater Seacoast Coalition to End Homelessness	This report outlines three main areas of recommendations: improved access to primary and behavioral health care for persons experiencing homelessness, improved coordination and increased capacity of homeless system network of organizations and providers, and increased access to permanent housing. This Action Plan addresses these issues in prioritizing the provision of homeless shelter services and behavioral health support to low-income populations.
State Consolidated Plan (2016-2021) (draft)	New Hampshire Housing Finance Authority	This draft Consolidated Plan for the State of New Hampshire identifies a number of community development priorities, including job creation and retention, support for the provision of public services, and construction of transitional housing. This Action Plan includes continued support for the City of Rochester’s Job Opportunity Benefit (JOB) loan program and support for a number of vital public service agencies, including housing and housing-related services.
2014 Lead Exposure Surveillance Report	NH Healthy Homes & Lead Poisoning Prevention Program	This report identifies the City of Rochester as one of New Hampshire's eight highest-risk communities and recommends that all children in high-risk communities be tested for blood lead poisoning before the age of six. This Action Plan includes analysis and support for lead-based paint testing and abatement efforts.
New Hampshire's Housing Supply: Current Estimates and Trends (December 2015)	NH Office of Energy and Planning	This report analyses housing stock losses and housing needs throughout the State of New Hampshire. This Action Plan incorporates this analysis in its housing analysis section, especially regarding the need for more affordable and workforce housing.
StayWarmNH Final Report (2009)	New Hampshire Office of Energy and Planning	This report analyses the need for weatherization of housing stock within the State of New Hampshire. This Action Plan incorporates this analysis in allotting funds for weatherization assistance work on homes owned by low-income residents of the City of Rochester.
New Hampshire Economic Review 2015	NH Department of Resources and Economic Development	This report identifies key industries within the State of New Hampshire, including advanced textiles/composites, arts and entertainment, food and beverage, and several others. This Action Plan incorporates this analysis into its market analysis section.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
2014 Community Benefits Report	Frisbie Memorial Hospital	This report outlines prioritized community health needs, including access to resources to address risky behaviors and access to treatment and rehabilitation for drug and alcohol dependence. The Action Plan incorporates support for those with substance abuse issues and behavioral health-related issues.
2015 Homelessness in New Hampshire Report	NH Bureau of Homeless and Housing Services	This report outlines progress and continuing challenges in addressing homelessness within the state of New Hampshire. Persons with mental illnesses, substance abuse addictions, and co-occurring conditions remain disproportionately represented among New Hampshire’s homeless population.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

N/A.

**AP-12 Participation – 91.105, 91.200(c)**

**1. Summary of citizen participation process/Efforts made to broaden citizen participation**

**Summarize citizen participation process and how it impacted goal-setting**

The City of Rochester’s Community Development Division has conducted extensive public outreach as part of the FY 2016-2017 Annual Action Plan planning and preparation process. This has included two public hearings, attendance at monthly local neighborhood ward meetings, consultations with local public service agencies, consultations with local business organizations, social media outreach, and for the first time, an online survey. This outreach was conducted in accordance with the Citizen Participation Plan outlined in the FY 2015-2020 Consolidated Action Plan.

Two public hearings were held related to the Annual Action Plan. The first public hearing was held on December 15, 2016. One individual spoke at the meeting regarding concerns about the financial costs of the CDBG grant to the City and to express opposition to funding for arts and culture projects.

For FY 2016-2017, applications for CDBG grant funding were made available on November 10, 2015 and were due back to the Community Development Division by January 8, 2016. This represents an extension in the time period during which applications could be completed and submitted as compared to previous years. This was in response to requests for additional time from grant applicants.

Applications were reviewed by the Community Development Division and forwarded to the members of the Community Development Committee. The first review of the applications occurred at the January 28, 2016 meeting of the Community Development Committee. The grant applicants were invited to present on their applications at the Community Development Committee meeting held on February 22, 2015. After review of all grant applications received, the members of the Community Development Committee rated their level of support for each agency, and those receiving the most support were recommended for funding. Public service agencies were recommended across all areas of identified priority needs. The Community Development Committee voted on its grant application funding

recommendations at the March 14, 2016 Community Development Committee meeting. Throughout the evaluation process, careful attention was paid to the priorities identified in the FY 2015-2020 Consolidated Action Plan.

The formal public comments announcement was posted in the local newspaper of general circulation on [TBD], and copies of the public comments notice were also posted at City Hall, the City’s Community Center, the City’s Public Library, and on the City’s website on [TBD]. In the notice, the public was invited to review the draft Annual Action Plan in-person at the Office of Economic and Community Development and/or on the City’s Community Development Division webpage.

The draft FY 2016-2017 Annual Action Plan was presented for a first reading to the full City Council at the April 5, 2016 City Council Meeting. A second public hearing was held on April 19, 2016. [add details on comments received] At the May 3, 2016 City Council meeting, there was a second reading of the draft FY 2016-2017 Annual Action Plan, and the Action Plan was adopted.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Citizens of Ward 6 District	Approximately 20 individuals in attendance, including the Ward district police officer and two City councilors	Comments were offered on crime and substance abuse issues and homelessness issues. A suggestion was made to build a skateboard park in the neighborhood.	All comments were accepted or referred to other City departments for follow-up, as appropriate.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Citizen of Rochester Housing Authority	Approximately 15 individuals in attendance	Comments were offered on the need for housing rehabilitation assistance, housing costs, food costs, transportation funding, substance abuse services, behavioral health supportive services, and homeless services.	All comments were accepted or referred to other City departments for follow-up, as appropriate.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Meeting	Citizens of Ward 5 District	Approximately six individuals in attendance, including the Ward district police officer	Comments were offered on crime concerns, support for non-downtown areas of the City, dam issues at Cocheco River, substance abuse issues, and a desire for in-City homeless shelter services for men.	All comments were accepted or referred to other City departments or non-profit agencies for follow-up, as appropriate.	
4	Public Meeting	Citizens of Ward 2 District	Approximately 20 individuals in attendance, including the Ward district police officer and two City councilors	Comments were offered on the need for funding for substance abuse issues and curb cuts for residents with disabilities. Support was expressed for the skateboard park proposed at the Ward 6 meeting.	All comments were accepted or referred to other City departments for follow-up, as appropriate.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Meeting	Citizens of Ward 3 District	Approximately 25 individuals in attendance, including the Ward district police officer	Comments were offered on crime concerns, need for substance abuse services, homelessness, domestic violence, transportation, and after-school programs.	All comments were accepted or referred to other City departments for follow-up, as appropriate.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Public Hearing (First)	Non-targeted/broad community	One individual in attendance	Comments were offered that suggested the CDBG grant be declined due to federal requirements and lack of support for funds spent on culture/entertainment projects.	Comment suggesting that the City decline federal funding was not accepted. This comment was not accepted because it was decided that it is in the City's best interest to continue to receive CDBG funding. The remaining comment(s) were accepted or referred to other City departments for follow-up, as appropriate.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
7	Online Survey	Non-targeted/broad community	36 individuals responded to the online survey	<p>Comments were offered on the need for homeless shelters, food pantry, youth activities, bicycle paths, code enforcement, reduction in social services, mental health access, substance abuse treatment, downtown improvements, bus service expansion, crime in low-income housing areas, better lighting and signage at the Rochester Community Center, development of private business</p> <p>Annual Action Plan version 2016</p> <p>"handouts," and to decline CDBG grant funds entirely.</p>	<p>Comment suggesting that the City decline federal funding was not accepted. This comment was not accepted because it was decided that it is in the City's best interest to continue to receive CDBG funding. The remaining comment(s) were accepted or referred to other City departments for follow-up, as appropriate.</p>	<p><a href="https://www.surveymonkey.com/r/WCMGJTN">https://www.surveymonkey.com/r/WCMGJTN</a></p>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Public Meeting on Substance Abuse Crisis	Non-targeted/broad community	143 persons in attendance	Comments were made as to the need for more resources aimed at substance abuse treatment and recovery, the difficulties of employing persons in recovery due to governmental bureaucracy (such as parole terms), and the need to consider mental health aspects related to substance abuse and addiction.	All comments were accepted or referred to other City departments for follow-up, as appropriate.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
9	Public Meeting	Citizens of Ward 4	Approximately 14 persons in attendance, including three police officers and one City councilor	Comments were made as to substance abuse issues and the proposed downtown placement of a proposed recovery center; the need for services related to homelessness, especially for homeless men; and concerns about absentee landlords.	All comments were accepted or referred to other City departments for follow-up, as appropriate.	
10	Public Hearing (Second)	Non-targeted/broad community	TBD	TBD	TBD	

Table 4 – Citizen Participation Outreach

## Expected Resources

### AP-15 Expected Resources – 91.220(c) (1, 2)

#### Introduction

The City of Rochester owns the land of Hanson Pines Park, the land of Central Square, the land of Rochester Commons, the buildings that house the Rochester Public Library and the Rochester Opera House, the building that houses the Rochester Community Center, and all public school buildings. This represents a significant variety of cultural, educational, and recreational resources. In addition, the City of Rochester provides annual funding through its general budget for public services, and additional funding and leveraging is available through other awarded grants.

#### Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$241,052.00	\$31,392.72	\$5,133.81	\$277,583.53	\$850,268.00	Program income is calculated in the form of Job Opportunity Benefit (JOB) Loan repayments.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Public Services Other	\$125,000.00	\$0.00	\$0.00	\$125,000.00	\$250,000.00	This is a grant funding the work of drug-free communities coalition Bridging the Gaps. The City is presently applying to become the new fiscal agent for the coalition and its grant.
Other	public - local	Economic Development	\$186,000.00	\$0.00	\$0.00	\$186,000.00	\$558,000.00	This fund is based on a contribution to the City by Waste Management.
Other	public - local	Public Services	\$47,500.00	\$0.00	\$0.00	\$47,500.00	\$142,500.00	The City provides funding in its general budget to three public service agencies every fiscal year. These agencies provide services to low-income residents of the City.
Other	public - state	Public Improvements	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	This is a grant funding the development of watershed protection.

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

In the FY 2016-2017 grant applications submitted by public service agencies, the City of Rochester requested information on whether CDBG funding would be used to leverage other funding available to the public service agencies. This information was collected and taken under consideration during the grant application evaluation process, with the goal of maximizing funding impact

through taking advantage of leveraging opportunities. The City of Rochester also provides local general funds to three public service agencies every fiscal year: Community Action Partnership of Strafford County, The Homemakers, and Cornerstone VNA. These agencies serve low-income residents, elderly residents, and/or residents with disabilities.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The City of Rochester owns the land of Hanson Pines Park, the land of Central Square, the land of Rochester Commons, the buildings that house the Rochester Public Library and the Rochester Opera House, the building that houses the Rochester Community Center, and all public school buildings. This represents a significant variety of cultural, educational, and recreational resources.

**Discussion**

N/A.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

CDBG - Administration (20% of Grant)		
<i>Consolidated Plan Priority Category</i>	<i>Project/Activity</i>	<i>Funding Amount</i>
N/A	Planning and Administration	\$48,210.40
CDBG - Public Services (15% of Grant)		
<i>Consolidated Plan Priority Category</i>	<i>Project/Activity</i>	<i>Funding Amount</i>
Basic	Homeless Center for Strafford County	\$8,657.80
Investment	MY-TURN	\$5,000.00
Basic	SHARE Fund	\$5,000.00
Safety Net	Court Appointed Special Advocates of New Hampshire	\$1,500.00
Basic	My Friend's Place	\$6,000.00
Basic	Cross Roads House	\$5,000.00
Investment	Dover Adult Learning Center	\$5,000.00
<b>Total:</b>	<b>\$36,157.80</b>	
CDBG - Economic Development		
<i>Consolidated Plan Priority Category</i>	<i>Project/Activity</i>	<i>Funding Amount</i>
Investment	Job Opportunity Benefit (JOB) Loan Program	N/A (revolving loan fund)
CDBG - Housing Rehabilitation		
<i>Consolidated Plan Priority Category</i>	<i>Project/Activity</i>	<i>Funding Amount</i>
Basic	Community Action	\$25,000

	Partnership of Strafford County - Weatherization Program	
<b>CDBG - Facilities/Infrastructure</b>		
<b>Consolidated Plan Priority Category</b>	<b>Project/Activity</b>	<b>Funding Amount</b>
Investment	Rochester Main Street Building Façade Program	\$4,421.61
Basic	Homeless Center for Strafford County – Generator	\$16,000.00
Investment	Community Partners – Elevator	\$35,840.00
Investment	Tri-City Co-Op – Handicap Ramp and HVAC	\$6,100.00
Basic	Hope on Haven Hill – Renovations	\$74,456.00
<b>Total:</b>	<b>\$161,817.61 (\$156,683.80 + prior year resources)</b>	
<b>CDBG - Total</b>		
<b>Total:</b>	<b>\$241,052.00 (+ \$5,133.81 in prior year resources)</b>	

Table 6.1 – Goals Summary

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing for Homeless Persons	2015	2020	Affordable Housing Homeless	Rochester Low-Moderate Income Census Tracts	Affordable Housing and Homeless Assistance Affordable Housing Stock Retention	CDBG: \$35,657.80	Tenant-based rental assistance / Rapid Rehousing: 124 Persons Assisted (31 Households Assisted)
2	Retention of Affordable Housing Stock	2015	2020	Affordable Housing	Rochester Low-Moderate Income Census Tracts	Affordable Housing and Homeless Assistance Affordable Housing Stock Retention	CDBG: \$25,000	Homeowner Housing Rehabilitated: 20 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Increasing the Supply of Supportive Housing	2015	2020	Affordable Housing Non-Homeless Special Needs	Rochester Low-Moderate Income Census Tracts	Affordable Housing and Homeless Assistance Affordable Housing Stock Retention Supportive Housing Increase	CDBG: \$74,456.00	Tenant-based rental assistance / Rapid Rehousing: 16 Households Assisted
5	Improving the Safety/Livability of Neighborhoods	2015	2020	Non-Housing Community Development	Rochester Low-Moderate Income Census Tracts	Improved Safety and Livability of Neighborhoods	CDBG: \$41,940.00	Public service activities other than Low/Moderate Income Housing Benefit: 1,256 Persons Assisted
6	Increase Access to Quality Facilities and Services	2015	2020	Non-Homeless Special Needs Non-Housing Community Development	Rochester Low-Moderate Income Census Tracts	Improved Safety and Livability of Neighborhoods	CDBG: \$5,921.61	Facade treatment/business building rehabilitation: 1 Business Public service activities other than Low/Moderate Income Housing Benefit: 43 Persons Assisted
7	Increase Access to Affordable and Quality Housing	2015	2020	Affordable Housing Non-Homeless Special Needs	Rochester Low-Moderate Income Census Tracts	Affordable Housing and Homeless Assistance Affordable Housing Stock Retention	CDBG: \$5,000	Public service activities for Low/Moderate Income Housing Benefit: 60 Persons Assisted (15 Households Assisted)

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
9	Public Services Concerned with Employment	2015	2020	Non-Housing Community Development Economic Development	Rochester Low-Moderate Income Census Tracts	Public Services Concerned with Employment	CDBG: \$10,000	Public service activities other than Low/Moderate Income Housing Benefit: 285 Persons Assisted

Table 6.2 – Goals Summary

Goal Descriptions

1	<b>Goal Name</b>	Affordable Housing for Homeless Persons
	<b>Goal Description</b>	<ul style="list-style-type: none"> <li>• Support of shelters, including transitional shelters and permanent supportive housing, for homeless persons and other vulnerable groups, including funding for building upgrades and rehabilitation</li> <li>• Support for rent assistance programs targeting homeless persons most at risk for chronic homelessness, including persons with substance abuse issues and persons with mental illnesses</li> </ul>
2	<b>Goal Name</b>	Retention of Affordable Housing Stock
	<b>Goal Description</b>	<ul style="list-style-type: none"> <li>• Support of weatherization and other energy efficiency efforts to provide long-term and sustainable affordability to low-income homeowners</li> <li>• Continued exploration of future housing rehabilitation programs, including funding for lead paint contamination testing efforts</li> <li>• Exploration and support for the creation of workforce housing opportunities</li> </ul>
3	<b>Goal Name</b>	Increasing the Supply of Supportive Housing
	<b>Goal Description</b>	<ul style="list-style-type: none"> <li>• Support for rent assistance programs targeting homeless persons and those at risk of becoming homeless, including persons with substance abuse issues and persons with mental illnesses</li> <li>• Support for pregnant homeless women with substance abuse addictions</li> </ul>
4	<b>Goal Name</b>	Reducing Substance Abuse (Especially Heroin)
	<b>Goal Description</b>	<ul style="list-style-type: none"> <li>• Support for rent assistance programs targeting homeless persons and those at risk of becoming homeless, including persons with substance abuse issues and persons with mental illnesses</li> <li>• Support for organizations and programs addressing mental illness (due to the high coincidence of substance abuse and mental illness)</li> <li>• Support for pregnant homeless women with substance abuse addictions</li> </ul>
5	<b>Goal Name</b>	Improving the Safety/Livability of Neighborhoods

	<b>Goal Description</b>	<ul style="list-style-type: none"> <li>Continued review of neighborhood conditions and exploration of projects that can address deficiencies that negatively impact the health, safety, and quality of life in low-income neighborhood</li> </ul>
6	<b>Goal Name</b>	Increase Access to Quality Facilities and Services
	<b>Goal Description</b>	<ul style="list-style-type: none"> <li>Support for public service agencies providing programs and support to low-income populations of greatest need</li> <li>Continued participation in local coalitions of service providers (<i>e.g.</i>, Balance of State Continuum of Care, regional Continuum of Care, and Greater Seacoast Coalition to End Homelessness)</li> <li>Encourage and support regional transportation groups to provide greater access to community resources for low-income population as well as senior citizens and people with disabilities</li> <li>Renovations to public facilities to increase access and accessibility for all citizens, with particular focus on people with disabilities</li> </ul>
7	<b>Goal Name</b>	Increase Access to Affordable and Quality Housing
	<b>Goal Description</b>	<ul style="list-style-type: none"> <li>Support for rent assistance programs targeting low-income residents</li> <li>Encourage thoughtful exploration of appropriate locations for low-income housing and workforce housing placement</li> </ul>
8	<b>Goal Name</b>	Small Business Establishment and Expansion
	<b>Goal Description</b>	<ul style="list-style-type: none"> <li>Continue to maintain revolving loan fund for small business financing in exchange for low-income job creation/retention agreements</li> </ul>
9	<b>Goal Name</b>	Public Services Concerned with Employment
	<b>Goal Description</b>	<ul style="list-style-type: none"> <li>Support for vocational education programs and workforce training programs for low-income residents, people with disabilities, and other disadvantaged populations</li> <li>Encourage partnership responses to addressing specific employment accessibility gaps in populations identified as in need, such as the newly unemployed, veterans, and minors</li> </ul>

Table 7 – Goal Descriptions

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):**

In addition to temporary and emergency housing provided through support of the three regional homeless shelters, the City of Rochester will provide affordable housing through support for the SHARE Fund and the Community Action Partnership of Strafford County. The SHARE Fund provides rental assistance and other related housing-based support to low-income persons and families. An estimated number of 60 low-income individuals are estimated to be provided affording housing, or assistance staying in affordable housing, during FY 2016-2017. The Community Action Partnership of Strafford County, through its weatherization program, will provide weatherization of an estimated 40 homes during FY 2016-2017, which will reduce these homeowners' utility bills and allow these homes to remain affordable.

Four units of transitional housing are available through the Homeless Center for Strafford County in conjunction with Waste Management. These units house one family each for a period of 12 to 18 months. Case management is provided to the families.

Ninety units of housing have been made available through Low Income Housing Tax Credits. This includes twelve units of housing for elderly persons.

Four units of housing are available to people living with HIV/AIDS. These units are owned and managed by AIDS Response Seacoast in conjunction with the Housing Partnership.

**AP-35 Projects – 91.220(d)**

**Introduction**

This section outlines HUD’s expectations for what the City should be addressing with its CDBG funding and what has been approved previously in the City’s Consolidated Action Plan for FY 2015-2020. The individual activities were established to meet HUD outcomes and were those seen to meet the needs of the City’s low to moderate income population as identified at present and projected over the FY 2015-2020 time span. Within the context of these identified needs and objectives, other eligible activities can and may be undertaken and supported with CDBG funding as opportunities are defined and new needs in the community emerge.

#	Project Name
1	Planning and Administration
2	Public Services
3	Housing Rehabilitation
4	Economic Development
5	Public Facilities and Infrastructure

**Table 8 – Project Information**

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

These priorities are based on the FY 2015-2020 Consolidated Action Plan and the extensive research and consultations that the Community Development Coordinator conducted with local public service agencies, relevant government agencies and departments, and the general citizenry. In particular, activities and programs providing homeless services and substance abuse services were prioritized based on accessed community needs.

Obstacles to addressing underserved needs include, in part, the capacity and competence of funded public service agencies to provide the services for which they requested funding. The capacity and competence of public service agencies applying for CDBG funding was assessed during the grant application process, and in some cases the need for a proposed project or program was weighed against the public service agency’s assessed ability to successfully provide the proposed services.

## Projects

### AP-38 Projects Summary

#### Project Summary Information

<b>1</b>	<b>Project Name</b>	Planning and Administration
	<b>Target Area</b>	Rochester Low-Moderate Income Census Tracts
	<b>Goals Supported</b>	Affordable Housing for Homeless Persons Retention of Affordable Housing Stock Increasing the Supply of Supportive Housing Reducing Substance Abuse (Especially Heroin) Improving the Safety/Livability of Neighborhoods Increase Access to Quality Facilities and Services Increase Access to Affordable and Quality Housing Small Business Establishment and Expansion Public Services Concerned with Employment
	<b>Needs Addressed</b>	Affordable Housing and Homeless Assistance Affordable Housing Stock Retention Supportive Housing Increase Reduction in Substance Abuse (Especially Heroin) Improved Safety and Livability of Neighborhoods Small Business Stabilization and Expansion Public Services Concerned with Employment
	<b>Funding</b>	CDBG: \$48,210.40
	<b>Description</b>	Planning and administration (salary, office supplies, etc.)

	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A.
	<b>Location Description</b>	Office of Economic and Community Development City of Rochester 150 Wakefield St. Rochester, NH 03867
	<b>Planned Activities</b>	Planning and administration (salary, office supplies, etc.)
2	<b>Project Name</b>	Public Services
	<b>Target Area</b>	Rochester Low-Moderate Income Census Tracts
	<b>Goals Supported</b>	Affordable Housing for Homeless Persons Increase Access to Quality Facilities and Services Increase Access to Affordable and Quality Housing Public Services Concerned with Employment
	<b>Needs Addressed</b>	Affordable Housing and Homeless Assistance Affordable Housing Stock Retention Improved Safety and Livability of Neighborhoods
	<b>Funding</b>	CDBG: \$36,157.80
	<b>Description</b>	Public service agency subrecipients
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	452 low-income individuals (approximately 113 low-income families)
	<b>Location Description</b>	Multiple.

	<b>Planned Activities</b>	Homeless shelter funding, rental assistance funding, employment assistance funding, children’s legal advocacy funding.
<b>3</b>	<b>Project Name</b>	Housing Rehabilitation
	<b>Target Area</b>	Rochester Low-Moderate Income Census Tracts
	<b>Goals Supported</b>	Retention of Affordable Housing Stock Improving the Safety/Livability of Neighborhoods Increase Access to Affordable and Quality Housing
	<b>Needs Addressed</b>	Affordable Housing and Homeless Assistance Affordable Housing Stock Retention Improved Safety and Livability of Neighborhoods
	<b>Funding</b>	CDBG: \$25,000.00
	<b>Description</b>	Housing rehabilitation for low-income residents
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 low-income individuals (approximately 10 low-income families)
	<b>Planned Activities</b>	Weatherization assistance to low-income homeowners.
<b>4</b>	<b>Project Name</b>	Job Opportunity Benefit (JOB) Loan Program
	<b>Target Area</b>	N/A.
	<b>Goals Supported</b>	Small Business Establishment and Expansion
	<b>Needs Addressed</b>	Small Business Stabilization and Expansion/Low-Income Job Creation
	<b>Location Description</b>	Multiple.
	<b>Planned Activities</b>	Weatherization assistance.

	<b>Funding</b>	CDBG: N/A. (revolving loan fund)
	<b>Description</b>	JOB Loans job creation loan program and small business development center
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	3 low-income individuals
	<b>Location Description</b>	Office of Economic and Community Development City of Rochester 150 Wakefield St. Rochester, NH 03867
	<b>Planned Activities</b>	JOB Loans job creation loan program and small business development center
5	<b>Project Name</b>	Public Facilities and Infrastructure
	<b>Target Area</b>	Rochester Low-Moderate Income Census Tracts
	<b>Goals Supported</b>	Improving the Safety/Livability of Neighborhoods Increase Access to Quality Facilities and Services
	<b>Needs Addressed</b>	Improved Safety and Livability of Neighborhoods
	<b>Funding</b>	CDBG: \$136,817.61
	<b>Description</b>	Construction work and accessibility improvements on public buildings
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Xx low-income families
	<b>Location Description</b>	Multiple

<b>Planned Activities</b>	Rochester Main Street Building Façade Program, Homeless Center for Strafford County – Generator, Community Partners – Elevator, Tri-City Co-Op – Handicap Ramp and HVAC, Hope on Haven Hill – Renovations
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Table 9 – Project Summary

**AP-50 Geographic Distribution – 91.220(f)**

**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

Assistance will be directed primarily to low-income areas. This prioritization will be achieved through two main methods. First, assistance will be provided through public services aimed specifically at low-income clients, such as homeless shelter and employment assistance services, and through housing and facilities projects that benefit low-income persons, such as weatherization of low-income housing. Second, assistance will be directed toward census tracts identified by HUD as comprised of 51% or greater low-income households. These census tracts will be prioritized in consideration for facilities and housing projects.

**Geographic Distribution**

Target Area	Percentage of Funds
Rochester Low-Moderate Income Census Tracts	60%

Table 10 - Geographic Distribution

**Rationale for the priorities for allocating investments geographically**

Combining clientele-specific targeting (such as projects aimed specifically at residents with disabilities or elderly residents) and low-income census tract-specific targeting will reach the greatest number of low-income persons.

**Discussion**

The 40% of funding that will not occur within Rochester low-moderate income census tracts is funding for CAP’s weatherization assistance program and Hope on Haven Hill. While individual project locations may be outside of identified low-moderate income census tracts, all individual clients served through these funds will be low-moderate income.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

Affordable housing remains an under-met need in both the City of Rochester and the greater Seacoast region. Consultations with multiple public service agencies addressing housing issues and homelessness have indicated a need for additional affordable and workforce housing, although public consultation revealed a mixed opinion on the need for such.

The City of Rochester will provide affordable housing through support for the SHARE Fund and Community Action Partnership of Strafford County. The SHARE Fund’s rental assistance program provides important support to low-income persons and families, and Community Action Partnership of Strafford County’s weatherization program provides weatherization assistance that lowers utilities costs for low-income persons and families. An anticipated number of 80 low-income families and individuals are estimated to be provided affording housing or assistance staying in affordable housing through CDBG program support during FY 2016-2017.

One Year Goals for the Number of Households to be Supported	
Homeless	124
Non-Homeless	0
Special-Needs	16
Total	140

**Table 11 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	60
The Production of New Units	0
Rehab of Existing Units	20
Acquisition of Existing Units	0
Total	80

**Table 12 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

Focus is placed on rental assistance and housing stock rehabilitation over housing acquisition as rental assistance and housing rehabilitation have been identified as budget-maximizing approaches to increasing affordable housing. In particular, a disproportionately high percentage of low-income and racial/ethnic minority households rent versus own their homes, and a large number of elderly residents live in manufactured housing that requires weatherization services.

**AP-60 Public Housing – 91.220(h)****Introduction**

The City of Rochester's Community Development Coordinator will continue to work with the Rochester Housing Authority to identify and address public housing needs, such as the need for more housing for elderly persons and people with disabilities. During the research and public input processes for drafting the FY 2016-2017 Annual Action Plan, the Community Development Coordinator consulted with Rochester Housing Authority staff on public housing needs and directly with public housing residents at a special public meeting.

**Actions planned during the next year to address the needs to public housing**

The City of Rochester has been coordinating and will continue coordinate with the Rochester Housing Authority to conduct research and analysis into fair housing issues within the City of Rochester as part of the process of drafting a joint Assessment of Fair Housing. The City of Rochester and the Rochester Housing Authority will coordinate on actions to address public housing needs identified, both those related to fair housing issues and those unrelated to fair housing issues, during this research process.

**Actions to encourage public housing residents to become more involved in management and participate in homeownership**

During the research and public input processes for drafting the FY 2016-2017 Annual Action Plan, the Community Development Coordinator consulted directly with public housing residents at a special public meeting. The Rochester Housing Authority executive director and operations manager were in attendance at the public meeting, and the Community Development Coordinator assisted in facilitating a discussion on a broad range of issues introduced by the public housing residents in attendance. Several solutions and follow-up actions, such as creation of additional storage space at Rochester Housing Authority housing units, resulted from the meeting.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

The Rochester Housing Authority is not designated as troubled.

**Discussion**

N/A.

**AP-65 Homeless and Other Special Needs Activities – 91.220(i)****Introduction**

Extensive consultations with public service agencies addressing housing issues and homelessness, as well as consultations with the general public, indicate a continuing need for services and shelter serving the City of Rochester's homeless population. A significant portion of the FY 2015-2020 Consolidated Action Plan focuses on the needs of the City's homeless population, and the need for expanded homeless services was the most frequent comment received at public meetings. The FY 2016-2017 Annual Action Plan incorporates continued funding for the provision of services through regional homeless shelters as well as services aimed at preventing homelessness.

**Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:****Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City of Rochester has continued to participate actively in the Seacoast's implementation of the Coordinated Entry (formerly Coordinated Access) system for provision of a range of services to the City's homeless population. The City plans to continue its participation and support in FY 2016-2017, including attendance by the Community Development Coordinator all relevant meetings with regional homeless services providers, the City of Rochester's welfare officer, and other key officials and stakeholders to coordinate on serving the City's homeless population.

The City of Rochester will also fund a wide range of public service agencies that provide services such as emergency housing, homelessness prevention, and mental health assistance. This includes direct funding to the region's three homeless shelters, rental assistance to those who are homeless or at risk of becoming homeless, and supportive services such as mental health support. In addition, as the chronically homeless population disproportionately has substance abuse addiction issues, the City of Rochester will fund a shelter for homeless pregnant women with substance abuse addictions.

**Addressing the emergency shelter and transitional housing needs of homeless persons**

The City of Rochester will fund the region's three homeless shelters. The Homeless Center for Strafford County provides seasonal emergency and transitional shelter for homeless women and families, My Friend's Place provides emergency and transitional shelter for families, and Cross Roads House provides emergency shelter for men, women, and families. In addition to funding general operating expenses for these three homeless shelters, the City of Rochester is also funding renovation work on the Homeless Center for Strafford County's main building and construction work on a facility to house pregnant women with substance abuse addictions.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to**

**permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The City of Rochester will also fund a wide range of public service agencies that provide services such as emergency housing, homelessness prevention, and mental health assistance. This includes direct funding to the region’s three homeless shelters, rental assistance to those who are homeless or at risk of becoming homeless, and supportive services such as mental health support. The Homeless Center for Strafford County provides seasonal emergency and transitional shelter for homeless women and families, My Friend’s Place provides emergency and transitional shelter for families, and Cross Roads House provides emergency shelter for men, women, and families.

In addition, as the chronically homeless population disproportionately has substance abuse addiction issues, the City of Rochester will fund services aimed at those with substance abuse issues. This includes funding construction work on a facility to house pregnant women with substance abuse addictions.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The City of Rochester will support low-income individuals and families to become homeless through a variety of approaches. Rochester will fund rental assistance to those who are at risk of becoming homeless and supportive services such as non-medical mental health support. Rochester will also fund programs and activities aimed at assisting low-income individuals and families over a longer term through investments in educational, employment/vocational, and health activities. These programs and activities include MY TURN’S out-of-school youth program serving economically disadvantaged youth who wish to become economically self-sufficient, Dover Adult Learning Center’s provision of high-school equivalency exam preparation services, and Tri-City Co-Op’s provision of services to residents with mental health issues.

**Discussion**

The City of Rochester does not receive Housing Opportunities for Persons with AIDS (HOPWA) funding.

<b>One year goals for the number of households to be provided housing through the use of HOPWA for:</b>	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	0

Tenant-based rental assistance	0
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Total	0

**AP-75 Barriers to Affordable Housing – 91.220(j)****Introduction**

Barriers to affordable housing for the City of Rochester’s residents primarily consist of regional increases in rental rates and preferences among real estate developers for market rate housing over affordable and workforce housing. In FY 2016-2017, the City of Rochester will continue its partnerships with the Rochester Housing Authority and regional public service agencies, such as the SHARE Fund and the Community Action Partnership of Strafford County, to address barriers to affordable housing.

Weatherization of low-income homes, accomplished through the Community Action Partnership of Strafford County’s weatherization assistance program, reduces energy expenses and thereby lowers overall home ownership and maintenance expenses for low-income householders. Rental assistance helps low-income residents to obtain safe, quality housing in a rental market with continually rising rent rates. Focus is placed on rental assistance and housing stock rehabilitation over housing acquisition as rental assistance and housing rehabilitation have been identified as budget-maximizing approaches to increasing affordable housing. In particular, a disproportionately high percentage of low-income and minority households rent versus own their homes, and a large number of elderly residents live in manufactured housing that requires weatherization services.

**Actions planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The Community Development Coordinator consulted with the City of Rochester Planning Department during the process of researching and preparing the FY 2015-2020 Consolidated Action Plan and the FY 2016-2017 Annual Action Plan. During this consultation, the Community Development Coordinator specifically raised concerns regarding the potential negative effects of public policies and zoning ordinances on the development and availability of affordable housing. This included researching potential effects of a proposed multifamily housing ordinance. The Community Development Coordinator will continue to consult with the Planning Department and other relevant municipal departments to monitor and evaluate the overall effects of policies and ordinances on the affordable housing supply.

In addition, the Community Development Coordinator will coordinate with the Workforce Housing Coalition of the Greater Seacoast to explore workforce housing opportunities within the City of Rochester. A Rochester-specific workforce housing charrette, for example, has been proposed for the future.

**Discussion**

N/A.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction**

The Community Development Coordinator is committed to outreach and networking with regional public service agencies, government entities, and others to maximize the impact and reach of CDGB funds. The overall goal is to coordinate all activities and aspects of the City's CDBG program to best meet the continuing and foreseen needs of low-income residents. The Community Development Coordinator has also been active in providing outreach and establishing connections with public service agencies that provide services that address underserved needs, such as inviting a number of agencies addressing substance abuse to apply for a FY 2016-2017 CDBG grant.

### **Actions planned to address obstacles to meeting underserved needs**

Underserved needs primarily relate to the rise in substance abuse issues, particularly the abuse of heroin and other opioids, and the impacts of mental illness on housing and employment. Funding will go toward rental assistance, homeless services, and efforts to permanently house the City's chronically homeless population, which is disproportionately comprised of persons with substance abuse issue. **Funding also will go to work on a facility to house pregnant women with substance abuse addictions.** In addition, the Community Development Coordinator will continue to provide outreach to and establish connections with current and emerging agencies that provide substance abuse prevention, treatment, and recovery services.

### **Actions planned to foster and maintain affordable housing**

**In FY 2016-2017, the City of Rochester will continue its partnerships with the Rochester Housing Authority and regional public service agencies, such as the SHARE Fund and the Community Action Partnership of Strafford County, to address barriers to affordable housing.**

Weatherization of low-income homes, accomplished through the Community Action Partnership of Strafford County's weatherization assistance program, reduces energy expenses and thereby lowers overall home ownership and maintenance expenses for low-income householders. Rental assistance helps low-income residents to obtain safe, quality housing in a rental market with continually rising rent rates. Focus is placed on rental assistance and housing stock rehabilitation over housing acquisition as rental assistance and housing rehabilitation have been identified as budget-maximizing approaches to increasing affordable housing. In particular, a disproportionately high percentage of low-income and minority households rent versus own their homes, and a large number of elderly residents live in manufactured housing that requires weatherization services.

**Actions planned to reduce lead-based paint hazards**

The City of Rochester will continue to fund the housing weatherization work of the Community Action Partnership of Strafford County. Given the ages and conditions of many of the homes that receive weatherization assistance, these homes have a higher than average chance of lead-based paint hazard. The City of Rochester will ensure lead-based paint safe practices and/or lead-based paint removal in all other construction-based activities funded, as well. Also, the City of Rochester will explore, with the Community Action Partnership of Strafford County and other interested public service agency partners, other funding opportunities involving lead-based paint removal that might supplement the City's current funding and activities.

**Actions planned to reduce the number of poverty-level families**

The City of Rochester will continue to support a wide range of anti-poverty efforts. Educational activities, such as those supplied by MY-TURN and the Dover Adult Learning Center, will be funded in FY 2016-2017, as the City recognizes the value of investing in education (especially for youth) for advancement out of poverty. In particular, support will be given to educational and vocational programs focusing on key industries for the southeastern New Hampshire region, such as allied health care professions and advanced composites manufacturing.

The City of Rochester also will continue to support the Job Opportunity Benefits (JOB) Loan Program, which provides loans to small businesses to encourage the hiring of low-income employees. Conditions for receiving a loan require a commitment to creating or retaining a certain number of jobs open to low-income employees. Such jobs must include the potential for advancement.

**Actions planned to develop institutional structure**

The City of Rochester's Community Development Division plans to work with other City departments (including but not limited to the Office of Economic Development, the Planning Department, the Welfare Office, and the Department of Public Works) to implement the programs and activities outlined in the FY 2016-2017 Annual Action Plan, to identify further program needs within the City, and to research other funding sources for City projects that are not and/or cannot be funded through CDBG funds. In addition, the Community Development Coordinator will continue to engage in outreach to key non-profit and private stakeholders to serve as a key point of contact for the City's community development, and low-income economic development, and affordable housing development matters. This will be accomplished, in part, through the Community Development Coordinator's continued active participation in the Balance of State Continuum of Care, the Greater Seacoast Coalition to End Homelessness, and other relevant coalitions and organizational meetings.

**Actions planned to enhance coordination between public and private housing and social service agencies**

The Community Development Coordinator will continue to conduct outreach and to network with regional public service agencies, government entities, and others to maximize the impact and reach of CDGB funds. The City of Rochester will continue to participate fully in the Balance of State Continuum of Care, as well as the regional Coordinated Entry system. In addition, the Community Development Coordinator will continue to serve as a member of the Steering Committee of the Greater Seacoast Coalition to End Homelessness. The Steering Committee includes representatives from the regional homeless shelters, public housing authorities, other local governments, and public service agencies concerned with addressing homelessness and related issues.

Regarding public and private housing agencies, the City of Rochester has been coordinating and will continue coordinate with the Rochester Housing Authority to conduct research and analysis into fair housing issues within the City of Rochester as part of the process of drafting a joint Assessment of Fair Housing. The City of Rochester and the Rochester Housing Authority will coordinate on actions to address public housing needs identified, such as fair housing issues, needs specific to residents with disabilities, and needs specific to elderly residents.

**Discussion**

N/A.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction

#### Community Development Block Grant Program (CDBG)

#### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	0
5. The amount of income from float-funded activities	0
<b>Total Program Income</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income	96.8%

Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.

#### Discussion

N/A.

**RESOLUTION**  
**APPROVING A HISTORIC RESTORATION GRANT APPLICATION TO THE NEW**  
**HAMPSHIRE DIVISION OF HISTORICAL RESOURCES**

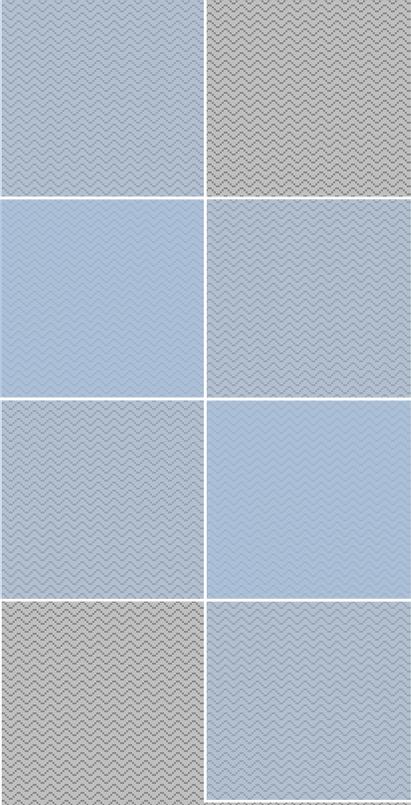
**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:**

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 New Hampshire Division of Historical Resources in order to fund necessary historic restoration of the façade of the City Hall Annex building.

CC FY16 04-05 AB 137



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**City of Rochester Formal Council Meeting**

**AGENDA BILL**

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

AGENDA SUBJECT Certified Local Governments (CLG) Program Grant Application - City Hall Annex
---

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

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

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

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

AGENDA DATE	April 5, 2016		
DEPT. HEAD SIGNATURE	Karen Pollard, signature on file		
DATE SUBMITTED	03/28/2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	
CITY MANAGER	

**FINANCE & BUDGET INFORMATION**

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	NH Division of Historical Resources
ACCOUNT NUMBER	TBD by Finance
AMOUNT	\$57,000.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

**LEGAL AUTHORITY**

City Charter, Section 4.

**SUMMARY STATEMENT**

The State of New Hampshire Division of Historical Resources has called for grant application submissions from Certified Local Governments for historic renovation projects. The Planning Department would like funding in an amount up to \$xx,xxx.xx to perform historic restoration work on the facade of the City Hall Annex building. There is a 60/40 matching funds requirement for the grant; the City's matching funds will be provided through the funds already allocated for the overall City Hall Annex restoration.

**RECOMMENDED ACTION**

The Community Development Coordinator requests that the City Council vote to approve the submittal of a grant application an amount up to \$57,000.00 to fund historic restoration work on the facade of the City Hall Annex building and to approve the related resolution authorizing the submittal of the grant application.

**AGENDA BILL - FUNDING RESOLUTION**

**EXHIBIT**

Project Name:

Date:

Fiscal Year:

Fund (select):

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

Fund Type:      Lapsing       Non-Lapsing

**Deauthorization**

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

**Appropriation**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD		-	\$57,000.00	-
2				-	-	-
3				-	-	-
4				-	-	-

**Revenue**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD		-	\$57,000.00	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS #

CFDA #

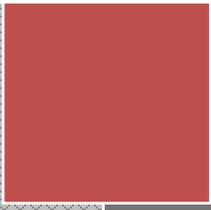
Grant #

Grant Period: From   
 To

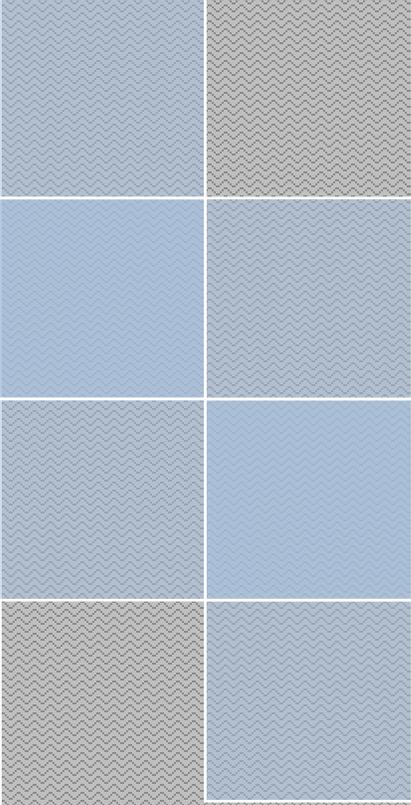
If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced

Funds will be returned



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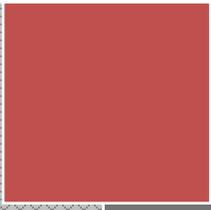
**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION  
TO THE ARENA DEPARTMENT ENTERPRISE FUND**

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

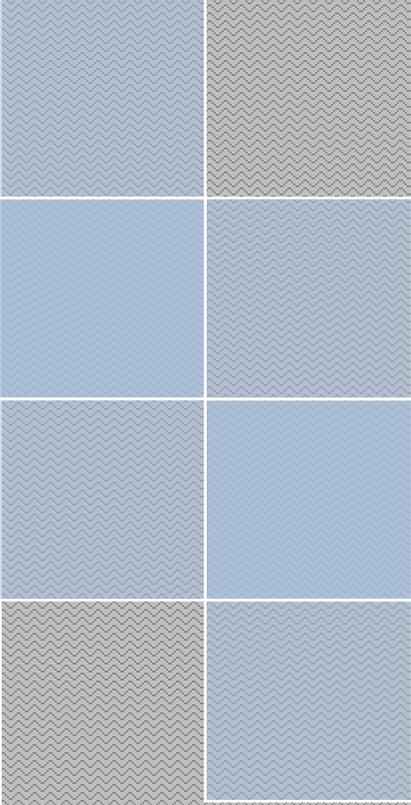
That the sum of Seventy Thousand Four Hundred Ninety Eight Dollars (\$70,498.00) be, and hereby is, appropriated as a supplemental appropriation to the City of Rochester Arena Department Enterprise Fund, for the purpose of providing funds necessary to pay costs and/or expenditures associated with the FY15 deficit in said Enterprise Fund and provided further that funds for such supplemental appropriation shall be derived in their 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.

CC FY16 04-05 129



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**City of Rochester Formal Council Meeting**

**AGENDA BILL**

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

AGENDA SUBJECT GENERAL FUND CONTRIBUTION TO THE ARENA ENTERPRISE FUND

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	04/05/2016		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	03/21/2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

**COMMITTEE SIGN-OFF**

COMMITTEE	FINANCE COMMITTEE
CHAIR PERSON	MAYOR McCARLEY

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

**FINANCE & BUDGET INFORMATION**

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	G/F UNASSIGNED FUND BALANCE
ACCOUNT NUMBER	17040051-593010
AMOUNT	70,498.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

**LEGAL AUTHORITY**

CITY COUNCIL

**SUMMARY STATEMENT**

THIS REQUEST IS FOR THE COUNCIL TO AUTHORIZE A CONTRIBUTION (TRANSFER) OF \$70,498 FROM THE GENERAL FUND UNASSIGNED FUND BALANCE TO THE ARENA ENTERPRISE FUND. THE REASON FOR THIS REQUEST IS TO FUND THE FY15 DEFICIT IN THE ARENA ENTERPRISE FUND.

**RECOMMENDED ACTION**

RECOMMEND APPROVAL.

**AGENDA BILL - FUNDING RESOLUTION**

**EXHIBIT**

Project Name:

Date:

Fiscal Year:

Fund (select):

GF       Water       Sewer       Arena   
 CIP       Water CIP       Sewer CIP       Arena CIP   
 Special Revenue  Conservation Commission Fund

Fund Type:      Annual Lapsing       Multi-year Non-Lapsing

**Deauthorization**

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

**Appropriation**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	17040051	593010		-	-	70,498.00
2				-	-	-
3				-	-	-
4				-	-	-

**Revenue**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	530001	406103		-	-	70,498.00
2				-	-	-
3				-	-	-
4				-	-	-

DUNS #

CFDA #

Grant #

Grant Period: From   
To

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

Reimbursement Request will be reduced

Funds will be returned

determined that the sense of the Committee was to grant the Recreation Department's request.

#### 4.2 Arena Fund Budgeting

Deputy City Manager Cox provided the committee with a three-page handout (copy attached) regarding Arena Fund budgeting. He explained that the information showed that for fiscal year 2015 the arena had an operating surplus of \$40,705. In addition, the arena had debt service expenses of \$111,203. The net of these two figures resulted in a fiscal year 2015 deficit of \$70,498. Mr. Cox reminded the committee that the Council had discussed during the fiscal year 2016 budget development process the idea of offsetting Arena Fund deficits with General Fund funding. The two options outlined were: (1) a retroactive supplemental appropriation from General Fund fund balance and (2) budgeting during the budget development process a transfer from General Fund to Arena Fund. **Deputy Mayor Varney moved to recommend to the full City Council a supplemental appropriation from General Fund fund balance to the Arena Fund in the amount of \$70,498 to offset the Arena Fund's fiscal year 2015 deficit. Councilor Keans provided a second to the motion which was then adopted.**

#### 4.3 CIP Projects & Debt Service

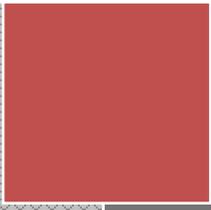
Deputy City Manager Cox and Senior Accountant Sullivan distributed and reviewed a 10-page handout (copy attached) regarding the City's General Fund statutory debt limit as well as the tax cap implications of the City's current and proposed bonded debt. Public Works Director Storer also provided information regarding the City's capital improvements plan, specifically regarding the projects known as Wakefield Street and Woodman Myrtle. After a lengthy discussion the Committee took no action on this item.

**RESOLUTION AUTHORIZING THE ROCHESTER DEPARTMENT OF PUBLIC  
WORKS (DPW) TO APPLY FOR A TRANSPORTATION INVESTMENT  
GENERATING ECONOMIC DEVELOPMENT (TIGER) GRANT**

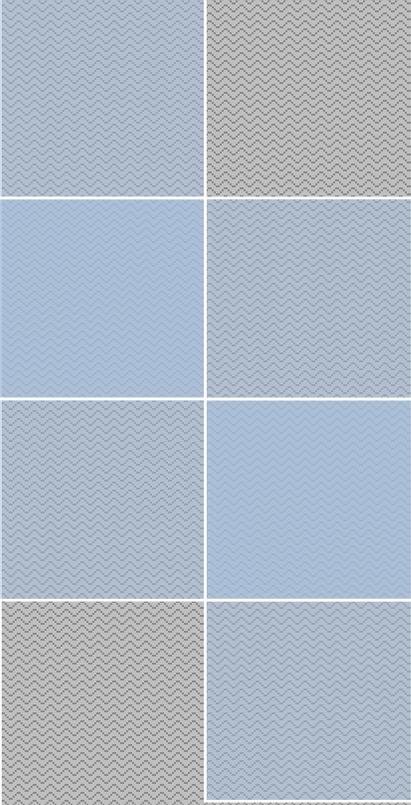
**BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF  
ROCHESTER, AS FOLLOWS:**

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the submission of a grant application by DPW to the United States Department of Transportation TIGER Grant program in order to fund a connector road between North Main Street and Wakefield Street.

CC FY16 04-05 AB 138



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### City of Rochester Formal Council Meeting

### AGENDA BILL

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

AGENDA SUBJECT Authorization to submit TIGER Grant Application
---

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

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

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

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

AGENDA DATE	APRIL 5, 2016		
DEPT. HEAD SIGNATURE	John B. Storer, PE. (Signature on file in City Clerk's Office)		
DATE SUBMITTED	3/29/16		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	3	

#### COMMITTEE SIGN-OFF

COMMITTEE	Public Works & Buildings Committee
CHAIR PERSON	Councilor Ralph Torr

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

City Council Resolution
-------------------------

**SUMMARY STATEMENT**

Seeking City Council Authorization to submit an application for a Transportation Investment Generating Economic Development (TIGER) grant through the US Department of Transportation.

Applications are due by April 29. TIGER grants are discretionary funds for capital investments in surface transportation infrastructure that will have a significant impact on a metropolitan area or region. The focus is on capital projects that generate development and improve access to reliable, safe and affordable transportation for communities. Since Rochester is classified as an urban area, the minimum grant award is \$5 million.

The issue was discussed at the March 17, 2016 Public Works Committee. The only identified project that would exceed the \$5 million threshold was the proposed connector road between North Main Street and Wakefield Street. The Public Works Committee supported a recommendation to the full Council to authorize the submittal of an application for the project. Attached is background information discussed at the March 17 PWC Meeting.

**RECOMMENDED ACTION**

City Council Resolution authorizing the Department of Public Works to submit an application for a TIGER Grant and to allow the Finance Director to serve as authorized signatory on any related documentation.



Public Works & Buildings Committee  
March 17, 2016 Agenda Item

**Agenda Item #10 – Tiger Grant, N. Main to Wakefield Connector**

**Summary:**

Applications for Tiger Grants are due by April 29, 2016. Does the City have any projects that should be pursued with a Tiger Grant? Staff suggests consideration of the Connector Road linking North Main Street to Wakefield Street.

If this project remains feasible, it would have a major impact on the proposed reconstruction of Wakefield Street. We don't have a current Transportation Master Plan that suggests how to deal with increased congestion in the downtown corridor.

**Background:**

Tiger Grants are discretionary project funding from the US Department of Transportation. "Tiger" denotes Transportation Investment Generating Economic Recovery. Minimum grant awards for an urban area like Rochester are \$5 million. They are focused on large projects of significant impact. Per their website – *"FY 2016 TIGER discretionary grants will fund capital investments in surface transportation infrastructure and will be awarded on a competitive basis for projects that will have a significant impact on the nation, a metropolitan area, or a region. The 2016 TIGER grant program will focus on capital projects that generate economic development and improve access to reliable, safe and affordable transportation for communities, both urban and rural."*

*For projects located in urban areas, the minimum award is \$5 million.*

The only potential project that would exceed the \$5 million threshold is the theoretical connector road. Existing DPW engineering staff is unfamiliar with the project, but we did find "Final Report – Traffic Study for Proposed Connector Road, North Main Street to Wakefield Street" that was prepared in April 2007 by CLD Consulting Engineers. The report cover sheet and a schematic map are attached from that report.

Development along Route 11, combined with the construction of Strafford Square, will put a focus on traffic flow and congestion in the downtown. Problems are only expected to get worse.

The City appears to have invested heavily in acquiring necessary land on the east side of the Cocheco River in anticipation of the project. Over \$700,000 was spent acquiring parcels in 2005 & 2006. The City still retains these parcels.

The Engineering Study noted the connector road would help relieve traffic congestion in the downtown, but there were significant environment impacts and residential opposition to overcome.

**FINAL REPORT**

**TRAFFIC STUDY**  
**FOR**  
**PROPOSED CONNECTOR ROAD**  
**NORTH MAIN STREET TO WAKEFIELD STREET**  
**ROCHESTER, NEW HAMPSHIRE**

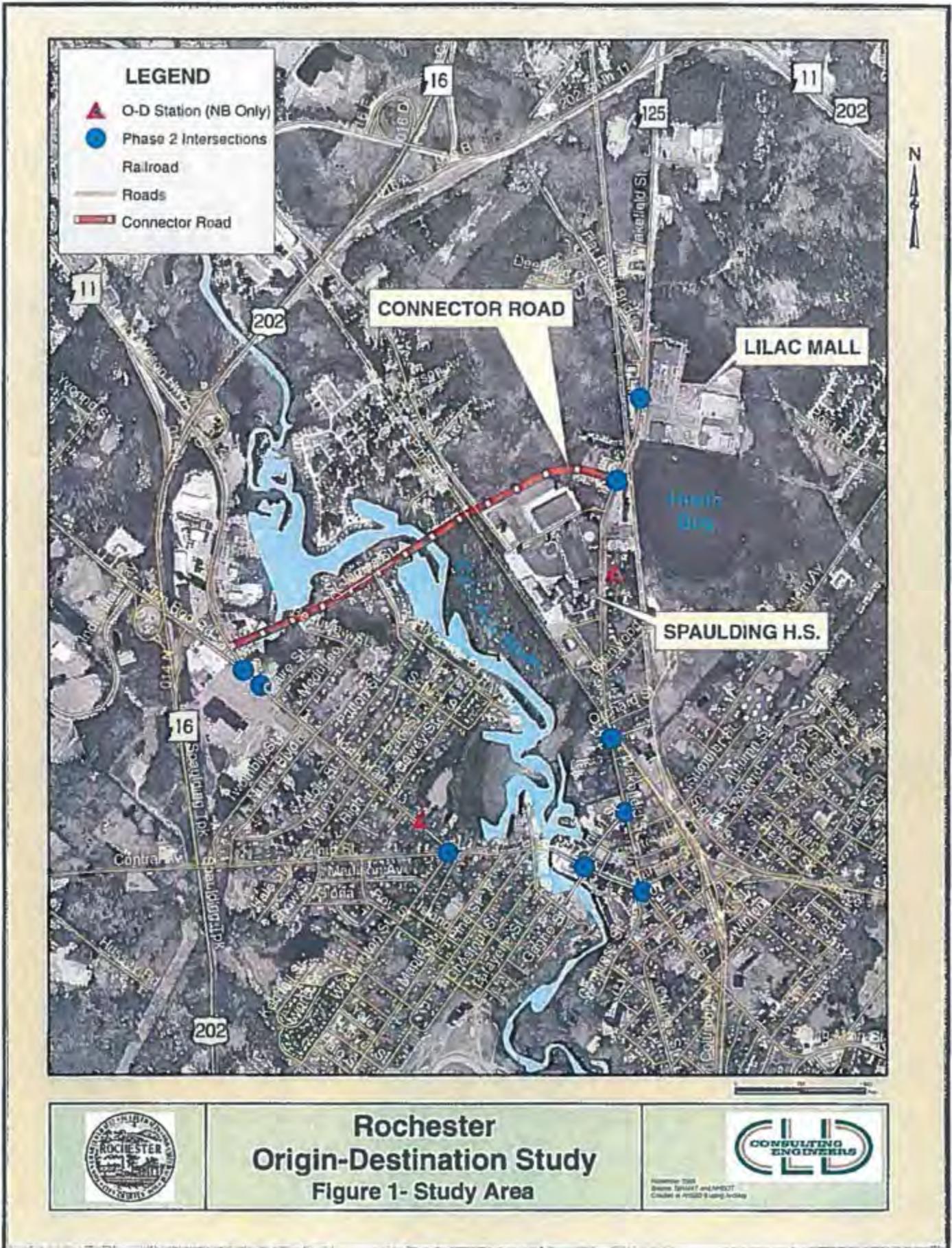
April 2007

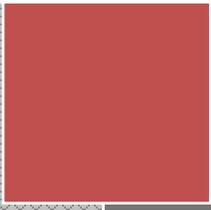
*Prepared by:*



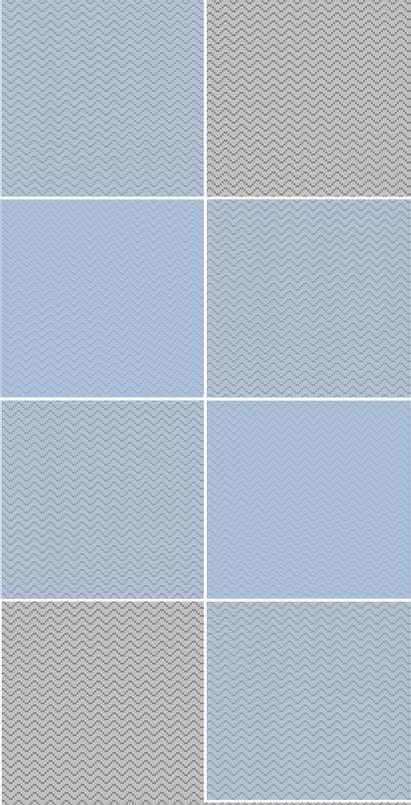
540 Commercial Street • Manchester, NH 03101  
(603) 668-8223 • Fax: (603) 668-8802  
[cld@cldengineers.com](mailto:cld@cldengineers.com) • [www.cldengineers.com](http://www.cldengineers.com)  
New Hampshire • Vermont • Maine

CLD Reference No. 03-0368





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**RESOLUTION DEAUTHORIZING FUNDING FROM  
THE GREEN INFRASTRUCTURE GRANT**

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

**WHEREAS**, by virtue of a certain resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated funds to the City of Rochester Capital Project General Fund account, of which, Sixteen Thousand Dollars (\$16,000) was to be derived from the Green Infrastructure Grant and Four Thousand Dollars (\$4,000) was derived from the General Fund unassigned fund balance, and

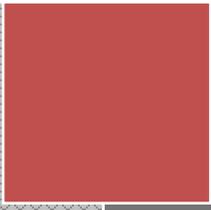
**WHEREAS**, Three Thousand Eight Hundred Ninety Four and 02/100 Dollars (\$3,894.02) of the original appropriation remains unexpended;

**NOW THEREFORE**, in light of the above, the Mayor and City Council of the City of Rochester hereby withdraw and deauthorize the sum of Three Thousand Eight Hundred Ninety Four and 02/100 Dollars (\$3,894.02) of the previous appropriation of funds.

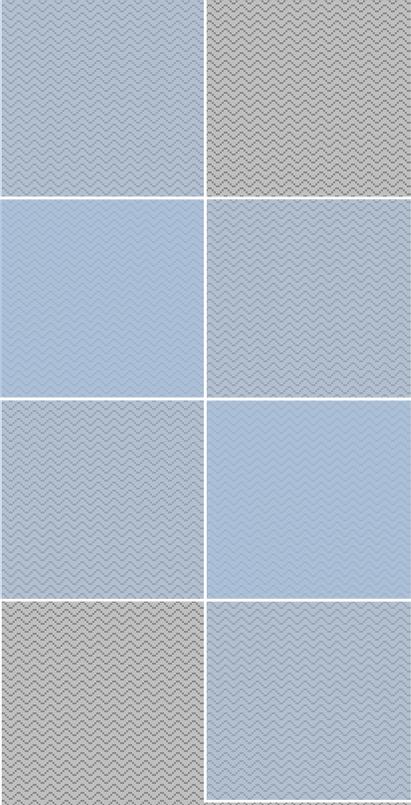
**FURTHER**, that the Mayor and City Council authorize the transfer of Three Thousand Eight Hundred Ninety Four and 02/100 Dollars (\$3,894.02) back to the General Fund unassigned fund balance.

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

**CC FY 16 02-02 AB 98**



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**City of Rochester Formal Council Meeting**

**AGENDA BILL**

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

AGENDA SUBJECT Deauthorization of Green Infrastructure Grant Funds
---

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

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

AGENDA DATE	February 2, 2016		
DEPT. HEAD SIGNATURE	Karen Pollard, signature on file		
DATE SUBMITTED	January 26, 2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

**FINANCE & BUDGET INFORMATION**

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Capitol Projects General Fund
ACCOUNT NUMBER	Fund 1501
AMOUNT	\$3,894.02
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

**LEGAL AUTHORITY**

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

**SUMMARY STATEMENT**

Matching funds in an amount up to \$4,000 for the Green Infrastructure Grant were authorized by City Council at the January 14, 2014 City Council meeting. The work of the grant has concluded, and of the \$4,000 authorized for the match, \$105.98 has been expended and \$3,894.02 remains unexpended.

**RECOMMENDED ACTION**

Deauthorize the unexpended \$3,894.02 from the City Capital Project General Funds for the Green Infrastructure grant.

**AGENDA BILL - FUNDING RESOLUTION**

**EXHIBIT**

Project Name:

Date:

Fiscal Year:

Fund (select):

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

Fund Type:      Lapsing       Non-Lapsing

**Deauthorization**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	15011100	776000	14537	-	-	\$3,894.02
2				-	-	-
3				-	-	-
4				-	-	-

**Appropriation**

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

**Revenue**

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

DUNS #

CFDA #

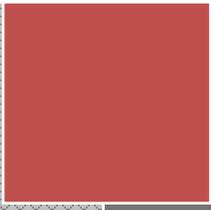
Grant #

Grant Period: From   
To

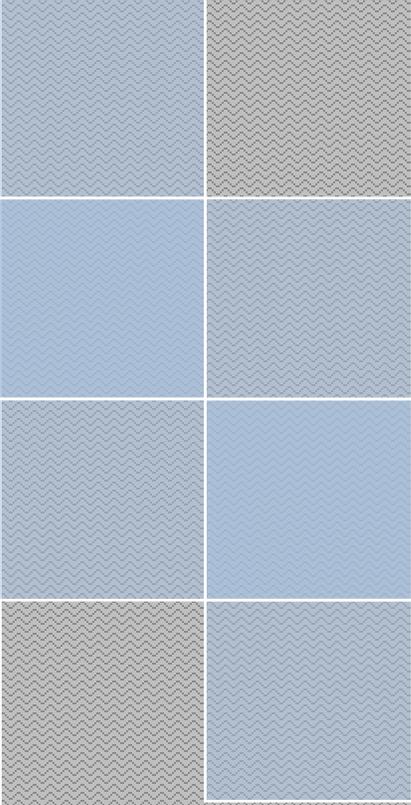
If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced

Funds will be returned



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**AMENDMENT TO CHAPTER 11 OF THE GENERAL ORDINANCES OF THE CITY  
OF ROCHESTER REGARDING ECONOMIC DEVELOPMENT SPECIAL RESERVE  
FUND**

THE CITY OF ROCHESTER ORDAINS:

That subsections 11.20 of Chapter 11 of the General Ordinances of the City of Rochester regarding the Economic Development Special Reserve Fund and currently before the Rochester City Council, be amended as follows:

~~11.20 City of Rochester Economic Development Special Reserve Fund.~~

~~(a) City of Rochester Economic Development Special Reserve Fund—Statement of Purpose. The City of Rochester currently serves as the “Host Community” for the Turnkey Recycling and Environmental Enterprises Waste Disposal Facility (“TREE”) currently operated by Waste Management of New Hampshire, Inc., and located on the Rochester Neck Road. By virtue of its status as Host Community for TREE, the City of Rochester, in addition to incurring significant expenses in connection with such facility, receives significant financial benefits in the form of real property taxes, users fees (in the form of so-called “Host Community Fees”) and various other benefits relative to the cost to the City and its inhabitants of the disposal and/or recycling of various solid waste, including reduced and/or eliminated fees for the disposal and/or recycling of solid waste generated within the City of Rochester. It is currently estimated that the permitted capacity of the TREE Waste Disposal Facility (TLR-III) will be reached in approximately the year 2023. When such facility is filled to its permitted capacity, it is anticipated that the City will experience a loss in revenues, and the City and its inhabitants will experience increased costs associated with the disposal and/or recycling of solid waste, particularly in the form of reduced and/or lost users fees and reduced property tax revenues, as well as increased costs associated with the disposal and/or recycling of solid waste. Therefore, in an effort to offset the expected loss of revenues and increased costs occurring to the City as a result of the anticipated filling of the TREE Waste Disposal Facility to its permitted capacity and to promote the general fiscal strength and well-being of the City, it is necessary that economic development in the City of Rochester be promoted and/or maintained to insure the existence and/or expansion of a vibrant economic base for the City and its inhabitants.~~

~~—Therefore, the City Council of the City of Rochester, pursuant to the authority granted by RSA 47:1-b and RSA 47:1-c, hereby establishes a special revenue reserve fund from the specific source identified in subsection (b) of this Section 11.20 for the specific purpose of paying expenditures associated with the promotion of new, and maintenance of current sources and levels of economic development within the City of Rochester. The special reserve fund established in subsection (b) of this Section 11.20 shall be known as the “City of Rochester Economic Development Special Reserve Fund.” No expenditure from the said City of Rochester Economic Development Special Reserve Fund shall be made without an appropriation of such funds having been adopted by the Rochester City Council, which appropriation shall provide that such appropriation is for economic development purposes and shall contain a statement and/or finding by the City Council indicating the manner in which it is anticipated that such appropriation is related to the economic development of the City of Rochester.~~

~~{2} (b) City of Rochester Economic Development Special Reserve Fund. There is hereby created a non-lapsing budgetary account within the City of Rochester, pursuant to the authority granted to the City by the provisions of RSA 47:1-b, such special reserve fund to be known as the 'City of Rochester Economic Development Special Reserve Fund'. Such fund shall be funded on an annual basis by the appropriation by the City Council to such special reserve fund of an amount not less than \$100,000 from the funds annually payable to the City of Rochester by Waste Management of New Hampshire, Inc. from the so-called "Host Community Fees" payable to the City pursuant to the provisions of the "Host Agreement" between the City and Waste Management of New Hampshire, Inc., or of any successor to such Agreement. In addition to such minimum funding level, the City Manager may, during any fiscal year of the City, upon written notification to, and appropriation by, the City Council, transfer to said 'City of Rochester Economic Development Special Reserve Fund' unappropriated 'Host Community Fees' in an amount not to exceed the difference between the total amount of Host Community Fees received from Waste Management of New Hampshire, Inc. during such fiscal year and the amount of such 'Host Community Fees' previously appropriated by the Rochester City Council during such fiscal year (having in mind the minimum funding/appropriation requirement provided for herein and any other appropriation of such fiscal year's 'Host Community Fees' by the City Council during such fiscal year). The 'City of Rochester Economic Development Special Reserve Fund' shall, upon appropriation by the City Council to such fund, include funds currently in Account #1501-324400, in the amount of \$1,537,613.54, as of the date of adoption of this ordinance, and such funds shall be expended only for the specific purpose set forth in subsection (a) of this Section 11.20 and shall be expended only in accordance with the provisions of subsection (a) of such Section.~~

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



**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.**

<p>AGENDA SUBJECT</p> <p>Amendment to Chapter 11 of the General Ordinances of the City of Rochester regarding Economic Development Special Reserve Fund.</p>
--

<p>COUNCIL ACTION ITEM <input checked="" type="checkbox"/></p> <p>INFORMATION ONLY <input type="checkbox"/></p>
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<p>FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>* IF YES ATTACH A FUNDING RESOLUTION FORM</p>
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<p>RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p>
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<p>FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p>
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AGENDA DATE	April 4, 2016		
DEPT. HEAD SIGNATURE	Signature on file		
DATE SUBMITTED	March 24, 2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

**COMMITTEE SIGN-OFF**

COMMITTEE	Codes and Ordinances
CHAIR PERSON	Peter Lachapelle

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	signature on file
CITY MANAGER	signature on file

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

<p>City Council.</p>
----------------------

**SUMMARY STATEMENT**

During the fiscal year 2016 budget development process the Council discussed a change in the manner of funding for the Economic Development Reserve Fund and the and the Economic Development Department Operating Budget. The Council agreed to consider these changes for the fiscal year 2017 budget process. The attached diagrams detail on the first the existing process and on the second an optional process. The City Manager seeks direction from the Council as he prepares his fiscal year 2017 Proposed Budget for the Council's discussion and consideration.

On March 3, 2016 the Codes and Ordinances Committee voted unanimously to eliminate Chapter 11.20 of the General Ordinances and bring to the full City Council for their approval.

**RECOMMENDED ACTION**

Approve resolution.

**AMENDMENT TO CHAPTER 44 OF THE GENERAL ORDINANCES OF THE CITY OF ROCHESTER REGARDING LOCAL ORDINANCE CITATIONS; PLEAS BY MAIL**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 44 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

**CHAPTER 44**

**LOCAL ORDINANCE CITATIONS; PLEAS BY MAIL**

**SECTION ANALYSIS**

44.1 Purpose and Objectives

44.2 Authority

44.3 Fine Schedule

**44.1 Purpose and Objectives.**

In addition to any other enforcement procedure authorized by law, any City official with authority to prosecute an offense under any municipal code, ordinance, bylaw, or regulation, if such offense is classified as a violation under applicable law, may issue and serve upon the defendant, in addition to a summons to appear in the Circuit Court, a local ordinance citation as set forth in this section. A defendant receiving such a citation may plead guilty or *nolo contendere* by mail by entering that plea as provided herein. If such a plea is accepted by the Circuit Court and the prescribed fine is paid with the plea by mail, the defendant shall not be required to appear personally or by counsel; otherwise the defendant shall appear as directed by the court.

**44.2 Authority.**

This Ordinance is adopted pursuant to the authority vested in the City by RSA 31:39-d.

**44.3 Fine Schedule.**

Any defendant issued a local ordinance citation may plead guilty or *nolo contendere* by mail within ten (10) days of receipt of the local ordinance citation consistent with the following violation fine schedule:

Category	1st Offense	2nd offense
Permits	\$50.00	\$100.00
Garbage, Rubbish, & Debris	\$75.00	\$150.00

Infestation	\$100.00	\$200.00
Interior, Building Elements	\$125.00	\$250.00
Exterior, Building Elements	\$150.00	\$300.00
Exterior, Motor Vehicles	\$200.00	\$400.00
All other violations	\$100.00	\$275.00

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



**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 Creation of Chapter 44 of the General Ordinances of the City of Rochester regarding Local Ordinance Citations
---

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

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

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

AGENDA DATE	April 4, 2016		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	March 24, 2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

**COMMITTEE SIGN-OFF**

COMMITTEE	Codes and Ordinances
CHAIR PERSON	Signature on File

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	Signature on File
CITY MANAGER	Signature on File

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

City Council.
---------------

**SUMMARY STATEMENT**

RSA 31:39-d allows municipalities to issue local ordinance citations which allows for pleas by mail. RSA 31:39-d also allows municipalities to establish their own fine schedule for ordinance violations. This proposed Ordinance change implements RSA 31-39-d and allows Rochester to streamline its local ordinance violation enforcement program by creating more immediacy which will lead to quicker corrections of violations.

On March 3, 2016 the Codes and Ordinances Committee voted unanimously to eliminate Chapter 40.12 of the General Ordinances and bring to the full City Council for their approval.

**RECOMMENDED ACTION**

Approve resolution.

**AMENDMENT TO CHAPTER 40 OF THE GENERAL ORDINANCES OF THE CITY  
OF ROCHESTER REGARDING PENALTIES**

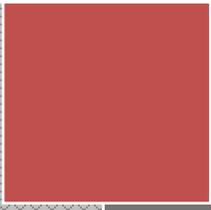
THE CITY OF ROCHESTER ORDAINS:

That subsections 40.12 of Chapter 40 of the General Ordinances of the City of Rochester regarding Penalties and currently before the Rochester City Council, be amended as follows:

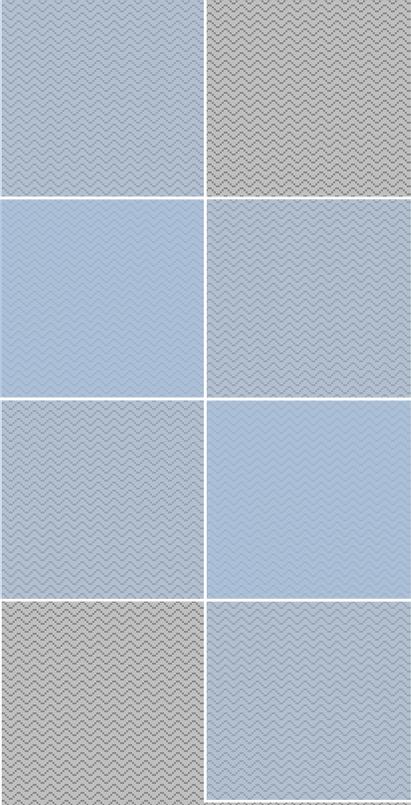
**40.12 Penalties.**

(a) Any person who shall violate any provisions of any code adopted herein, or fails to comply therewith or with any requirements thereof, or who shall erect, construct, alter, or repair or has erected, constructed, altered, or repaired a building or structure or portion thereof in violation of a detailed statement or plan submitted and approved thereunder, or of a permit or certificate issued thereunder, shall be punished by a civil penalty of *\$275 for the first offense, and \$550 for subsequent offenses*, for each day that such violation is found by a court to continue after the conviction date or after the date on which the violator receives written notice from the City that he/she is in violation thereof, whichever date is earlier. *Each day that a violation continues shall be a separate offense.* The owner of a building or structure or portion thereof, or of the premises where anything in violation of this code shall be placed or shall exist, and an architect, building contractor, agent, person or corporation employed in connection therewith and who may have assisted in the commission of such violation shall be guilty of a separate offense and upon conviction thereof shall be punishable by a civil penalty of *\$275 for the first offense, and \$550 for subsequent offenses*, for each day that such violation is found by the court to continue after the conviction date or after the date on which the violator receives written notice from the City that he/she is in violation thereof, whichever date is earlier. *Each day that a violation continues shall be a separate offense.*

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



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**City of Rochester Formal Council Meeting**

**AGENDA BILL**

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

<p>AGENDA SUBJECT</p> <p>Amendment to Chapter 40.12 of the General Ordinances of the General Ordinances of the City of Rochester regarding penalties.</p>
---

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

<p>FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p> <p>* IF YES ATTACH A FUNDING RESOLUTION FORM</p>
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<p>RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p>
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<p>FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p>
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AGENDA DATE	April 4, 2016		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	March 24, 2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

**COMMITTEE SIGN-OFF**

COMMITTEE	Codes and Ordinances
CHAIR PERSON	Signature on File

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	Signature on File
CITY MANAGER	Signature on File

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

<p>City Council.</p>
----------------------

**SUMMARY STATEMENT**

40.12: This Ordinance change makes the City's penalty section align with RSA 676:17.

On March 3, 2016 the Codes and Ordinances Committee voted unanimously to eliminate Chapter 40.12 of the General Ordinances and bring to the full City Council for their approval.

**RECOMMENDED ACTION**

Approve resolution.

**AMENDMENT TO CHAPTER 26 OF THE GENERAL ORDINANCES OF THE CITY  
OF ROCHESTER REGARDING OUTDOOR DINING ON CITY PROPERTY**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 26 of the General Ordinances of the City of Rochester regarding a Public License for outdoor dining on city property and currently before the Rochester City Council, be amended as follows:

**CHAPTER 26**

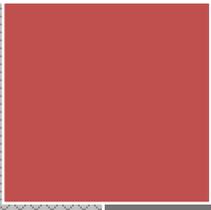
**PUBLIC LICENSE**

**26.10 Use of City Property for Outdoor Dining.**

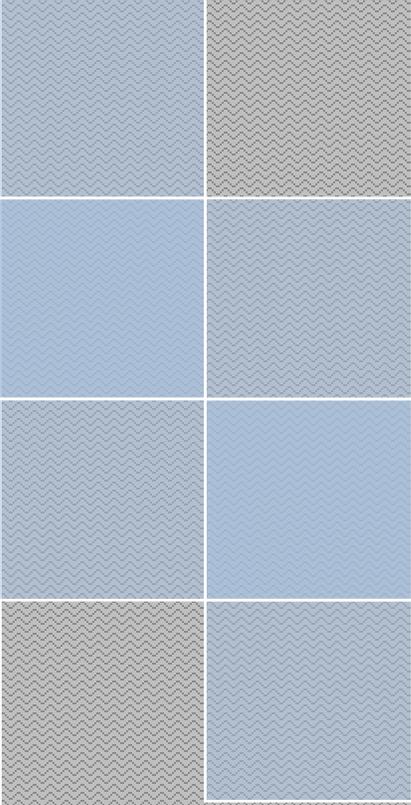
- \*
- \*
- \*
- \*

21. **Exception:** *Use of City property, other than sidewalks, for outdoor dining as defined in this Chapter and the terms of said use must be separately negotiated with the City outside of the above delineated permitting process.*

**This Ordinance shall take effect upon the passage by the City Council.**



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**City of Rochester Formal Council Meeting**

**AGENDA BILL**

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

AGENDA SUBJECT Amendment to Chapter 26.10 Outdoor Dining on City Property.
---

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

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

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

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

AGENDA DATE	April 5, 2016	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	03/30/2016	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	<i>signature on file</i>
CITY MANAGER	<i>signature on file</i>

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

City Council.
---------------

**SUMMARY STATEMENT**

Language is being proposed to Chapter 26.10 to include an exception for use of City property.

**RECOMMENDED ACTION**

Approve the Amendment to Chapter 26.10 as written.



**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 <b>Outdoor Dining Lease Agreement for Factory Court</b>
--

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

AGENDA DATE	April 5, 2016		
DEPT. HEAD SIGNATURE	NA		
DATE SUBMITTED	March 30, 2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	6	

**COMMITTEE SIGN-OFF**

COMMITTEE	NA
CHAIR PERSON	NA

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	signature on file
CITY MANAGER	signature on file

**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"/>	

**LEGAL AUTHORITY**

Outdoor Dining Ordinance
--------------------------

**SUMMARY STATEMENT**

Attorney O'Rourke will present details of the lease agreement drafted for use of Factory Court by the Revolution Restaurant.

**RECOMMENDED ACTION**

Approval of Lease Agreement.

**LEASE AGREEMENT**

This Lease is effective \_\_\_\_\_, 2016, by and between the **CITY OF ROCHESTER**, a municipal corporation, with a principal place of business at 31 Wakefield Street, Rochester, County of Strafford, and State of New Hampshire, hereafter "Lessor," and **ABACUS RESTAURANT CORPORATION, d.b.a Revolution**, a New Hampshire corporation with a mailing address of 61 North Main Street, Rochester, New Hampshire 03867, hereafter "Lessee."

**ARTICLE 1**

**LEASED PREMISES**

The Leased Premises (the "Premises") is Factory Court for its entire width and extending from the sideline of North Main Street to the intersection of said Factory Court with the municipal parking lot located to the rear of the buildings fronting on the northeasterly side of North Main Street in Rochester, New Hampshire.

**ARTICLE II**

**TERM OF LEASE**

The term of this License shall be a period of one (1) year, which term will commence on March 1, 2016 and shall end on February 28, 2017. The Lessor may, at its option, renew the lease each year for a period of three additional years on the anniversary of this Agreement with sixty (60) days notice to the Lessee. The Lease may also be terminated in accordance with the provisions of Article XI herein.

**ARTICLE III**

**RENT**

The rent shall be ONE THOUSAND DOLLARS (\$1,000.00) due immediately upon execution of this Agreement. Should Lessor exercises its options for additional years, the 2nd year rental fee shall be ONE THOUSAND DOLLARS (\$1,000.00, 3rd year rental fee shall be ONE THOUSAND FIVE HUNDRED DOLLARS (\$1,500.00) and the 4th year rental fee shall be TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500.00).

Further, the Lessee is responsible for the cost of all utilities.

**ARTICLE IV****QUIET ENJOYMENT**

Lessee shall not have exclusive possession of the Premises. The Lessee shall occupy the Premises subject to the right of pedestrians to pass and repass through the Premises. The Lessee may exclude or restrict pedestrians during the conduct of special events sponsored by or conducted by the Lessee and from areas being utilized as Outdoor Dining pursuant to City of Rochester Ordinance 26.10 from April 15th to October 15th (the "Season").

**ARTICLE V****REPAIR AND MAINTENANCE**

The Lessee shall keep the Premises in good and orderly repair and shall not cause the same to suffer any unreasonable or unnecessary harm, waste, damage or neglect, other than normal wear and tear. The Lessee shall be responsible for maintaining the Premises in a neat, clean, and orderly condition. All tables within the Premises shall be cleared of food and alcoholic beverages by 11:00 p.m. Monday through Saturday and by 10:00 p.m. on Sunday.

The City will remain responsible for winter maintenance of the sidewalk, but not of the area of the Premises.

**ARTICLE VI****IMPROVEMENTS BY LICENESEE**

The Lessee may not make any material alterations, additions or improvements to the Premises without the prior written consent of Lessor acting through the City Manager of Rochester, New Hampshire (hereafter "City Manager"), such consent not to be unreasonably withheld. Any such work shall be done at the Lessee's expense and the Lessor will maintain possession and ownership of such improvements at the end of the Lease term. Lessee is responsible for all application fees and costs of improvements, with no expectation of reimbursement or other rewards, discounts or terms.

**ARTICLE VII****USE OF PREMISES**

The Lessee agrees that it will use the Premises for outdoor activities designed and intended to attract and/or entertain potential patrons and customers of the commercial, retail service, professional and/or restaurant establishments located in Rochester downtown. Lessee may use the Premises for Outdoor Dining consistent with the provisions of City of Rochester Ordinance 26.10. Outdoor live music will conclude each night by 10:00 p.m. and no amplified music will be allowed.

At the end of the Season, the enclosure system, tables, chairs, and all other materials related to Outdoor Dining shall, in their entirety, be removed from the Premises with the Premises left in an unobstructed, undamaged, clean and sanitary condition at no cost to Lessor.

Planters exceeding two hundred fifty pounds (250 lbs.) used as part of the enclosure system by be left in the Premises after the Season with permission of the City Manager. The Lessor shall accept no liability for said planters.

### **ARTICLE VIII**

#### **ASSIGNMENT AND SUB-LEASING**

The Lessee may not assign or sub-let this Lease in whole or in part.

### **ARTICLE X**

#### **LIABILITY INSURANCE**

With respect to any use of the Premises, it shall be the responsibility of the Lessee to carry comprehensive public liability insurance for the benefit of the Lessor and Lessee as their interest may appear, naming the Lessor as an additional insured, in an amount not less than 1,000,000.00 per person and \$1,000,000.00 in the aggregate per occurrence; and to timely pay the premiums for such insurance and to furnish the Lessor certificates from the insurance companies for any such policies, naming the Lessor as an additional insured, such insurance companies to be acceptable to the Lessor. Proof of such insurance shall be presented to the City Manager prior to any use of the Premises and, in any case, no later than April 15th of each year of the lease.

### **ARTICLE XI**

#### **TERMINATION**

The Lessor may terminate this Lease upon thirty (30) days written notice to the Licensee for good cause shown.

### **ARTICLE XII**

#### **TAXES**

In accordance with the requirements of RSA 72:23, I, the Lessee shall be responsible for the payment of all properly assessed real and personal property taxes no later than the due date.

**ARTICLE XIII****INDEMNIFICATION**

Lessee shall fully defend, indemnify, and hold harmless Lessor from any and all claims, lawsuits, demands and causes of action, liability, loss, damage and/or injury or any kind whatsoever (including without limitation all claims for monetary loss, property damage, equitable relief, personal injury, and/or wrongful death), whether brought by an individual or other entity, or imposed by a court of competent jurisdiction or by administrative action of any federal, state, or local government body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or other misconduct related to Lessee's use of the Premises. This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and any reimbursements to Lessor for all legal fees, expenses, and costs incurred by it.

**ARTICLE XIV****ENTIRE AGREEMENT**

This Agreement constitutes the entire agreement between the Parties related to the matters specified herein, and supersedes all prior oral or written statements or agreements between the Parties related to such matter.

**ARTICLE XV****NOTICES**

All communications related to this Lease to Lessor shall be delivered to the Office of the City Manager, 31 Wakefield Street, Rochester, New Hampshire 03867. All communications related to this Lease to Lessee shall be delivered to Stacey or Mark Marchionni, 61 North Main Street, Rochester, New Hampshire 03867.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the date first written above.

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Daniel W. Fitzpatrick, City Manager  
City of Rochester

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Jennifer Rosenberger, Duly Authorized  
Abacus Restaurant Corporation

Date

Date

STATE OF NEW HAMPSHIRE  
COUNTY OF STRAFFORD

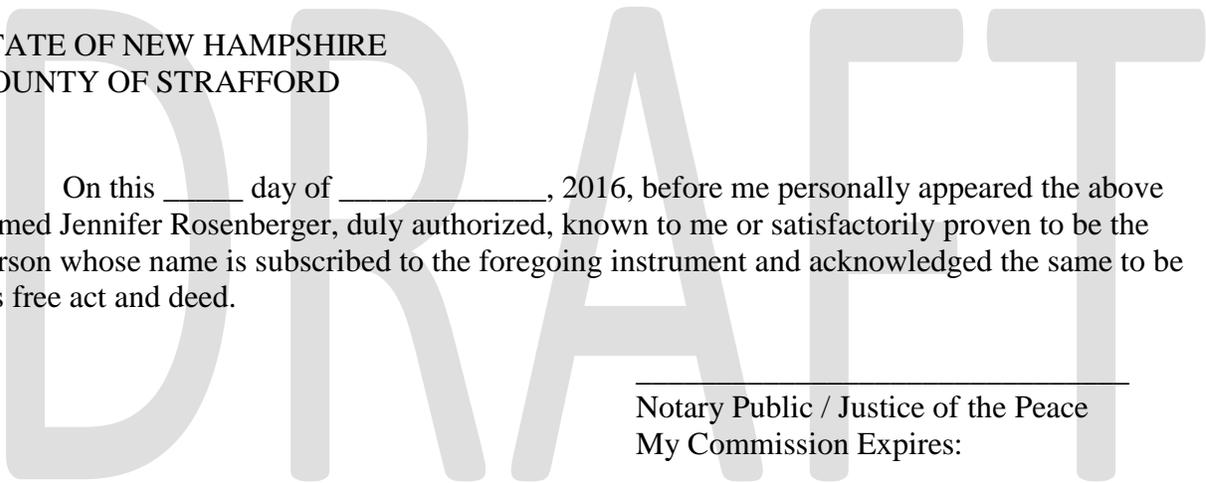
On this \_\_\_\_ day of \_\_\_\_\_, 2016, before me personally appeared the above named Daniel W. Fitzpatrick, City Manager, known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument and acknowledged the same to be his free act and deed.

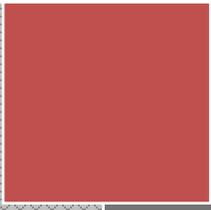
\_\_\_\_\_  
Notary Public / Justice of the Peace  
My Commission Expires:

STATE OF NEW HAMPSHIRE  
COUNTY OF STRAFFORD

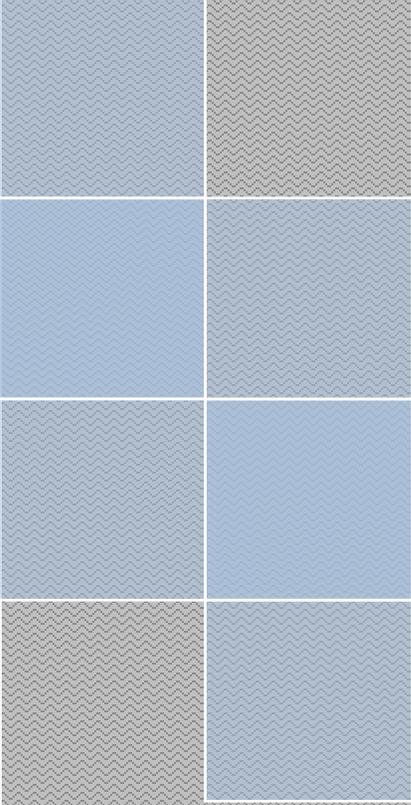
On this \_\_\_\_ day of \_\_\_\_\_, 2016, before me personally appeared the above named Jennifer Rosenberger, duly authorized, known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument and acknowledged the same to be his free act and deed.

\_\_\_\_\_  
Notary Public / Justice of the Peace  
My Commission Expires:





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**City of Rochester Formal Council Meeting**

**AGENDA BILL**

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

Agenda Subject: New Polling Location for Ward 3

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	April 5, 2016		
DEPT. HEAD SIGNATURE	Kelly Walters, City Clerk		
DATE SUBMITTED	March 30, 2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	signature on file
CITY MANAGER	signature on file

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

City Council.

**SUMMARY STATEMENT**

The Rochester School Department has submitted a letter to the City Clerk indicating that the Gonic School could be used for the upcoming Elections.

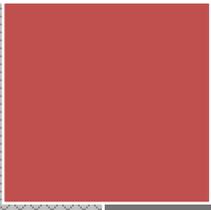
A map of the Gonic School and parking lot can be found on the following page.

**RECOMMENDED ACTION**

Approve the new polling location for Ward 3.

# GONIC SCHOOL





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