



Regular City Council Meeting

May 1, 2018

Council Chambers

7:00 PM

Agenda

- 1. Call to Order**
- 2. Opening Prayer**
 - 2.1 Sons of the Roland E. Patnode Jr., American Legion Squadron 7**
- 3. Presentation of the Colors**
 - 3.1 Sons of the Roland E. Patnode Jr., American Legion Squadron 7**
- 4. Roll Call**
- 5. Acceptance of Minutes P. 11**
 - 5.1. April 3, 2018 – Regular City Council meeting (*motion to accept*)**
- 6. Communications from the City Manager**
 - 6.1. Employee of the Month Award P. 35**
 - 6.2. City Manager's Report P. 37**
- 7. Communications from the Mayor**
 - 7.1. Proclamation for Police Memorial Week P. 63**
 - 7.2. Proclamation for Economic Development Week P. 65**
 - 7.3. Proclamation for Public Works Day P. 67**
 - 7.4. Announcement: Hazardous Waste Day P. 68**

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City Clerk's Office

7.5. City Dog Licensing – Now Past Due (*April 30, 2018*)

7.5.1. Rabies Clinic Flyer – May 5, 2018 P. 71

8. Presentations of Petitions and Council Correspondence

8.1 Tri-City Mayor’s Joint Task Force on Homelessness Minutes – April 12, 2018 P. 73

9. Nominations, Appointments, Resignations, and Elections

9.1. *Resignation*: Daniel Spencer, Ward 5 Moderator

9.2. *Resignation*: John W. Hackett, Conservation Commission P. 81

10. Reports of Committees

10.1. Codes and Ordinances Committee

10.1.1. *Committee Recommendation* P. 83

Section 4.12 Ordinances and Resolutions

*... except those placed on the Agenda by the Mayor which have already been examined and approved in form by the City Manager, City Attorney, City Clerk, and Finance Director **consideration for approval***

10.2. Finance Committee P. 85

10.2.1. *Committee Recommendation*: To recommend that the full City Council to grant permission to the Riverwalk Committee to apply for Recreational Trails Program Grant to fund a \$100,000 project that would be \$80,000/ 80% grant funded and \$20,000/20 % in-kind city matching funds (no city cash) **consideration for approval P. 85**

10.2.2. *Committee Recommendation*: To recommend to the full City Council that the Police Department be authorized to proceed with purchase of one back line police vehicle utilizing unspent fiscal year 2018 capital funds appropriated for the replacement of front line vehicles **consideration for approval P. 86**

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City Clerk's Office

- 10.2.3. **Discussion:** Library Debt Collections Policy
P. 89
- 10.2.4. **Discussion:** The Finance Department was
tasked with evaluating the idea of simply
designating the Arena as a General Fund
department and reporting back to the City
Council P. 92
- 10.2.5. **Committee Recommendation:** That the
Emergency Management Director be
authorized to apply for an EMPG program grant
in the amount of \$100,000 *consideration for
approval*
- 10.2.6. **Discussion:** Data shall be provided by the
Deputy City Manager: Showing the total annual
dental insurance premiums and net cost to
employees for further discussion. P. 94
- 10.2.7. **Committee Recommendation:** that the City's
portion of the Gonic School roof repair project
remain funded from the General Fund
unassigned fund balance and not be altered to
come from borrowing *consideration for
approval*
- 10.3. Joint Building Committee (CTE) P. 97
- 10.4. Public Safety Committee P. 99
 - 10.4.1. **Committee Recommendation:** To deny the
request for a blind driveway sign at 148 Lowell
Street. *consideration for approval P. 99*
 - 10.4.2. **Committee Recommendation:** To Deny the
request for a Dead End sign at High Street and
Creteau Street. *consideration for approval
P. 100*
 - 10.4.3. **Committee Recommendation:** To approve the
hash lines to be painted in the area of the high
school on Wakefield Street at the discretion of
The Department of Public Works.
consideration for approval P. 100

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City Clerk's Office

- 10.4.4. Committee Recommendation:** To approve the hash lines to be painted in the area Washington Street/Sylvain Street at the discretion of The Department of Public Works. *consideration for approval*

10.5. Public Works & Buildings Committee P. 103

- 10.5.1. Committee Recommendation:** City Hall Parking Lot Paving and Striping project: *Recommendation option 2 showing the new parking lot configuration to be discussed and approved by the full City Council at the next Regular Meeting in May. consideration for approval P. 105*

11. Old Business

12. Consent Calendar

13. New Business

- 13.1. Resolution Adopting a 2018-2019 Rochester CDBG "Action Plan for the City of Rochester, NH" and Approving and Appropriating the 2018-2019 Community Development Budget for the City of Rochester *second reading and consideration for adoption* P. 109**
- 13.2. Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding the Location and Boundaries of Zoning Districts and to Table 18-B, Permitted Uses *second reading and consideration for adoption* P. 185**
- 13.3. Amendment to Chapter 42, Table 18-, Residential Uses of Chapter 42, and Chapter 43 of the General Ordinances of the City of Rochester Regarding Manufactured Housing Parks *second reading and consideration for adoption* P. 191**
- 13.4. Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Development and Construction Signs *first reading and refer to a public hearing* P. 199**

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City Clerk's Office

- 13.5. Resolution Approving the 2018-2019 Operating Budget for the City of Rochester *first reading and refer to a Public Hearing - May 22, 2018* P. 205**
- 13.6. Resolution Authorizing and Approving the 2018-2019 Capital Improvements Budget for the City of Rochester and Authorizing Borrowing in Connection Therewith *first reading and refer to a Public Hearing - May 22, 2018* P. 207**
- 14. Other**
- 15. Non-Public Sessions/Non-Meeting Sessions**
 - 15.1. Non-Public Session, Land, RSA 91-A:3 II (d)**
 - 15.2. Non-Meeting Consultation Non-Meeting, Consultation with Legal RSA 91-A:2,I(b)**
- 16. Adjournment**

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City Clerk's Office

**Regular City Council Meeting
April 3, 2018
Council Chambers
7:00 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Bogan
Councilor Gates
Councilor Gray
Councilor Hamann
Councilor Hutchinson
Councilor Hamann
Councilor Keans
Councilor Lachapelle
Councilor Lauterborn
Councilor Torr
Councilor Walker
Councilor Varney
Mayor McCarley

OTHERS PRESENT

Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
City Attorney Terence O'Rourke
Owen Friend-Gray, DPW

Minutes

1. Call to Order

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

2. Opening Prayer

2.1. AMVET Riders

The AMVET Riders, offered the opening prayer.

3. Presentation of the Colors

3.1. Pledge of Allegiance – AMVET Riders

The AMVET Riders led the Pledge of Allegiance.

4. Roll Call

Kelly Walters, City Clerk, took the roll call. All City Councilors were

present.

5. Acceptance of Minutes

5.1. March 6, 2018 – Regular City Council meeting (*motion to accept*)

Councilor Walker **MOVED** to **ACCEPT** the Regular City Council meeting minutes of March 6, 2018. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

6. Communications from the City Manager

6.1. Employee of the Month Award

City Manager Fitzpatrick announced that Owen Friend-Gray, Department of Public Works, has been selected to receive the Employee of the Month Award for April. The Planning Department nominated Mr. Friend-Gray.

6.2. City Manager's Report

City Manager Fitzpatrick read the following report:

Contracts and Documents:

• Department of Public Works

- Notice of Award – Route 125 Bridge Guardrail and Approaches
- Cocheco Well wetland monitoring services- GZA GeoEnvironmental, Inc
- Final Survey – Dewey Street Bridge
- Landfill monitoring – Ransom Consulting – Additional Testing Services required by NHDES
- Uniform Rental & Cleaning – 2-year contract renewal G & K Services

• Economic & Community Development

- Blue Oasis JOB Loan – mortgage release
- Environmental Review – CAP Weatherization
- Victims of Crime Act Assistance Grant – continuing grant application

• Information Technology

- Exchange Service and Office Upgrade

- **Legal Department**
 - Tax Deeds – 70 Strafford Road, 39 Old Milton Road, 11 Bramber II
- **Police Department**
 - Highway Safety Grants
- **Planning Department**
 - RFP #18-20- Design Guidelines and RFP #18-20- Downtown Density Regulation Update – Award Contract – Bendon Adams
 - Release of Easement – 24 Stonewall Avenue

Standard Reports:

- **City Council Request & Inquiry Report - none**
- **Monthly Overnight Travel Summary - none**
- **Permission & Permits Issued**
- **Personnel Action Report Summary**

Councilor Keans question the bid awarded for the Route 125 Bridge Guardrail and Approaches. Peter Nourse, Director of City Services, replied that the final bid was \$98,672; the original bid was slightly higher \$127,672. He added that the project should start mid-April, 2018.

City Manager Fitzpatrick wished to set the record straight about the status of the Kelly's Gymnastic Building located in the downtown area. He mentioned at the *State of the City Address* that the Kelly's Gymnastic Building had been taken over by the City for non-payment of property taxes. This is not the case and the building is actively on the market at this time.

6.3. Public Hearing Announcement (April 17, 2018):

Mayor McCarley announced that the following Zoning petitions have been scheduled for April 17, 2018, prior to the Workshop meeting:

- **Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding the Location and Boundaries of Zoning Districts and to Table 18-B, Permitted Uses**
- **Amendment to Chapter 42, Table 18-, Residential Uses of Chapter 42, and Chapter 43 of the General Ordinances of the City of Rochester Regarding Manufactured Housing Parks**

7. Communications from the Mayor

7.1. Proclamation: Arbor Day

Mayor McCarley presented the Arbor Day Proclamation to Peter Nourse, Director of City Services.

7.2. Employment Agreement and to Appoint Blaine M. Cox City Manager (*motion to approve*)

Mayor McCarley stated that the City Council has reached a tentative agreement with Blaine Cox, Deputy City Manager, to be appointed as the next City Manager. A vote to affirm is in order. Councilor Lachapelle **MOVED** to **APPROVE** the agreement. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley and the City Manager expressed confidence in the City Council's decision to promote the Deputy City Manager.

Councilor Keans questioned if the City Council would have a goal setting session with Blaine Cox. Mayor McCarley replied yes; however, the review of the goals set would not be held until September of 2019.

8. Presentations of Petitions and Council Correspondence

8.1. Petition: Request for Amendment to the Zoning Ordinances – Section 42.29 (m) (6) Development and Construction Signs (*motion to accept or deny the petition; if the petition is accepted the matter shall be referred to the Legal Department and to the Planning Board*)

Councilor Lauterborn **MOVED** to **ACCEPT** the petition and refer the matter to the Legal Department and to the Planning Board. Councilor Bogan seconded the motion. Councilor Varney questioned how many signs would be approved per development. It was determined that the petition is seeking two "signs" per development. If the City Council accepts the petition this evening the details of the petition would be reviewed by the Planning Board. The City Council would have time to review the recommendation from the Planning Board prior to being asked to adopting this Zoning Petition. The **MOTION CARRIED** by a unanimous voice vote.

9. Nominations, Appointments, Resignations, and Elections

No discussion.

10. Reports of Committees

10.1. Appointments Committee

10.1.1. **Appointment:** Glenn Watt, Rochester Arts & Culture Commission, Term to Expire 7/01/2020

Mayor McCarley nominated Glenn Watt, business owner, to be appointed as a Regular Member to the Rochester Arts & Culture Commission, with a term to expire on 7/1/2020. Councilor Walker seconded the nomination. Councilor Walker **MOVED** that the Clerk cast one ballot for Mr. Watt. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.1.2. **Re-Appointment:** Merry Lineweber, Conservation Commission, Term to Expire on 01/02/2021

Mayor McCarley nominated Merry Lineweber, resident, to be re-appointed as a Regular Member to the Conservation Commission, with a term to expire on 01/02/2021. Councilor Walker seconded the nomination. Councilor Walker **MOVED** that the Clerk cast one ballot for Ms. Lineweber. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.1.3. **Re-Appointment:** Amy Marie Regan, Arts & Culture Commission, Term to Expire on 07/01/2020

Mayor McCarley nominated Amy Marie Regan, resident, to be re-appointed as a Regular Member to the Rochester Arts & Culture Commission, with a term to expire on 7/1/2020. Councilor Walker seconded the nomination. Councilor Walker **MOVED** that the Clerk cast one ballot for Ms. Regan. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.1.4. **Re-Appointment:** Shawn Libby, Utility Advisory Board, Term to Expire 1/02/2021

Mayor McCarley nominated Shawn Libby, resident (*Chair of the Utility Advisory Board*), to be reappointed as a Regular Member to the Utility Advisory Board, with a term to expire on 01/2/2021. Councilor Walker seconded the nomination. Councilor Walker **MOVED** that the Clerk cast one ballot for Mr. Libby. Councilor Bogan seconded the motion. The

MOTION CARRIED by a unanimous voice vote.

A discussion ensued about the way in which the City Council votes for the Appointment Committee's recommendations. Councilor Keans gave a brief history of elected officials using a "secret ballot" vote. She requested that the City Attorney provide an explanation about why the City Council is back to using the method of the "Clerk cast one ballot".

10.2. Codes and Ordinances Committee

10.2.1. Amendment to City Council Rules of Order: *Committee Recommendation: Section 4.12 Ordinances and Resolutions ... except those placed on the Agenda by the Mayor which have already been examined and approved in form by the City Manager, City Attorney, City Clerk, and Finance Director (motion to approve)*

Councilor Lachapelle **MOVED** to **APPROVE** the Amendment to the City Council Rules of Order. Councilor Hamann seconded the motion.

Councilor Keans spoke against the motion. She said this action would have unintended consequences. Councilor Varney said that the City Council moves to suspend the rules to read the "resolution for a second time"; however, at the same time the City Council suspends the rules to read any amendment/resolution "by title only." Councilor Lauterborn **MOVED** the Committee recommendation for the Rules of Order Section 4.12 to the City Council Workshop for a discussion (and to the May Regular City Council meeting for action.) The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lachapelle announced that the April 5, 2018 Codes and Ordinances Committee meeting has been postponed until May 3, 2018 at 6:00 PM in the City Council Chambers.

10.3. Community Development Committee

10.3.1. AB 102 – Committee Recommendation: Application to the National Fitness Court Campaign (motion to approve)

Councilor Lauterborn reviewed the Committee report. She said the Economic Development Department had presented a proposal about applying for a National Fitness Court Campaign Grant. This is a proposed CIP project for fiscal year 2019. Councilor Lauterborn **MOVED** to

APPROVE the Committee recommendation as shown above. Councilor Bogan seconded the motion. Karen Pollard, Economic Development Manager, gave a description of what the Fitness Court would entail. The City Council briefly discussed the matter. The **MOTION CARRIED** by a unanimous voice vote.

**10.3.2. AB 103 Committee Recommendation:
Resolution Regarding an Independence Day
Festival in Partnership with Rochester Main
Street (*first reading and consideration for
adoption*)**

Councilor Lauterborn said Rochester Main Street presented the idea of holding an Independence Day Festival in the downtown area, which would include a fireworks show. The location for setting off the fireworks is yet to be determined. Councilor Lauterborn **MOVED** to read the resolution for the first time by title only. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for the first time by title only as follows:

**Resolution Regarding an Independence Day Festival in
Partnership with Rochester Main Street**

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

WHEREAS, that the City of Rochester desires to host an Independence Day celebration including fireworks display;

FURTHER, that Rochester Main Street desires to enter into a partnership with the City of Rochester to host an Independence Day festival;

FURTHER, that Rochester Main Street has requested the City to contribute Ten Thousand Dollars (\$10,000) to cover costs associated with the festival;

THEREFORE, the City Manager is directed to allocate the sum of Ten Thousand Dollars (\$10,000) from the FY 2017-2018 General Fund city budget to be used for the Independence Day festival;

FURTHER, that the City Manager is authorized to enter into any necessary contracts or other agreements for the City of Rochester to partner with Rochester Main Street to host the Independence Day festival; and

FURTHER, to the extent not otherwise provided for in this Resolution, the

Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. **CC FY 18 04-03 AB 103**

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

City Manager Fitzpatrick said there would be a good chance the Spaulding High School athletic field may be the location chosen to set off the fireworks display. Councilor Hamann said that location would interfere with the athletic programs at the High School. Councilor Keans agreed but stated that the care of the athletic field was more of a concern. Mayor McCarley recalled that past events, such as the Lilac City Fun Day had been held in that location and the City always cleaned up after each event. City Manager Fitzpatrick said the resolution could be adopted with the notion "if details could be worked out". Mayor McCarley called for a vote on the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lauterborn stated that the Community Development Committee for April has been canceled.

10.4. Finance Committee

Mayor McCarley stated that the discussion about the "All Veterans Tax Credit" had been postponed because the resident who requested the discussion was not available for the Finance Committee meeting. This will be discussed at the April 10, 2018, Finance Committee.

10.4.1. Committee Recommendation: That the Recreation Department be Authorized to Proceed with Summer 2018 Hiring in Advance of Receiving Approval of the Fiscal Year 2019 Recreation Department Budget (*motion to approve*)

Mayor McCarley **MOVED** to **APPROVE** the Committee's recommendation as stated above 10.4.1. Councilor Walkers seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

10.4.2. Acceptance of the City Manager's Recommendation to the IT Technician Position Classification

Mayor McCarley **MOVED** to **APPROVE** the Committee's recommendation as stated above 10.4.2. Councilor Walkers seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

10.4.3. Acceptance of the City Manager's Recommendation to the Systems Administrator Position Classification

Mayor McCarley **MOVED** to **APPROVE** the Committee's recommendation as stated above 10.4.3. Councilor Walker seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

10.5. Joint Building Committee

Councilor Varney gave a brief report about the Committee meeting and stated that the CTE project is on "schedule" as planned.

10.6. Public Safety Committee

10.6.1. Committee Recommendation – To add a Streetlight on Eastern Avenue on Pole 840/7 (motion to approve)

Councilor Walker **MOVED** to **APPROVE** the Committee's recommendation as outlined above (10.6.1). Councilor Hutchinson seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.6.2. Committee Recommendation – To deny the request to place a "speed limit" sign on Airport Drive (motion to approve)

Councilor Walker **MOVED** to **DENY** the Committee's recommendation as outlined above (10.6.2). Councilor Hutchinson seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.6.3. Committee Recommendation – To approve four recommendations for the downtown crosswalks and striping from Rochester Main Street (motion to approve)

Councilor Walker **MOVED** to **APPROVE** the Committee's recommendation as outlined above (10.6.3). Councilor Hutchinson seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.6.4. Committee Recommendation – To deny the request for a "Stop" or "yield" sign on corner of

Granite Street (*motion to approve*)

Councilor Walker **MOVED** to **DENY** the Committee's recommendation as outlined above (10.6.4). Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.6.5. Committee Recommendation – To deny the request for 30 mph speed limit signs in the area of Hancock and Common Streets (*motion to approve*)

Councilor Walker **MOVED** to **DENY** the Committee's recommendation as outlined above (10.6.5). Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.6.6. Committee Recommendation – To deny the request for a School Zone Sign with Times Posted on Portland Street near the East Rochester School (*motion to approve*)

Councilor Walker **MOVED** to **DENY** the Committee's recommendation as outlined above (10.6.6). Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.6.7. Presentation: Downtown Striping Plan

Michael Bezanson, City Engineer, gave a detailed presentation about the options to choose for the Downtown Striping Plan. The City Council discussed the two options. Councilor Walker **MOVED** to **APPROVE** Option B, including the following stipulations:

1. To move a mid-block crosswalk on North Main Street near the bridge and municipal parking lot.
2. To move a mid-block crosswalk on Union Street.
3. Striping to be parallel rather than angled parking spaces.
4. Striping bike lanes and painting sharrow symbols throughout the downtown area.

Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a majority voice vote. *The limits of this downtown re-striping effort are*

Wakefield Street from Parson Main to Columbus, Union Street, North Main Street from the bridge to Parson Main, and South Main Street from Parson Main to Portland Street.

Councilor Walker **MOVED** to direct City staff to install brick stamped crosswalks in the same downtown area. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.7. Public Works and Building Committee

10.7.1. Committee Recommendation - Submission of a Pre-Approval letter to be sent to the State of NH DES subsurface Division requesting pre-approval status on septic systems for the City of Rochester (*motion to accept*)

Councilor Varney **MOVED** to **APPROVE** the request outlined in 10.7.1. Councilor Torr seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

11. Old Business

11.1. Easement & Warranty Deed for the Norway Plains Phase II Road Acceptance Project (Norway Plains Road, Rangeway Drive, Lantern Lane, Winch Way, and Millers Farm Road) (*motion to approve*)

Councilor Lachapelle **MOVED** to **ACCEPT** the Easement and Warranty Deeds as outlined in 11.1. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

11.2. Rochester/Wakefield AREA Agreement (*motion to approve*)

Councilor Walker **MOVED** to **ACCEPT** the Rochester/Wakefield AREA Agreement. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

12. Consent Calendar

12.1. AB 105 Resolution Deauthorizing Funding for the Department of Justice Ballistic Vest Grant in the Amount of \$1,731.94 (*first reading, second reading, and adoption*)

Councilor Walker **MOVED** to **APPROVE** the Consent Calendar as

submitted. Councilor Lachapelle seconded the motion. The MOTION CARRIED by a unanimous voice vote.

**Resolution Deauthorizing Funding for the Department of Justice
Ballistic Vest Grant in the Amount of \$1,731.94**

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

That One Thousand Seven Hundred Thirty One and 94/100 Dollars (\$1,731.94) of previously appropriated funding from the fiscal year 2015-2016 Police Department budget for the so-called Department of Justice Ballistic Vest Grant, account # 61142010-561010-16565, is deauthorized as the grant has expired and the funds are no longer available. The amount of One Thousand Seven Hundred Thirty One and 94/100 Dollars (\$1,734.94) shall not be sought as reimbursement from the Department of Justice Ballistic Vest Grant program.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution. **CC FY18 04-03 AB 105**

13. New Business

**13.1. AB 109 Acceptance of the City Manager's
Recommendation to Add the Position of
GIS/Construction Technician to the City's
Classification, Compensation, Merit, and Evaluation
Plan as Presented (*motion to accept*)**

Councilor Lachapelle **MOVED** to **ACCEPT** the City Manager's recommendation as stated above (13.1 AB 109). Councilor Walker seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

**13.2. AB 106 Amendment to Chapter 22 Fire Department
Organization (*refer to the Codes and Ordinances
Committee*)**

Councilor Lachapelle **MOVED** to refer Chapter 22 of the General Ordinances to the Codes and Ordinances Committee to review and make a recommendation. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

13.3. Resolution in accordance with Ordinance 4.4 (c)

Authorizing the City Manager to Sell 6 Gina Drive, a Tax Deeded Property, without an Auction or Sealed Bid Sale *(first reading, second reading, and consideration for adoption)*

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

Resolution in accordance with Ordinance 4.4 (c) Authorizing the City Manager to Sell 6 Gina Drive, a Tax Deeded Property, without an Auction or Sealed Bid Sale

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, in accordance with Ordinance 4.4 (c), hereby authorize the City Manager to dispose of 6 Gina Drive, which the City has taken by Tax Deed, without using a sealed bid sale or an auction sale, directly to Arthur Seale for Ten Thousand Six Hundred Seventy Nine and 22/100 Dollars (\$10,679.22) within thirty (30) days of the approval of this resolution.

Further, the City Manager is authorized to execute any and all documents necessary to effect the purpose of this Resolution. **CC FY18 04-03 AB 13.3**

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

13.4. Resolution Rescinding Authority to Demolish the Building Located at 38 Hanson Street and Rescinding the Build of a Municipal Parking Lot

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

Resolution Rescinding Authority to Demolish the Building Located

**at 38 Hanson Street and Rescinding Authority
to Build a Municipal Parking Lot**

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

Hereby rescind the authority granted to the City Manager on August 1, 2017 to demolish the building located at 38 Hanson Street and the authority to build a municipal parking lot thereon. The City property located at 38 Hanson Street is deemed "excess property" and should be disposed of by the City Manager forthwith.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution. **CC FY18 04-03 AB 13.4**

Councilor Varney spoke against the motion. He **MOVED** to **POSTPONE** this discussion/vote until August. Councilor Hutchinson seconded the motion. The **MOTION CARRIED** to **POSTPONE** by an 8 to 5 show-of-hands vote.

13.5. AB 107 Resolution Authorizing the Rochester Police Department to Apply for a United States Department of Justice Ballistic Vest Grant in the Amount of \$12,214.00 (first reading and consideration for adoption)

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

**Resolution Authorizing the Rochester Police Department to Apply
for a United States Department of Justice Ballistic Vest Grant in
the Amount of \$12,214.00**

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

Authorizes the Rochester Police Department to apply for a so-called United States Department of Justice Ballistic Vest Grant in the amount of Twelve Thousand Two Hundred Fourteen Dollars (\$12,214.00). The grant monies will be used towards the replacement of Thirty One (31) expired vests and vests purchased for new hires over the next Two (2) years.

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

Director is hereby authorized to establish and/or designate such accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution and to establish special revenue, non-lapsing, multi-year fund accounts as necessary to which said sums shall be recorded. **CC FY18 04-03 AB 107**

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

13.6. *AB 99 Resolution Authorizing Supplemental Appropriation in the amount of \$6,500 for the Resurfacing Machine and Borrowing Authority Pursuant to RSA 33:9 (*second reading and consideration for adoption*)

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

Resolution Authorizing Supplemental Appropriation in the amount of \$6,500 for the Ice Resurfacing Machine and Borrowing Authority Pursuant to RSA 33:9

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

That the sum of Six Thousand Five Hundred Dollars (\$6,500.00) be, and hereby is, appropriated as a supplemental appropriation to the Arena Capital Improvement Plan Project Fund of the City of Rochester for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the purchase of an Ice Resurfacing Machine. This supplemental appropriation is in addition to One Hundred Twenty Thousand Dollars (\$120,000.00) previously appropriated for the purchase.

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 One Hundred Twenty Six Thousand Five Hundred Dollars (\$126,500.00), 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 purchase 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. This represents an increase of Six Thousand Five Hundred Dollars (\$6,500.00) over the prior borrowing authorization for this purchase.

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 FY18 03-06 AB 99**

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

13.7. AB 87 Resolution Authorizing Supplemental Appropriation to the Water Capital Improvements Plan Fund for the Water Treatment Plant (WTP) Low Lift Pump Station Upgrade Project and Borrowing Authority Pursuant to RSA 33:9 in the amount of \$111,823.00 (second reading and consideration for adoption)

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

Resolution Authorizing Supplemental Appropriation to the Water Capital Improvement Plan Fund for the Water Treatment Plant (WTP) Low Lift Pump Station Upgrade Project and Borrowing Authority Pursuant to RSA 33:9 in the Amount of \$111,823.00

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

That the sum of One Hundred Eleven Thousand Eight Hundred Twenty Three Dollars (\$111,823.00) be, and hereby is, appropriated as a supplemental appropriation to the Water Capital Improvement Plan Fund for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the WTP Low Lift Pump Station Project.

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 One Hundred Eleven Thousand Eight Hundred Twenty Three Dollars (\$111,823.00)), through the issuance of bonds and/or notes, and/or through other legal form(s), such as borrowing from Drinking Water State Revolving Fund (DWSRF), 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 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.

Still further, the City Manager or his designee is authorized to execute all documents necessary to carry out this Resolution and to act as the City's representative regarding the DWSRF.

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 as multi-year non-lapsing funds.**CC FY18 03-06 AB 87**

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

14. Non-Meeting/Non Public Session

14.1. Non-Public Session, Land, RSA 91-A:3 II (d)

Councilor Lauterborn **MOVED** to enter a Non-Public Session under Land, RSA 91-A:3 II (d). Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote of 13 to 0. Councilors Lauterborn, Keans, Walker, Hutchinson, Lachapelle, Gray, Abbott, Torr, Hamann, Bogan, Deputy Mayor Varney, and Mayor McCarley voted in favor of the motion.

Councilor Lauterborn **MOVED** to exit the Non-Public Session at 9:15 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lauterborn **MOVED** to seal the minutes of the Non-Public Session of April 3, 2018 because disclosure would render the proposed action ineffective. The **MOTION CARRIED** by a unanimous roll call. Councilors Bogan, Gray, Torr, Gates, Walker, Abbott, Lachapelle, Hamann, Luaterborn, Hutchinson, Deputy Mayor Varney, and Mayor McCarley voted in favor of the motion. Councilor Keans voted no.

15. Other

Councilor Varney **MOVED** on behalf of the City Council to hereby terminate negotiations with RAMA and any/all purchases of property. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote of 12 to 0. (*Mayor McCarley abstained from voting due to a conflict of interest.*)

Councilor Varney **MOVED** to unseal the Non-Public Session minutes of February 6, 2018. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

16. Adjournment

Councilor Lachapelle **MOVED** to **ADJOURN** the Regular City Council meeting at 9:19 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC
City Clerk

**CITY COUNCIL
ROCHESTER, NEW HAMPSHIRE
Nonpublic Session Minutes**

Date: 2018-02-06

Motion to enter Nonpublic Session

Made by: **Councilor Walker**

Seconded by: **Councilor Bogan**

Specific Statutory Reason cited as foundation for the nonpublic session:

X RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, **unless** the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

_____ RSA 91-A:3, II(b) *The hiring of any person as a public employee.*

_____ RSA 91-A:3, II(c) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, **other than a member of this board**, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

X RSA 91-A:3, II(d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are averse to those of the general community.*

_____ RSA 91-A:3, II(e) *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled*

_____ RSA 91-A:3, II(i) *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

Roll Call vote to enter nonpublic session: (circle replies below)

Mayor McCarley	<input checked="" type="checkbox"/> Yes	No	Not Present
Deputy Mayor Varney	<input checked="" type="checkbox"/> Yes	No	Not Present
Councilor Hutchinson	<input checked="" type="checkbox"/> Yes	No	Not Present

Councilor Keans	<input checked="" type="checkbox"/>	No	Not Present
Councilor Lauterborn	<input checked="" type="checkbox"/>	No	Not Present
Councilor Hamann	<input checked="" type="checkbox"/>	No	Not Present
Councilor Lachapelle	<input checked="" type="checkbox"/>	No	Not Present
Councilor Abbott	<input checked="" type="checkbox"/>	No	Not Present
Councilor Walker	<input checked="" type="checkbox"/>	No	Not Present
Councilor Gates	<input checked="" type="checkbox"/>	No	Not Present
Councilor Torr	<input checked="" type="checkbox"/>	No	Not Present
Councilor Gray	<input checked="" type="checkbox"/>	No	Not Present
Councilor Bogan	<input checked="" type="checkbox"/>	No	Not Present

Entered nonpublic session

Time: **8:38 PM**

Other persons present during nonpublic session:

From 8:38 PM until 9:04 PM: City Manager Fitzpatrick, City Attorney O'Rourke, Director of City Services Nourse and Deputy City Manager Cox were present. Councilor Keans was not present.

From 9:04 PM until 9:07 PM, Only City Councilors were present (including Keans).

Description of matters discussed, and final decisions made:

From 8:38 PM until 9:04 PM – The Council discussed the purchase of approximately 11 acres of land at the Fairgrounds. Councilor Walker moved and Councilor Torr seconded a motion to offer the RAMA board \$450,000 for approximately 11 acres and specifically excluded forgiveness of the monies owed to the City. Voting in the affirmative were Hamann,

Abbott, Walker, Gates, Torr and Bogan. Voting in the negative were Varney, Hutchinson, Lauterborn, Lachapelle and Gray. With a 6 yes and 5 no vote count, the motion passed.

From 9:04 PM until 9:07 PM – The Mayor discussed with the Council the options available to seek a replacement City Manager for Mr. Fitzpatrick after his retirement in June.

Motion to leave nonpublic session and return to public session

Made by: **Councilor Lauterborn**

Seconded by: **Councilor Lachapelle**

Motion: ☒ **PASSED** / **DID NOT PASS** (circle one)

Public session reconvened

Time: **9:07 PM**

Motion made to seal these minutes? ☒ **Yes** No (circle one)

Indefinitely? ☒ **Yes** No (circle one)

If yes, motion made by: **Councilor Lauterborn**

Seconded by: **Councilor Lachapelle**

because it is determined that divulgence of this information likely would:

_____ Affect adversely the reputation of any person other than a member of this board.

X Render a proposed action ineffective.

_____ Pertains to preparation or carrying out of actions regarding terrorism.

Roll Call Vote to seal minutes:

(2/3's vote of members present required)

Mayor McCarley ☒ **Yes** No Not Present

Deputy Mayor Varney ☒ **Yes** No Not Present

Councilor Hutchinson ☒ **Yes** No Not Present

Councilor Keans	<input checked="" type="checkbox"/> Yes	No	Not Present
Councilor Lauterborn	<input checked="" type="checkbox"/> Yes	No	Not Present
Councilor Hamann	<input checked="" type="checkbox"/> Yes	No	Not Present
Councilor Lachapelle	<input checked="" type="checkbox"/> Yes	No	Not Present
Councilor Abbott	<input checked="" type="checkbox"/> Yes	No	Not Present
Councilor Walker	<input checked="" type="checkbox"/> Yes	No	Not Present
Councilor Gates	<input checked="" type="checkbox"/> Yes	No	Not Present
Councilor Torr	<input checked="" type="checkbox"/> Yes	No	Not Present
Councilor Gray	<input checked="" type="checkbox"/> Yes	No	Not Present
Councilor Bogan	<input checked="" type="checkbox"/> Yes	No	Not Present

Motion: ☒ **PASSED** / **DID NOT PASS** (circle one)

Time: **9:08 PM**

These minutes recorded by: Deputy City Manager Cox

Blair M Cox

Note: Under RSA 91-A:3, III. *Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of this board, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.*

Review of Sealed Minutes:

If these minutes were sealed, the Council will be requested to review these minutes within six months and annually thereafter to make a determination as to whether unsealing these minutes is required per RSA 91-A:3.

The date of first review: 8/6/2018 (within six months of meeting)

The of second review: _____ (within 1 year of first review)

The date of third review: _____ (within 1 year of second review)

The date of fourth review: _____ (within 1 year of third review)

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City Clerk's Office

May 2018
04/26/2018

April 4, 2018

Dear Chief Dupuis,

I am writing today on behalf of Firefighter Jimmy Jacques, nominating him for Employee of the Month. Firefighter Jacques, known as Jimmy is an outstanding employee who not only does his job, but always does the little extra, the thing that needs to be done; just doing it in a manner that never draws attention to himself. This is true whether it be on a single engine service call, an emergency response, on the fireground, or in normal routine Station duties.

Firefighter Jacques is a lifelong resident of Gonic and has served the City for eleven years as a Call Firefighter and twenty-one years as a Career Firefighter, for a total of thirty-two years of service. Recently retired Fire Department Chaplain, Ron Lachapelle after forty years of service to the City, was dubbed by the Foster's Daily Democrat as "Mr. Rochester," then it is only fair that Jimmy Jacques should be dubbed "Mr. Gonic" for his consistent outstanding service to the City, to Gonic, and as one who is respected by all.

In January, Fire Chief Mark Klose presided over a Fire Department Staff Meeting with the main item on the docket upcoming promotions. Being relatively new to the City, Fire Chief Klose asked one of the Captains about his first promotion and how his transition from Firefighter to Lieutenant had gone. Chief Klose wanted to know what had helped this officer become successful. The Officer replied that he couldn't fail as a first time supervisor because he had Jimmy Jacques working for him as his Senior Firefighter, as he put it, "a rock star of Firefighters." That one phrase sums up Firefighter Jacques, his career and his contributions to both the Fire Department and the City.

Fire Fighter Jacques is currently working on two projects to enhance the appearance of Gonic Station and draw attention to worthy individuals. In conjunction with Firefighter, Beth Blake they have constructed a large "Last Alarm" plaque memorializing Fire Service personnel who have made the ultimate sacrifice and perished in the line of duty. Firefighter Blake aided the project with her skill as a graphic designer and Firefighter Jacques did some very skilled woodworking and finish work.

Firefighter Jacques, an avid photographer has photographically documented life at the Gonic Station for many years. He is bringing to life the relatively modern history of that Station and the Fire Department by enlarging and printing many of his photos at his own expense. These photos decorate the main hallway of the Gonic Station and will serve as a history commemorating those who have served the City from that location.

I submit Firefighter Jacques as a nominee for Employee of the Month for the contributions he has made to the City throughout his career and which he continues to make on a daily basis.

Respectfully submitted,


Mark Avery, Captain

RECEIVED

APR 10 2018

FINANCE OFFICE
CITY OF ROCHESTER

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City Clerk's Office



City of Rochester, New Hampshire

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

6.2. CITY MANAGER'S REPORT P. 37 **May 1, 2018**

The Employee(s) of the Month is: Jimmy Jacques – Fire Department – **P. 35**

Contracts and documents executed since last month:

- Department of Public Works
 - NHDES DWSRF Loan Amendment – WTP – Raw Water Pump Upgrade Project **P. 39**
 - NHDES Pre-Approval Letter **P. 40**
 - Recommendation to Award Bid #18-19 – WTP Low Lift Pump Station Upgrades Project **P. 41**
 - Route 125 Pedestrian Bridge Approaches Project #17-38 – Construction Agreement Notice to Proceed **P. 42**
 - Security Agreements – 212 Salmon Falls Road **P. 43**
 - CWSRF Loan / Grant #CS-330122-13 Disbursement #1 Sewer & Drainage Asset Management Project – Disbursement Amount \$6,000 **P. 44**
 - Water Treatment Plant – Raw Water Pump Station Upgrade Project – Wright Pierce – Construction Administration Contract **P. 45**
- Economic & Community Development
 - Hold Harmless Agreement – Index Packaging **P.46**
 - Environmental Review – New JOB Loan Program **P. 47**
 - Mortgage Release – Fiesta Candy JOB Loan **P. 48**
- Finance
 - Contract James R. St. Jean Auctioneers **P. 49**
- Legal Department
 - Sale – 6 Gina Drive **P. 50**
- Planning Department
 - Letter of Support – UNH Grant – Community Conversation Research Competition **P. 51**
 - SRPC Service Contract – extension **P. 52**
- Recreation and Arena Services
 - Contract – Central Maine Pyrotechnic – Fireworks display **P. 53**
- School Department
 - Invitation to City Clerk to provide voter registration at high school **P. 54**
- Welfare Department
 - Software Program Payment – Shared Cost MOU **P. 55**

Computer Lease/Purchases and Tuition Reimbursements:

- Computer purchase – Bonneau, K. – DPW **P. 56**
- Tuition reimbursement – Libby, J. – BZLS **P. 57**
- Tuition reimbursement – Rodgerson, S. – CM Office **P. 58**

The following standard reports have been enclosed:

- City Council Request & Inquiry Report - **none**
- Monthly Overnight Travel Summary - **none**
- Permission & Permits Issued **P. 59**
- Personnel Action Report Summary **P. 61**

04/26/2018



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

CITY OF
Received

APR 16 2018

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager/Finance Director

FROM: Lisa J. Clark, Admin Supervisor *LJC*

DATE: April 13, 2018

SUBJECT: NHDES DWSRF Loan Amendment – Additional funding & Time Ext
Water Treatment Plant - Raw Water Pump Station Upgrade Project

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

Attached please find (2) two copies of NHDES loan agreement amendment document required for this project and the recently authorized supplemental appropriation. The project completion date is being modified from July 1, 2018 to December 31, 2018 and the funding has increased to include the supplemental. This project has gone out to bid and construction is to start soon.

Mr. Cox, please sign the NHDES amendment document in appropriate spot and pass on to the City Manager for his necessary signatures.

Please return documents to the DPW for distribution.

04/26/2018



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CITY OF
Rochester
Received
APR 12 2018
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Date: April 12th, 2018
From: Owen Friend-Gray PE, Assistant City Engineer
SUBJECT: NHDES Pre-Approval Letter
CC: Michael Bezanson PE, City Engineer

Please see the attached letter for signature requesting from the New Hampshire Department of Environmental Services, Water Pollution Division for Rochester to be a Prior Approval city with the State in regards to approval of new or replacement on-site septic systems. This prior approval status is needed to ensure that the mandatory connection to public sewers is adhered to. City Council voted to allow the request at the April 3rd 2018 meeting.

If you have any questions please let me know, if not, please sign and send to the DPW.



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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CITY OF
Received

APR 13 2018

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Daniel Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager/Finance Director

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

DATE: April 13, 2018

SUBJECT: Recommendation to Award Bid #18-19
WTP Low Lift Pump Station Upgrades Project

CC: Peter Nourse, PE, Director of City Services

Based upon a review of the bids received for the above referenced project, and with the recommendation of our engineering consultant, Wright-Pierce, and with the approval from NHDES to award the construction contract, we are recommending Award of Bid #18-19 to Keymont Construction, Inc. Enclosed please find four (4) original Notice Of Award documents for signature.

The total award is for \$519,000.00. The funds are available in the following Water Fund CIP account lines: 55016010-773150-15539, 55016010-772000-17541, and 55016010-772000-18568. This project will be funded by NHDES DWSRF funds.

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

Signature

Blaine Cox
Deputy City Manager/Finance Director

Attachments: Notice Of Award for Bid No. 18-19 dated 4/13/18
Wright-Pierce Evaluation of Bid dated 4/10/18
NHDES Approval To Award Construction Contract dated 4/13/18



City of Rochester, New Hampshire

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CITY OF
Rochester
Received
MAR 30 2018
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Daniel Fitzpatrick, City Manager
FROM: Michael Bezanson, PE, City Engineer *[Signature]*
DATE: March 30, 2018
SUBJECT: Route 125 Pedestrian Bridge Approaches Project (#17-38) -
Construction Agreement and Notice To Proceed
CC: Peter Nourse, PE, Director of City Services

Attached please find two (2) originals of the Agreement between Northeast Earth Mechanics, Inc. and the City of Rochester for the construction of the Route 125 Pedestrian Bridge Approaches project. This project was publicly bid and awarded to Northeast Earth Mechanics, Inc. on March 19, 2018.

Also attached are two (2) originals of the Notice To Proceed to Northeast Earth Mechanics, Inc. for the construction of the Route 125 Pedestrian Bridge Approaches project stating that the contract time will commence to run on April 2, 2018.

Please sign both originals of the Agreement and both originals of the Notice To Proceed and return the entire package to me at Public Works.

Please contact me with any questions. Thank you.

04/26/2018



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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CITY OF
Received
APR 12 2018
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Date: April 12th, 2018
From: Owen Friend-Gray PE, Assistant City Engineer
SUBJECT: Security Agreements: 212 Salmon Falls Road
CC: Terence O'Rourke, City Attorney

Please see the attached security agreements for signature on the repayment plan for the water and sewer service connections at 212 Salmon Falls Rd with Mr. Dascoli.

If you have any questions please let me know, if not, please sign and send to the Legal Department.

04/26/2018



City of Rochester, New Hampshire

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CITY OF
Received
APR 6 2018
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Daniel F. Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager

FROM: Lisa J. Clark, Admin & UB Office Supervisor *LJC*

DATE: April 4, 2018

SUBJECT: CWSRF- Loan / Grant #CS-330122-13
Disb #1 Sewer and Drainage Asset Management Project
Disbursement Amount \$6,000

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

Attached please find one cover letter and form for the second disbursement request on the Sewer and Drainage Asset Management Clean Water State Revolving Fund (CWSRF) Grant / Loan. This has been reviewed by the finance office and is ready for transmittal to the State of NH Department of Environmental Services.

This Grant list the **City Manager** as the responsible party for signatures

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

Signature

Blaine M. Cox, Deputy City Manager



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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04/26/2018

CITY OF
Received
APR 19 2018
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager/Finance Director

FROM: Lisa J. Clark, Admin & Utility Billing Supervisor *AJC*

DATE: April 18, 2018

SUBJECT: Water Treatment Plant - Raw Water Pump Station Upgrade Project
Wright Pierce - Construction Administration Contract

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

Attached please the Construction Administration Contract for the Water Treatment Plant Raw Water / Low lift Pump Upgrade Project. This is a Drinking Water State Revolving fund Loan project.

Blaine Cox

Blaine M. Cox, Deputy City Manager

Please sign here and pass on to the City Manager for document signature.

This contract should be returned to the DPW for Distribution.

04/26/2018



City of Rochester, New Hampshire

Economic & Community Development

31 Wakefield Street, Rochester NH 03867

(603) 335-7522 www.RochesterEDC.org

Date: April 6, 2018

To: Dan Fitzpatrick, City Manager

From: Karen Pollard, Economic Development Manager

Re: Index Packaging – Hold Harmless Agreement

CITY OF
Received
APR 10 2018
City Manager
ROCHESTER

Index Packaging is in the process of performing due diligence testing on the 55 acres that are under agreement. City Attorney Terence O'Rourke recommends a "hold harmless" addendum to the purchase and sale agreement. Norway Plains and Associates will be completing the work on behalf of Index. Mike Wiles signed on April 5, 2018.

Please sign and return the original to my office, I will distribute to the City Attorney and Deputy City Manager.

Thank you.

Date: March 29, 2018

To: Dan Fitzpatrick
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
MAR 29 2018
City Manager
FOR

Re: FY 2017-2018 CDBG Environmental Reviews – New JOB Loan

Please see attached the completed FY 2017-2018 Community Development Block Grant (CDBG) environmental review for a proposed new Job Opportunity Benefit (JOB) Loan Program loan. The City Council approved funding to the JOB Loan Program at the August 1, 2017 City Council meeting.

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

04/26/2018

CITY OF
Received
APR 11 2018
City Manager
ROCHESTER

TO: Dan Fitzpatrick, City Manager
FROM: Julian Long, Community Development Coordinator
DATE: April 11, 2018
RE: Release of Mortgage for Fiesta Candy JOB Loan

The Job Opportunity Benefit (JOB) Loan Program loan granted to Mr. Steve Dumont of SWD Property Management, LLC and related to the Fiesta Candy business, entered into in October 2004, was fully repaid in January 2010. The City of Rochester obtained a mortgage on 25 Old Dover Road, and SWD Property Management is now seeking the release of the mortgage. The City Attorney has drafted a release of mortgage, and SWD Property Management's attorney's office has approved the draft.

Please sign the release of mortgage before a notary and return the mortgage release to Julian.
Thank you.

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: Dan Fitzpatrick, City Manager
FROM: Blaine Cox, Deputy City Manager *Blaine Cox*
DATE: April 16, 2018

CITY OF
Received
APR 16 2018
City Manager
ROCHESTER

I am sending you: ☒ Attached ☐ Under Separate Cover

The following items:

James R. St. Jean Auctioneers Contract

These are transmitted as checked below:

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

REMARKS:

Please review for your signature the attached contract with James R. St. Jean Auctioneers related to the May 12, 2018 tax deeded properties auction. This contract has been reviewed/ approved by the City Attorney and Finance Director.



City of Rochester, New Hampshire

OFFICE OF THE CITY ATTORNEY
19 Wakefield Street • Rochester, NH 03867
(603) 335-7564
www.RochesterNH.net



Memorandum

To: Daniel Fitzpatrick, City Manager
From: Terence O'Rourke, City Attorney *TO*
Date: April 4, 2018
Re: Sale of 6 Gina Drive

On December 4, 2017, the Tax Collector issued a Tax Deed for 6 Gina Drive. The City Council has authorized the City Manager to tenant Arthur Seale without using a bid or auction process. In order to complete the sale the City must issue Mr. Seale a Quitclaim Deed which must be signed by the City Manager.

Summary of Property Sale

Property Taxes & Interest Owed on Deed Date:	\$10,679.22
Outstanding Water & Sewer Bill:	\$ N/A
Filing Fee and Notice Fee:	\$ 36.49
Total Projected Redemption Amount:	\$10,715.71

Additional Costs After Deeding:	\$ N/A
Total Amount:	\$10,715.71

Sale Price:	\$10,679.22
--------------------	--------------------

Difference between Redemption Amount and Sale Price	\$ (36.49)
--	-------------------

Daniel W. Fitzpatrick
City Manager



Planning Board
Conservation Commission
Historic District Commission
Arts & Culture Commission

Planning & Development Department
City Hall Annex
33 Wakefield Street
ROCHESTER, NEW HAMPSHIRE 03867-1917
(603) 335-1338 - Fax (603) 330-0023
Web Site: <http://www.rochesternh.net>

04/26/2018

CITY OF
Received
APR 12 2018
City Manager
ROCHESTER

MEMO

Date: April 12, 2018
To: Daniel Fitzpatrick, City Manager
From: Michelle Mears
Senior Planner/Planning and Development Department
Re: Letter of Support for grant with UNH Community Conversation Research Competition

The University of New Hampshire Carsey Institute is looking for a letter of support and partnership for the City of Rochester for the Corporation for National Community Service grant for Community Conversations Research Competition. The CNCS is the agency that manages AmeriCorps, VISTA, Senior Corps, and the Volunteer Generation Fund. An interdisciplinary team at UNH, including NH Listens, a civic engagement program of the Carsey School of Public Policy, is approaching our partners in the city of Rochester in order to jointly respond to this opportunity. There is no monetary match needed for this project. The Carsey is just looking to partner with a community in NH to work on a the *two-year participatory action research* project with a collaborative research team made up of Rochester civic leaders and UNH engagement researchers to gain greater engagement and informed decision making to build a vibrant community.

Michelle Mears, Senior Planner


04/26/2018



Planning and Development
Planning Board
Conservation Commission
Historic District Commission
Arts and Culture Commission

PLANNING & DEVELOPMENT DEPARTMENT
City Hall Annex
33 Wakefield Street,
Rochester, New Hampshire 03867-1917
(603) 335-1338 - Fax (603) 335-7585
Web Site: www.rochesternh.net

CITY OF
Received
MAR 30 2018
City Manager
ROCHESTER

TO: Blaine M. Cox, Deputy City Manager
FROM: James B. Campbell, Director of Planning & Development 
DATE: March 30, 2018
SUBJECT: Stratford Regional Planning Commission
Services Agreement - \$3,400.00

Attached please find two copies of the Services Agreement between the City of Rochester and the Strafford Regional Planning Commission. This is essentially the same contract that we have already signed with SRPC except with this agreement we are extending the end date. The budget and cost remain the same. The work describe in this scope of services is for support to the City for various technical support functions such as reviewing project narratives, input and review of Viewpermit applications, as well as some plan review as needed. In addition, we will have them work on some Zoning Ordinance updates, Site Plan Regulation updates, and Subdivision Regulations updates.

There is sufficient funding in the Other Professional Services Account 11102051-533000.

If you have any questions please do not hesitate to ask. If you do not have any questions please sign and pass on to the City Manager for signature. Please return this document to the Planning & Development Department for distribution. Thank you.

Signature 
Blaine M. Cox, Deputy City Manager



Date: April 23, 2018

To: Blaine Cox
Acting City Manager

From: Chris Bowlen - *CJB*
Director of Recreation & Arena

RE: Letter of Transmittal for July 3rd Fireworks Contract

As authorized by the city council and in conjunction with Rochester Main Street, please find attached a contract with Central Maine Pyrotechnics in the amount of \$10,000 for the Fireworks show to take place on July 3, 2018. The rain date for this show is July 7, 2018.

Kindly provide your signature of approval on the attached page and return to my office. If you have any questions please do not hesitate to contact me.

Approved,
Blaine Cox
4/23/2018



City of Rochester School Department

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

Mr. Kyle M. Repucci
Assistant Superintendent of Schools
e-mail: repucci.k@rochesterschools.com

Ms. Linda Bartlett
Business Administrator
e-mail: bartlett.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 30, 2018

Mr. Daniel Fitzpatrick, City Manager
Rochester City Hall
31 Wakefield Street
Rochester, NH 03867

Dear Mr. Fitzpatrick,

I am writing to formally invite the City Clerk to hold voter registration outside of Spaulding High School on April 20, 2018 from 10:00 AM until 1:00 PM. A location for the registration is still being finalized.

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

Sincerely,

Michael L. Hopkins

Michael L. Hopkins
Superintendent

cc: Kelly Walters, City Clerk
Justin Roy, Principal, Spaulding High School



City of Rochester, New Hampshire

Welfare Department
31 Wakefield Street • Rochester, NH 03867
(603) 332-3505 Fax (603) 335-7592
www.rochesternh.net

04/26/2018

CITY OF
Received
APR 13 2018
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
Terence O'Rourke, City Attorney

FROM: Todd Marsh, Welfare Director

DATE: April 12, 2018

SUBJECT: Memorandum of Understanding
Shared Cost Rochester Welfare Software Program Payment

Please find attached six copies of the welfare software program shared cost Memorandum of Understanding between Nashua, Concord and the City of Rochester.

In 2015, as part of a shared costs agreement, the City of Nashua purchased the City of Rochester's recently developed welfare software program. Nashua has modified the program and seeks to sell the modified version to Concord, which will result in a shared cost payment back to Rochester totaling \$1,875.00.

I am pleased the shared cost agreement continues to be beneficial to the City of Rochester, including its taxpayers.

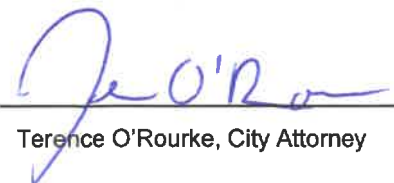
If you have any questions please contact me. If not, please sign and mail to the City of Concord's Welfare Director at the below address.

Karen Emis-Williams
Concord Human Service
28 Commercial Street
Concord, NH 03301

Signature


Blaine Cox, Deputy City Manager

Signature


Terence O'Rourke, City Attorney

FORM A

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

TO: DAN FITZPATRICK, CITY MANAGER**FROM:** Karen Bonneau, DRP,
(name, department & title)**SUBJECT: REQUEST TO PARTICIPATE IN EMPLOYEE COMPUTER
LEASE/PURCHASE PROGRAM**

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

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

The estimated cost of the equipment to be acquired: \$ 1,999.00 (not to exceed \$2,000)

Please provide a brief narrative explaining how participation in this program may enhance your computer literacy skills and assist you in your work activities with the City of Rochester.

Having access to an updated computer will allow me to keep up to date with technology. Being confident on computers will help me to be able to get work done in a more organized, efficient manner.

I have ☒ have not ☐ (check one) previously purchased equipment under this program.

4/20/18
Date **APR 24 2018**

Date

Karen Bonneau
Employee Signature

D. Fitzpatrick

City Manager or designee



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: Julia Libby
2. Department: Building, Zoning, & Licensing
3. The course(s) is(are) related to the employee's job or as part of a career development program: Yes ☒ No ☐
4. Number of Courses for this employee already approved for the current fiscal year is: 0 (attach copies of prior approvals)
5. Course(s) for which reimbursement is now being requested:
 - a. Name of Course: student success strategies for online learning Cost: \$960.00; and
dates of Course: from 7/2/18 to 8/26/18
 - b. Name of Course: perspectives in liberal arts; Cost: \$960.00; and
dates of Course: from 9/3/18 to 10/28/18
 - c. Name of Course: English Comp I; Cost: \$960.00; and
dates of Course: from 10/29/18 to 12/23/18
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: [Signature]
9. Date of Department head's approval: 4/10/18
10. Finance Director approval signature: [Signature]
11. Date of Finance Department approval: 4/11/18
12. City Manager's approval Signature: [Signature]
13. Date of City Manager's Signature: 11 April 2018

BA Degree in
Political Science

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

1. Applicant's Name: Samantha Rodgerson
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 ____ No ____
4. Number of Courses for this employee already approved for the current fiscal year is: ____ (attach copies of prior approvals)
5. Course(s) for which reimbursement is now being requested:
 - a. Name of Course Introduction to Philosophy; Cost: \$1,365.00; and dates of Course: from 5/14/2018 to 6/30/2018
 - b. Name of Course Advertising; Cost: \$1,365.00; and dates of Course: from 5/14/2018 to 6/30/2018
 - 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: _____
9. Date of Department head's approval: _____
10. Finance Director approval signature: Blaum Cy
11. Date of Finance Department approval: 4-24-2018
12. City Manager's approval Signature: _____
13. Date of City Manager's Signature: APR 24 2018

DATE RECEIVED	DATE ISSUED	PERMISSION PERMITS	MISCELLANEOUS	DATE OF EVENT
3/21/2018	4/2/2018	TAG	Roger Allen Baseball	5/25 - 26/2018 & 6/23 - 23/2018
3/16/2018	4/2/2018	EVENT	Granite State Street Rodders	May - Sept
3/27/2018	4/2/2018	EVENT	Church Service/Picnic	5/29/2018
3/14/2018	4/2/2018	EVENT	5K Run - St. Elizabeth Seton School	5/19/2018
3/28/2018	4/2/2018	TAG	RYFL - Little Red Raider Cheer	7/13-15/2018
4/5/2018		EVENT	Rochester Main Street - Rochester Cares Clean Up Day	4/22/2018
4/5/2018		EVENT	Blueberry Pancake Breakfast - First Church Congregational	4/21/2018
4/5/2018		EVENT	Yard Sale - First Church Congregational	May-18
4/11/2018	4/12/2018	TAG	Unified Volleyball	4/14/2018
4/18/2018	4/19/2018	BANNER	BTG/PD - Drug Take Back Day	4/28/2018
4/24/2018		EVENT	Wedding at Rochester Common	7/28/2018
4/23/2018		EVENT	Monarch School - motorcycle benefit ride	7/14/2018
4/19/2018		EVENT	Mother's Day event at Rochester Common - Rochester Elders	5/12/2018
4/23/2018		EVENT	Seacoast Learning Center 5K	5/12/2018
ELECTRONIC MESSAGE BOARD REQUESTS				
4/3/2018		EVENT	GSC Society - Spring Concert	4/21 - 22/2018
4/5/2018		EVENT	Chamberlain Street School - Schoolhouse Rock Live Jr	4/13 - 14/2018
4/5/2018		EVENT	Library - Geocaching 101	4/19/2018
4/5/2018		EVENT	Breakfast with Superheroes	4/28/2018
4/5/2018		EVENT	Rochester Cares Clean Up Day	4/22/2018
4/5/2018		EVENT	First Church Congreg. - Blueberry Pancake Breakfast	4/21/2018
4/5/2018		EVENT	First Church Congreg. - Yard Sale	5/5/2018
4/9/2018		EVENT	Sole City Dance - Cinderella	4/14 - 15/2018
4/10/2018		EVENT	School/GBCC Parent Info Night	4/17/2018
4/16/2018		EVENT	Homemakers Craft & Vendor Fair	5/12/2018
4/16/2018		EVENT	Rochester Police Dept - Drug Take Back Day	4/28/2018

04/26/2018

05012018 Permits Issued report - Mar Apr 2018

4/18/2018		EVENT	First United Methodist Church - Rummage Sale	4/21/2018
4/19/2018		EVENT	SHS - 4th Annual Career Assistance Workshop	5/10/2018

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City Clerk's Office



City of Rochester, New Hampshire
OFFICE OF THE MAYOR
31 Wakefield Street • Rochester, NH 03867
(603) 332-1167
www.RochesterNH.net



**PROCLAMATION
POLICE MEMORIAL WEEK
MAY 13 - 19, 2018**

WHEREAS, Police Officers are given the awesome responsibility to protect the lives and safety of the Citizens of the United States each day; and

WHEREAS, *By order of our 35th President John F. Kennedy, May 15 of each year is declared Peace Officers Memorial Day, to honor those peace officers who, through their courageous deeds, have lost their lives or have become disabled in the performance of duty; and*

WHEREAS, To date there are forty-eight (48) names for inclusion on the Memorial to recognize New Hampshire Police Officer's who have given their lives in the line of duty, the first in 1888, the most recent in 2014.

NOW, THEREFORE, I, Caroline McCarley, Mayor of the City of Rochester, do hereby designate the week of May 13 through May 19, 2018 as Police Memorial Week in Rochester, New Hampshire in conjunction with State and National ceremonies. All flags on Municipal Buildings shall be flown at half-staff on National Peace Officer's Day, May 15, 2018, in solemn recognition of those Officers' who have given the ultimate sacrifice.

IN WITNESS WHEREOF, I have
hereunto set my hand and caused
the Seal of the City of Rochester
to be affixed this 1st day of May
in the year of our Lord, Two
Thousand Eighteen.

Caroline McCarley
Mayor of Rochester

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City Clerk's Office



City of Rochester, New Hampshire

OFFICE OF THE MAYOR

31 Wakefield Street • Rochester, NH 03867
(603) 332-1167

www.RochesterNH.net

**PROCLAMATION
FOR
ROCHESTER'S 2018 Economic Development Week**

WHEREAS, Economic Development creates jobs that enhance the daily lives of Rochester's residents, providing our community with access to career development opportunities; and

WHEREAS, Businesses and organizations demonstrate valuable contributions to the local economy of our city; and

WHEREAS, Economic Development initiatives serve to enrich the quality of life of our citizens;

NOW, THEREFORE, I, Caroline McCarley, Mayor of the City of Rochester in the State of New Hampshire do hereby proclaim the week of May 7 – 12th 2018 to be "Economic Development Week" to honor those businesses and entrepreneurs who create, grow and expand considerable economic opportunities throughout the City of Rochester, benefiting New Hampshire and the surrounding New England region.

IN WITNESS WHEREOF, I hereunto set my hand and caused the seal of Rochester to be affixed this 7th day of May, in the year of our Lord, Two Thousand Eighteen.

**Caroline McCarley
Mayor**

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City Clerk's Office

PROCLAMATION

WHEREAS, Public Works infrastructure, facilities and services are of vital importance to the health, safety and well being of the people of this community; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of the many city systems and programs such as streets, public buildings, solid waste, recycling, parks, landscaping, public water system, public sewer system, and the general maintenance and operations of those; and

WHEREAS, the health, safety, economic vitality and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these services, as well as their planning, design, and construction of public facilities and utilities, is vitally dependent upon the efforts and skills of public works personnel; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff the Public Works Department is materially influenced by the public's attitude and understanding of the importance of the work they perform,

NOW, THEREFORE, I, Caroline McCarley, Mayor, on behalf of the City Council and City of Rochester, do hereby proclaim the week of May 20-26, 2018 as "National Public Works Week" in the City of Rochester, and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing quality Public Works services and to recognize the contributions which Public Works representatives make every day to our health, safety, comfort, and quality of life, not only this week but throughout the year.

IN WITNESS WHEREOF, I have set my hand and caused to be affixed the Seal of the City of Rochester this the 1st Day of May in the year of our Lord, Two Thousand and Eighteen.

Caroline McCarley
Mayor



04/26/2018



HOUSEHOLD HAZARDOUS WASTE COLLECTION
MAY 5, 2018 8:30 AM TO 12:30 PM
TURNKEY LANDFILL, 90 ROCHESTER NECK ROAD, ROCHESTER

The Communities participating in the Household Hazardous Waste Day:
Barrington, Farmington, Milton, Middleton, New Durham, Northwood, Rochester,
Somersworth, Strafford, Wakefield

What are Household Hazardous Waste Products:

A product is hazardous when its use or disposal poses a threat to your health or the environment. To help you identify these hazardous products federal law requires them to be labeled with warnings about their use, storage and disposal. The words "Danger" (most toxic) "Warning", "Poison" and "Caution" (least toxic) are used to help identify the various degrees of toxicity. These words and the properties that make the product hazardous are listed to help you use these products safely.

What To Do With A Potential Hazardous Product

- Identify which items are hazardous household wastes.
- Set aside those products that you will use up before you move.
- Ask someone if they want any of the remaining products.
- Check with your city or town to see when the next household hazardous waste collection day will be held.
- DO NOT dispose of any chemicals, petroleum products, or other hazardous wastes DOWN the drain or on the ground. IT IS AGAINST THE LAW.



You can bring up to 10 gallons of the following to the HHW Day Site:



House and Garden Products:

Weed killers and fertilizers, no -pest strips; ant spray and baits; bug and rodent-sprays; poisons; flea repellents and shampoos; bug sprays; houseplant, insecticides; oven cleaners, drain; toilet cleaners; wood/metal cleaners and polishes; rug cleaners, bleach, pool chemicals, tub, tile and shower cleaners; button cell and lithium batteries.

Garage Products;

Car wax and polish; fuel additives; carburetor/fuel injector cleaner's air conditioning refrigerants starter fluids; creosote; antifreeze, transmission and brake fluid.

Workshop/Painting Products:

Oil or enamel based paint, stains and finishes, paint strippers and removers; photographic chemicals; fixatives, adhesives, glues or other solvents.



Items Not Accepted at the Collection Day Site:



Latex Paint:

Use the paint or open can and let paint dry out. You may put an absorbent material such as shredded newspaper or kitty litter in it to dry faster. Discard all with can in trash.

Motor Oil/Tires/Computers

For the collection center nearest you call your municipality.

Zinc Carbon and Alkaline Batteries:

Batteries sold after May 1996 are non-hazardous and can be placed in the trash.

Recyclable Batteries and Florescent Lights

Some local disposal locations in the area are Lowes, Rockingham Electric (with a small fee) and Tri-City Tool Crib. (always a good idea to call first to make sure they are still accepting the items).

Car Batteries:

Most places that sell car batteries will take the used batteries back. Some communities may have battery collections.

Propane Tanks:

Return to a place that sells them.



04/26/2018

Waste reduction is a matter of attitude as much as a matter of taking action**Reduce, Reuse, Recycle****Reduce-** The toxicity of a waste or eliminate the generation of a waste at the source of generation.**Reuse-** Is the use of a material at least twice without changing the original form.**Recycling-** Is the collection, separation and recovery of useful materials which cannot be directly reused or would otherwise be discarded as waste.**Alternatives to Hazardous Products****Drain Cleaner:** Use a plunger or plumber's snake, Pour 1/8 to 1/4 cup of baking soda down your drain, follow it with a chaser of white vinegar, and let it sit for 10-15 minutes, then pour in a cup of boiling water.**Window Cleaner:** Fill a spray bottle a quarter of the way with white vinegar, and then top it off with water.**Laundry Detergent:** Instead of using chlorine bleach, try adding 1/4 cup of white vinegar to your laundry to keep your whites clean. It will also kill odor-causing bacteria and clean your washing machine with no discoloring.**Floor, Carpet cleaner:** For an effective way to keep your floors and carpets clean, add a cup or so of white vinegar to a bucket or sink full of water and soap. Use the solution to mop your hardwood, laminate, tile or linoleum floor or spot clean carpets with a rag.**Dishwashing Solution** If you have baked on food stuck on your pots, pans and dishes, sprinkle on baking soda and scrub it away and rinse with water.**Oven Degreaser:** To clean your oven of grease stains, sprinkle baking soda on them and scrub with a dry rag.**Toilet Bowl Cleaner:** Use baking soda or white vinegar**Furniture Polish:** Mix 1 teaspoon of lemon juice in 1 pint of mineral or vegetable oil and wipe furniture.**Rug Deodorizer** Deodorize dry carpets by sprinkling liberally with baking soda. Wait at least 15 minutes and vacuum.

Remember you can help reduce Household Hazardous Waste by buying products wisely. Read the label and buy non-toxic or less toxic alternatives. Buy only what you need. Store and use products wisely -close the lids tight so the product will not dry out, evaporate or leak. Read and follow the directions on the label. Do not mix products.

**NHSAVES**

You must be a residential electric customer of one of the NHSaves sponsors (Eversource, Liberty Utilities, New Hampshire Electric Co-op, or Unitil) This is a limited time offer, while funding is available. Appliance must be in working condition and must be picked up at the service address on your billing account. For more information call ARCA 1-877-889-4763 or on-line at <https://www.nhsaves.com/save-home/ways-to-save/refrigerator-recycling/>

For non working refrigerators call your municipality.

It's always a good idea to call the companies first in case information changes.

**Used Motor Oil**

The City of Rochester Public Works at 45 Old Dover Road will accept used motor oil between the hours of 7am -3pm Monday through Friday

**TO FIND OUT WHAT YOUR TOWN COLLECTS:**

Barrington	Public Works	664-5379	Farmington	Public Works	755-4884
Middleton	Town Office	473-2134	Milton	Town Office	652-4501
New Durham	Town Office	859-8080	Northwood	Town Office	942-5586
Rochester	Public Works	332-4096	Somersworth	Public Works	692-4266
Strafford	Town Office	664-2192	Wakefield	Transfer Station	522-3590

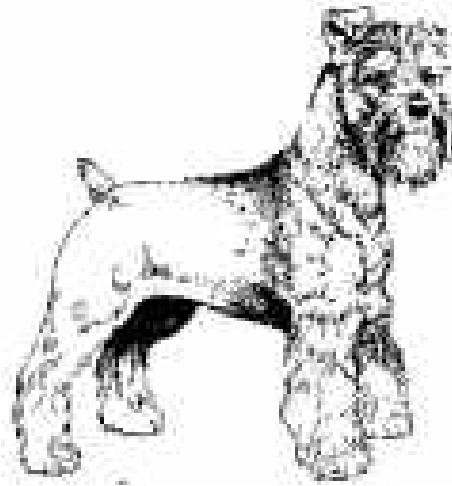


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City Clerk's Office

ROCHESTER RABIES CLINIC

04/26/2018



Rochester
Dog licenses will
be available

MAY 5, 2018

12-2 p.m.

at

4H Building

ROCHESTER FAIRGROUNDS

\$15 per cat or dog **CASH ONLY**

All animals need to be restrained.

All pet owners from NH and Maine are welcome.



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

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City Clerk's Office

Tri-City Mayor's Joint Task Force on Homelessness
Annex Building Cochecho Room
April 12, 2018
7:01 PM

<u>MAYOR'S</u>	Rick Michaud
Mayor McCarley (<i>excused</i>)	Dina Gagnon
Mayor Hilliard	<u>DOVER MEMBERS</u>
Mayor Weston	Marcia Gasses
<u>ROCHESTER MEMBERS</u>	Alternate: Lindsey Williams
Rev. Eliza Buchakjian- Tweedy	Betsey Andrews Parker
Elizabeth Atwood	Phyllis Woods
Jeremy Hutchinson	Andrew Howard
T.J. Jean	Dave Carpenter
<u>SOMERSWORTH MEMBERS</u>	Lena Nichols
Todd Marsh	
Laura Hogan	

MINUTES

Mayor Hilliard called the meeting to order at 7:01 PM. Kelly Walters, City Clerk of Rochester, called the roll, as noted above.

Both Mayor Dana Hilliard and Mayor Karen Weston gave opening statements.

Mayor Hilliard said the Tri-City Mayors have joined efforts to establish a taskforce to address the homelessness problem in the Tri-City area. He said communication between the three cities and local agencies would be essential to bring about long-term sustainable success. The mayors agreed on four points to be the primary mission of the task force as shown below:

1. Identify and define aspects of homelessness to be addressed by regional action;
2. Articulate appropriate benchmarks and metrics to measure success;
3. Develop sustainable programs and proposals to achieve success by using the resources and skills of the task force's participants; and

4. Create and forward a Tri-City homelessness master plan to Dover, Rochester, and Somersworth city councilors for approval by August 30 of this year.

Mayor Hilliard advised the taskforce that the plan is to create obtainable goals. The August 30th deadline can be moved back to allow for more time to create a workable master plan.

A few members suggested that the implementation of a cold weather station should be considered as a main focus. Mayor Hilliard agreed that winter would come quickly and a solution would/should likely be worked on as part of the overall master plan; however, the focus of the master plan should address all 4 points outlined by the Tri-City Mayors.

Mayor Hilliard said that all future ideas that are not attainable soon should be considered as "parking lot" ideas.

Mayor Weston said the Emergency Management Team had not been successful. She encouraged communication to be a key factor for the this taskforce.

Mayor Weston said it is important for the task force to identify the reasons why some folks are homeless in this area in order to set up the right type of programs. It will be important to determine what the criteria is for opening a warming center/shelter and to find out if there is a feasible option to expand the warming center in Rochester, NH.

Mayor Hilliard said at this point the three mayors shall be considered only to be used as a resource for this taskforce. The members shall elect their own chair and set up meeting dates accordingly.

Election results:

- Jeremy Hutchinson, President
- Marcia Gasses, Vice President

Next Meeting:

- Next Joint Taskforce meeting: May 10, 2018, Dover, NH (exact location TBA) Time: 6:30 to 8:00 PM (*more meeting dates shall be decided upon at the May 10, 2018 meeting.*)

Sense-of-Task Force Action Items:

- Deadline changed from August 30, 2018 to November 1, 2018.
- Public input shall be limited to 3 minutes per speaker.
- The next meeting shall take place in Dover, NH (exact location to be determined).
- The Taskforce meetings shall meet from 6:30 PM to 8:00 PM at least once a month (*2nd Thursday of the month, whenever possible*) and more often as needed.
- Betsy Andrews Parker, Strafford County CAP Program, shall collect data gathered from Strafford County on homelessness and other relative matters. Any/all data gathered should be sent directly to bandrewsparker@straffordcap.org at least one full week prior to the Tri-City Task Force on Homelessness meeting. Any/all data collected shall be included with the May 10, 2018 packet material.
- TJ Jean, Business Representative for Rochester, shall reach out to local service agencies and request that each agency submit a brief description of the scope of homelessness their agency has encountered and/or has served by their agency and what kind of assistance is being offered at this time. Any/all data collected shall be included with the May 10, 2018 packet material.
- A Cold Weather Shelter Sub-Task Group shall be assigned at the May 10th meeting.
- Lessons Learned shall be an agenda item for May 10, 2018.
- A sub-focus group shall be assigned for the foundation of a master plan. The group shall work to include short and long term goals based on policy, reasonable funding, and keeping the main focus on the four primary points of the mission)
- Tory Jennison, Director of Population Health, shall submit an educational directive to give guidance about acceptable language to be used for any/all topics/clients being discussed at the Tri-City Task Force of Homelessness meeting. This shall be included with the May 10, 2018 packet material.
- The Joint Taskforce Meeting Calendar shall be completed at the May 10, 2018, meeting.
- The May 10, 2018 Tri-City Task Force on Homelessness Agenda shall be attached to this set of minutes.

- A Tri-City Task Force on Homelessness Agenda template shall be used a guide for creating future agendas and shall also be attached to this set of minutes.
- All items to be submitted for the packet shall be submitted to cityclerk@rochesternh.net (*Sub-focus groups may submit a report to be included with the packet*)
- Jeremy Hutchinson, Chair, shall notify members of any cancelation of meetings.

Jeremy Hutchinson, Chair, invited the public to speak; however, he requested that speakers limit their comments to three minutes.

Eric Parks, homeless resident, gave a brief history about how he has been homeless since January of 2018.

Bobby Jo Young, homeless resident, gave a brief history of how she became homeless.

Don McCullough, Tri-City Co-op, suggested that a member of the homeless community be included as a member of the Tri-City Task Force on Homelessness.

Christine Paquette, resident of Rochester, spoke about short-term goals such as access to a shower, a small storage compartment for important items, and the cold weather shelter.

Ernest Ketel, Tri-City Co-op, spoke about homelessness and agreed that a member from the homeless community should serve on the board or a sub-focus group of the main group.

Monica Nagel, advocate for the homeless population, spoke about homelessness and a book she wrote entitled, *If You Had Heard My Voice*. Ms. Nagel spoke about affordable housing as another important goal for this task force to consider.

Tim Rivera, resident, said the Tri-City Task Force membership and contact were distributed along with a contact of local agencies. He named other agencies which should be added to the contact list. He spoke about people needing services as they are released from prison, the need for homeless shelters for men, and he gave a brief description of a new program

named "freemen". He agreed that it would be beneficial to have a member of the homeless community on the task force.

Cindy Thomas, Bethany Christian Services, spoke about her faith-based community services. She spoke about programs for pregnant women, the youth population, providing bus tickets, and affordable housing.

Ben Springer, resident, said the goal of assisting the homeless should be about finding out what it means to restore the person (homeless) to a whole.

Jeremy Hutchinson closed public input. He thanked the public for taking the time to give their comments.

In closing Mayor Hilliard thanked all the members and public for their dedication to the community and fellow humans in need.

Mayor Weston thanked Mayor McCarley for hosting the first Joint Taskforce on Homelessness. She expressed gratitude towards so many individuals and agencies for supporting this effort in the Tri-City area.

Jeremy Hutchinson thanked the taskforce for electing him as chair and all who attended. He ensured the members he would have an "open" door policy as the taskforce moves forward.

Adjournment

Jeremy Hutchinson closed the meeting at 9:05 PM.

Respectfully submitted,

Kelly Walters, CMC
City Clerk
Rochester, NH

Tri-City Joint Mayor's Task Force on Homelessness
May 10, 2018
(Location to be determined by Dover, NH)
6:30 PM to 8:00 PM

1. Call to Order
2. Public Input (*3-minute maximum and/or submit a statement*)
3. Data Review
4. Scope of Agencies Review
5. Sub-Task Groups to be Assigned:
 - a. Cold Weather Shelter/Station
 - b. Foundation of the Tri-City Task Force Master Plan on Homelessness
6. Lessons Learned
7. Complete Calendar for the Joint Tri-City Task Force on Homelessness
8. Other
9. Adjournment

Tri-City Joint Mayor's Task Force on Homelessness
(TEMPLATE)
(Rochester, Dover, or Somersworth)
6:30 PM to 8:00 PM

1. Call to Order
2. Public Input (*3-minute maximum and/or submit a statement*)
3. Report of Data
4. Report of Scope of Agencies
5. Report from Sub-Task Groups
6. Assignment of New Sub-Task Groups
7. Other
8. Adjournment

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City Clerk's Office

04/26/2018

John W. Hackett
26 Dry Hill Road
Rochester, NH 03839

April 2, 2018

Rochester, NH
Conservation Committee

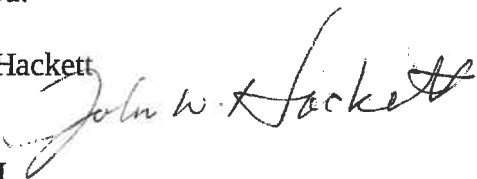
RE: John W. Hackett Resignation

To whom it may concern;

I, John Hackett, hereby give resignation to the Rochester Conservation Committee effective April 2, 2018. Thank you for allowing to serve the past 14 years.

Thank you.

John W. Hackett

A handwritten signature in cursive script that reads "John W. Hackett". The signature is written in dark ink and is positioned to the right of the printed name "John W. Hackett".

lar: JWH

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City Clerk's Office

1. Amendment to Section 4.12 Ordinances and Resolutions P. 33

City Attorney O'Rourke presented the amendment to Section 4.12 Ordinances and Resolutions. Discussion was held. Councilor Abbott **MOVED** to send the following amendment to the full council for approval.

SECTION 4.12 ORDINANCES AND RESOLUTIONS

Every ordinance, and all resolutions imposing penalties or authorizing the expenditure of money when introduced, **except those placed on the Agenda by the Mayor which have already been examined and approved in form by the City Manger, City Attorney, City Clerk, and Finance Director**, shall be written and shall pass through the following stages before they shall be considered as having received the final action of the Council, to wit: First reading for information, and if not rejected or otherwise disposed of, the City Attorney and City Clerk, shall carefully examine them to see that they are in technical form and that their provisions are not repugnant to the Laws and Constitution of the State of New Hampshire or to the Charter and Ordinances of the City of Rochester: They shall then be referred by the chair to the appropriate Council committee for review, public hearing (if required) and discussion. All committees shall make a report for final action to the Council. After such report, the question shall be, "Shall they be read a second time?" If not then rejected, the question shall be on the passage of the same to be enrolled. Upon an affirmative vote, the chair shall refer such ordinance or resolution to the Codes and Ordinances Committee for review as set forth in Section 4.13. and make a report of them to the Council, at which time they shall be deemed to be enrolled. No ordinance or resolution as above referred shall be amended except on its second reading. All other resolutions shall have one reading before they shall finally be passed by the Council.

Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

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City Clerk's Office

FINANCE COMMITTEE

Meeting Minutes

Meeting Information

Date: April 10, 2018
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 Walker, Councilor Gray, Councilor Lauterborn, Councilor Keans and Councilor Torr. No other City Councilors were present. City staff present were: City Manager Fitzpatrick, Deputy City Manager Cox, Recreation & Arena Director Bowlen, Chief Information Officer Gonzalez, Fire Chief Klose, Assistant Fire Chief Dupuis, Senior Accountant Sullivan, Library Director Sylvester, Police Chief Toussaint, Deputy Fire Chief Powers, Fire Secretary Gray, Grants Manager Long and Fire Marshal Wilder.

Agenda & Minutes

1. Call to Order

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

2. Public Input

There was no public input provided to the Finance Committee.

3. Unfinished Business

There was no unfinished business taken up by the Finance Committee.

4. New Business**4.1 All Veteran Tax Credit: Willis Correspondence**

Residents Tom and Stacy Willis appeared before the Finance Committee and discussed the Veterans' Tax Credit. The Finance Committee took no action upon this item.

4.2 Riverwalk Project Grant Application for Recreational Trails Program

Riverwalk Committee Chair Marchionni and Committee Member Turner appeared before the Finance Committee and requested the City Council authorize the Riverwalk Committee to apply for a Recreational Trails Program grant for a project totaling \$100,000. Ms. Marchionni indicated that this program grant was an 80% grant monies/ 20% city matching funds requirement and would be used to create a walking trail in Hanson Pines, including a bridge over Heath Brook.

Councilor Lauterborn moved that the Finance Committee recommends to the full City Council to grant permission to the Riverwalk Committee to apply for a Recreational Trails Program Grant to fund a \$100,000 project that would be \$80,000/ 80% grant funded and \$20,000/ 20% in-kind city matching funds (no city cash). The motion received a second and was adopted on a voice vote.

4.3 Police Department Vehicle Request

Police Chief Toussaint appeared before the Finance Committee and requested permission to re-purpose unspent capital project appropriated funds. Specifically, Chief Toussaint informed the Finance Committee that the fiscal year 2018 front line vehicle replacement project had been completed with an unspent balance remaining of \$24,500 which he seeks to use for the purchase of one back line vehicle. *Deputy Mayor Varney moved to recommend to the full City Council that the Police Department be authorized to proceed with purchase of one back line police vehicle utilizing unspent fiscal year 2018 capital funds appropriated for the replacement of front line vehicles. The motion received a second and was then adopted on a voice vote.*

4.4 Library Debt Collections Update

Library Director Brian Sylvester appeared and informed the Finance Committee that the Library Trustees had adopted a new debt collections policy that would be implemented starting in May. Mr. Sylvester referred to a copy of the policy provided in the Finance Committee's meeting materials. *Councilor Walker requested that the full City Council be apprised of this issue. Mayor McCarley directed that the Library Debt Collections policy be placed on the May 1, 2018 City Council meeting agenda as a discussion item.*

4.5 IT Projects Update

Chief Information Officer Gonzalez responded to questions from the Finance Committee regarding ongoing projects and systems upgrades being carried out by her department.

4.6 Arena Funding Strategy Discussion

Recreation and Arena Director Bowlen, Senior Accountant Sullivan and Deputy City Manager Cox discussed with the Finance Committee the idea of changing the Arena's enterprise fund designation to a special revenue fund. This would eliminate the General Ordinances and City Council policy issues surrounding repeated usage of General Fund unassigned fund balance to

offset Arena revenues versus expenditures imbalances, related to capital project debt service.

The Finance Department was tasked with evaluating the idea of simply designating the Arena as a General Fund department and reporting back to the City Council.

4.7 Fire Department EMPG Grant Application

Fire Chief Klose appeared before the Finance Committee in his capacity as the City's Emergency Management Director regarding the Emergency Preparedness Grant (EMPG) program. Chief Klose informed the Finance Committee that the City has accumulated \$100,000 in expenditures that qualify as in-kind matching funds under the EMPG program. Further, the ability to use these expenditures as in-kind matching funds expires on September 30, 2018. As a result, he requested permission to apply for a \$100,000 EMPG program grant. **Councilor Walker moved to recommend to the full City Council that the Emergency Management Director be authorized to apply for an EMPG program grant in the amount of \$100,000. The motion received a second and was then adopted on a voice vote**

4.8 Fire Department Overtime Budget Update

Fire Chief Klose, Assistant Chief Dupuis and Fire Marshal Wilder appeared before the Finance Committee to provide a Fire Department fiscal year 2018 overtime pay budget update as well as other personnel related expenditures. The overtime budget is entirely expended to date with three months remaining in the fiscal year. It is estimated that the Fire Department's FY2018 bottom line will exceed the approved budget by \$62k.

5. Reports from Deputy City Manager/ Director of Finance

5.1 Extracting TIF District Reserves Discussion

Deputy City Manager Cox provided information regarding the statutory provisions restricting the allocation of incremental revenue of a Tax Increment Financing District.

5.2 Dental Plan City Contribution Recommended Change

Deputy City Manager Cox informed the Finance Committee that the City currently contributes a flat dollar amount of \$250 per employee towards dental insurance and that this amount has not changed since 1998. Mr. Cox recommended this amount be increased to \$300 per employee at an added cost to the City of \$7,050 annually. **Councilor Torr moved to recommend to the full City Council that the City's annual dental premium contribution per employee be increased from \$250 up to \$300. The motion received a second, however, both the motion**

and second were subsequently retracted. Mr. Cox was requested to supply to the City Council data showing the total annual dental insurance premiums and net cost to employees for further discussion at the City Council Committee of the Whole meeting on April 17, 2018.

5.3 Budget Development Calendar for Fiscal Year 2019

The Finance Committee had no questions regarding the budget development calendar for fiscal year 2019.

5.4 Gonic School Roof Repair Bond Financing

Deputy Mayor Varney indicated concern that the \$818,435 in borrowing related to the Gonic school roof repair would result in an estimated interest expense of \$322,259. He suggested that use of unassigned fund balance might be more prudent since the school department's ability to take on more debt service is limited. Councilor Walker moved to recommend to the full City Council that the city's portion of the Gonic school roof repair project remain funded from General Fund unassigned fund balance and not be altered to come from borrowing. The motion was seconded and then adopted on a voice vote.

5.5 Monthly Financial Report

There was no Finance Committee discussion regarding the monthly financial statements.

6. Other

City Manager Fitzpatrick informed the Finance Committee that Comcast was actively pursuing their overbuild project.

7. Adjournment

Councilor Torr moved to adjourn the meeting. A second was received and the motion was adopted by a voice vote at 8:38 P.M.

FINANCE COMMITTEE

Agenda Item

04/26/2018

Agenda Item Name: Library Debt Collections Update

Date Submitted: March 29, 2018

Name of Person Submitting Item: Library Director Sylvester

E-mail Address: brian.sylvester@rochesternh.net

Meeting Date Requested: April 10, 2018

Issue Summary Statement:

Date: 3/29/18

To: Blaine Cox, Finance Director/Deputy City Manager

From: Brian Sylvester, Library Director

Re: Library Debt Collection

At their March 20th meeting, the Trustees of the Library adopted the attached policy governing the conditions under which a past due Library account may be sent to collections.

During the month of April 2018 the Library will advertise the new policy to notify the public that we are moving forward with debt collections and to provide those persons who may be eligible an opportunity to pay down their accounts. The name, contact information, and amount owed for individuals with delinquent accounts owing more than \$75 who accrued those charges between December 2017 and May 2018 will be sent to UMS (our collections agency partner) beginning the second week of May, 2018. Any account meeting the \$75 threshold will thereafter be eligible for referral to the collection agency. Referred accounts will be sent in batches four times a year, in August, November, February, and May. In the case of juveniles meeting the above criteria, parental information may be shared.

Accounts will be removed from collections once paid in full or when alternate arrangements have been reached with the account holder. The debt collection agency will not handle money on behalf of the Library, and will direct outstanding account holders to contact the Library directly. Patron information will not be shared with credit bureaus. An automatic, non-negotiable \$10 fee will be assessed to any account sent to collections.

Patrons who accrued charges prior to December 2017 will be considered ineligible for collections.

**Brian Sylvester
Director, Rochester Public Library**

Recommended Action: None.

Rochester Public Library Debt Collection Policy

The Rochester Public Library works with a collection agency to help ensure the return of overdue library items. The majority of our patrons return items on time and in good condition. However, there are a few who have not responded to overdue notices. The collection agency's services will be used to reclaim materials from those patrons.

- Accounts owing \$75 or more may be subject to referral to the collection agency.
- An additional, non-negotiable \$10 charge will be added to any account which is referred to the collection agency.
- When an account is referred to collections, the account holder or the adult who has signed for the account on behalf of another person or organization will be contacted by the collection agency and will be held responsible for fines and fees.
- No details such as title, author, or type of item checked out will be shared.

Adopted by the Library Board of Trustees 03/20/2018.

FINANCE COMMITTEE

Agenda & Action Item

04/26/2018

Agenda Item Name: Arena Budgeting Discussion

Date Submitted: March 7, 2018

Name of Person Submitting Item: Deputy City Manager Cox

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

Meeting Date Requested: May 1, 2018 City Council Meeting

Issue Summary Statement:

The Finance Committee outlined the following options for the Finance Committee pertaining to the budget format and approach for the Arena:

1. Preferred option - Arena Fund changed to Special Revenue fund.
2. Second Option – Arena Fund remains an enterprise fund and is subsidized by annual appropriations within the annual budgeting process.
3. Least Preferred – Continue as an enterprise fund and continue current appropriations from General Fund unassigned fund balance.

Excerpt from the meeting minutes of the April 10, 2018 Finance Committee meeting –

*Recreation and Arena Director Bowlen, Senior Accountant Sullivan and Deputy City Manager Cox discussed with the Finance Committee the idea of changing the Arena's enterprise fund designation to a special revenue fund. This would eliminate the General Ordinances and City Council policy issues surrounding repeated usage of General Fund unassigned fund balance to offset Arena revenues versus expenditures imbalances, related to capital project debt service. **The Finance Department was tasked with evaluating the idea of simply designating the Arena as a General Fund department and reporting back to the City Council.***

The staff in Finance have concluded that designation of the Arena as a Special Revenue fund makes the most sense. Under this arrangement direct operating revenue and expenses stand alone, like Community Center, making it easier to monitor performance. If the Arena is absorbed as a general fund department, public buildings will absorb the pieces related to the building, recreation will absorb the program pieces, etc. It would then be complicated to untangle these to assess the Arena's individual performance. In addition, as a special revenue fund the Arena could rebuild a new fund balance, which could be used to cash fund small CIP projects.

The Arena budget has already been built as a Special Revenue Fund in the CM Proposed budget prior to the Finance Committee presentation, with the debt service absorbed under the Tax Cap.

Recommended Action:

Support the City Manager's proposed fiscal year 2019 budget proposal designating the Arena as a Special Revenue Fund.

FINANCE COMMITTEE

Agenda & Action Item

04/26/2018

Agenda Item Name: Dental Insurance Contribution

Date Submitted: April 3, 2018

Name of Person Submitting Item: Human Resources Manager Hoyt

E-mail Address: diane.hoyt@rochesternh.net

Meeting Date Requested: April 10, 2018

Issue Summary Statement:

The City's Flexible Benefit Plan allocates \$250 as the City's contribution to each employee's dental plan premium. This contribution amount by the City has remained unchanged since 1998. That amount was also carried over to the collective bargaining agreements around the same time.

As you will see on the attached worksheet, the annual dental premiums have gone up approximately 65% to 75% since FY1999 while the City's flat dollar contribution has not changed from \$250. Increasing the City's flat dollar contribution from \$250 up to \$300 still does not offset the change in the employee's % contribution increase over these years. For example, the HIGH plan Family % Contribution of the employee was 79% in FY1999. It will be 88% in FY2019 at a City contribution of \$250 and drops only to 86% if the City contributes \$300.

With regard to the CBA language: most CBA's stipulate – The City will contribute up to two hundred and fifty dollars (\$250.00) yearly to cover the premium costs of this benefit. The Fire CBA stipulates – up to fifteen dollars (\$15) per month and the Teamsters (Library) stipulates – the city will pay up to \$250 annually towards the cost of dental insurance for an eligible employee who selects only dental insurance through NNEBT.

Recommended Action:

The City Council is asked to consider increasing the City's contribution to \$300. The total annual cost to fund this increase to the City's contribution for dental insurance from \$250 to \$300 would be \$7,050 annually.

FY99					
Plan Type	Monthly	Annual	City	Employee	Employee's
HIGH	Premium	Premium	Share	Share	Share %
single	\$ 27.61	\$ 331.32	\$ 250.00	\$ 81.32	25%
2-person	\$ 54.93	\$ 659.16	\$ 250.00	\$ 409.16	62%
family	\$ 98.62	\$ 1,183.44	\$ 250.00	\$ 933.44	79%
	Monthly	Annual	City	Employee	
MID	Premium	Premium	Share	Share	
single	\$ 27.61	\$ 331.32	\$ 250.00	\$ 81.32	25%
2-person	\$ 51.49	\$ 617.88	\$ 250.00	\$ 367.88	60%
family	\$ 86.74	\$ 1,040.88	\$ 250.00	\$ 790.88	76%
	Monthly	Annual	City	Employee	
LOW	Premium	Premium	Share	Share	
single	9.93	119.16	\$ 250.00	\$ -	0%
2-person	19.33	231.96	\$ 250.00	\$ -	0%
family	34.71	416.52	\$ 250.00	\$ 166.52	40%
FY2019	(Current)				
Plan Type	Monthly	Annual	City	Employee	Employee's
HIGH	Premium	Premium	Share	Share	Share %
single	\$ 51.03	\$ 612.36	\$ 250.00	\$ 362.36	59%
2-person	\$ 98.59	\$ 1,183.08	\$ 250.00	\$ 933.08	79%
family	\$ 176.34	\$ 2,116.08	\$ 250.00	\$ 1,866.08	88%
	Monthly	Annual	City	Employee	Employee's
MID	Premium	Premium	Share	Share	Share %
single	\$ 51.03	\$ 612.36	\$ 250.00	\$ 362.36	59%
2-person	\$ 98.01	\$ 1,176.12	\$ 250.00	\$ 926.12	79%
family	\$ 169.44	\$ 2,033.28	\$ 250.00	\$ 1,783.28	88%
	Monthly	Annual	City	Employee	Employee's
LOW	Premium	Premium	Share	Share	Share %
single	16.45	197.40	\$ 250.00	\$ -	0%
2-person	32.17	386.04	\$ 250.00	\$ 136.04	35%
family	63.33	759.96	\$ 250.00	\$ 509.96	67%
FY2019	(Proposed)				
Plan Type	Monthly	Annual	City	Employee	Employee's
HIGH	Premium	Premium	Share	Share	Share %
single	\$ 51.03	\$ 612.36	\$ 300.00	\$ 312.36	51%
2-person	\$ 98.59	\$ 1,183.08	\$ 300.00	\$ 883.08	75%
family	\$ 176.34	\$ 2,116.08	\$ 300.00	\$ 1,816.08	86%
	Monthly	Annual	City	Employee	Employee's
MID	Premium	Premium	Share	Share	Share %
single	\$ 51.03	\$ 612.36	\$ 300.00	\$ 312.36	51%
2-person	\$ 98.01	\$ 1,176.12	\$ 300.00	\$ 876.12	74%
family	\$ 169.44	\$ 2,033.28	\$ 300.00	\$ 1,733.28	85%
	Monthly	Annual	City	Employee	Employee's
LOW	Premium	Premium	Share	Share	Share %
single	16.45	197.40	\$ 300.00	\$ -	0%
2-person	32.17	386.04	\$ 300.00	\$ 86.04	22%
family	63.33	759.96	\$ 300.00	\$ 459.96	61%

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City Clerk's Office

Rochester School Board / Rochester City Council
CTE Joint Building Committee Minutes
March 26, 2018
Richard Creteau Technology Center, Room T200

DRAFT

Members Present:

School Board

Mr. Matthew Pappas,
Chair
Mr. Paul Lynch
Mr. Matthew Beaulieu
Mr. Raymond Turner
Mr. Robert Watson

City Council

Mayor Caroline McCarley
Mr. James Gray
Mr. Raymond Varney

Members Absent:

Mr. Thomas Abbot
Mr. Geoffrey Hamann
Mr. Jeremy Hutchinson
Mrs. Audrey Stevens

Also Present:

Mr. Michael Hopkins, Superintendent
Mr. Kyle Repucci, Asst. Superintendent
Mrs. Sarah Harrington
Mr. David Totty
Mrs. Robin Despina
Ms. Anne Ketterer
Mr. Lance Whitehead
Mr. Peter Bruckner
Mrs. Pam Martin
Press & Guests
Mrs. Anne Grassie

The Chair called the meeting to order at 7:04 p.m. with a quorum present. Members participated in the pledge of allegiance.

Approval of Minutes

Mr. Varney moved, second by Mr. Watson, the Committee approve the minutes of the February 19, 2018 CTE Joint Building Committee. The motion carried unanimously.

Bid Approval

Mr. Hopkins explained that there are items that need to be pre-ordered and be onsite so approval would be needed by the Committee this evening. John Beaver, Cost Estimator for Harvey Construction explained that the bid documents are now with the sub-contractors and have a closing date of April 11, 2018. However, there are some items that will be needed for construction in 2018 including 2 of the 7 roof top HVAC mechanical systems. The low bid for that equipment is \$122,500.00. The next lowest bid was \$149,750.00. Harvey Construction is recommending accepting the lowest bid which includes the equipment specified by Fitzmeyer Tocci for the project. Mr. Whitehead pointed out there is a risk that these two units maybe end up being from a different manufacturer than the five others needed for the project. However, it's not unusual for schools to have different manufacturer for this type of equipment. The vendor submitting the lowest bid is HTS.

Mr. Lynch moved, second by Mr. Varney, to award the bid to HTS. The motion carried unanimously.

Mr. Beaver went on to present information received for electrical equipment that is urgent to the process. Three preliminary bids were received from Eaton Equipment, General Electric and Square D. Harvey Construction is working with Fitzmeyer Tocci on some technical issues with the bids. They've asked for pricing on the main 1600 amp switchboard and five 480 volt panels that are critical to the job. The range of bids received are between \$46,000.00 and 59,000.00. Mr. Dubois explained that once decisions have

been made and purchase orders have been issued, shop drawings are submitted to the electrical engineer for approval.

With clarification on the electrical bid expected within a day or two, there was discussion on the best way to obtain approval on this bid in a timely manner.

Mr. Lynch moved, second by Mayor McCarley to allow Mr. Hopkins and Mr. Totty to approve the awarding of the electrical bid, after the approval of schematics, on an amount not to exceed \$59,000.00. The motion carried unanimously.

Mr. Hopkins will e-mail the bid decision to all the Committee members.

Sub Committee Bid Approval Process

The Committee discussed establishing a Sub-Committee to meet as needed to review and approve Sub Contractor bids as presented by Harvey Construction. Mr. Pappas requested volunteers from the JBC Committee.

Mayor McCarley moved, second by Mr. Pappas, to establish the Sub Committee for Sub Contract Bid Approval comprised of Mr. Lynch, Mr. Turner and Mr. Varney, with Mr. Watson as an Alternate. The motion carried unanimously.

Update from Lavalley/Brensinger

Ms. Ketterer distributed plans regarding the previously approved Add Alternative #2, which opens the existing space for the Early Childhood/Small Wonders Program. The Structural Engineer reviewed the plans and determined that the identified office/observatory/storage walls on the plan have a great deal of structural significance. The walls are load bearing and are shear walls so they cannot be removed. The Structural Engineer determined that it is too risky to remove this wall so the classroom space will not be expanded. Other options were discussed including removing the wall by the bathroom and workroom, and moving those spaces to the current office/observatory/storage rooms. Ms. Ketterer will check with this option with the Engineer.

Other

Next meeting of the CTE Joint Building Committee has been scheduled for April 30, 2018, at 7:00 pm.

Public Comment None

Adjournment

Mr. Lynch moved, second by Mr. Watson to adjourn at 7:28 p.m. The motion carried unanimously.

Respectfully submitted,

Michael Hopkins
Board Secretary

Public Safety Committee
Council Chambers
April 18, 2018
7:00 PM

MEMBERS PRESENT

Councilor David Walker
Councilor Robert Gates
Councilor Geoff Hamann
Councilor Peter Lachapelle

MEMBERS ABSENT

Councilor Jeremy Hutchinson

OTHERS PRESENT

Michael Bezanson, PE, City Engineer
Gary Boudreau, Deputy Police Chief
Mark Klose, Fire Chief
Robert Montgomery, Rochester Resident

Minutes

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

1. Public Input- Downtown Crosswalks and Striping

Mr. Montgomery spoke about downtown pedestrian safety. He referred to an email that he had sent to the City Manager and made several suggestions. He spoke about issues at crosswalks including faded street markings, lack of signage, poor lighting, lack of snow clearing between sidewalks and crosswalks, and the “excessive” number of crosswalks in the downtown area. He also felt that the temporary signs that are placed in the middle of the road distract drivers from looking toward the sides of the road for pedestrians. Mr. Bezanson put the new downtown striping plans up on the display. Mr. Bezanson was able to show Mr. Montgomery that many issues he mentioned will be addressed. Mr. Bezanson informed the Committee that he had added the red brick stamped crosswalk patterns as well as some additional parking spaces on Wakefield St. and S. Main St. into the plan. Councilor Lachapelle asked when this work might start. Mr. Bezanson stated it was scheduled to be completed in conjunction with the Wakefield Street paving when school is out, but the contractor is suggesting that they might do this work at night, which means it might be sooner.

2. Blind Drive Sign- Lowell Street

Chairman Walker summarized the issue as a request for a blind drive sign from Emily Butler at 148 Lowell Street. Mr. Bezanson displayed the area on the large screen. There was a discussion regarding safe sight distance and

the width of the driveway.

Councilor Hamann made a motion to recommend that the full City Council deny the request for a blind driveway sign at 148 Lowell Street. Councilor Lachapelle seconded the motion. The motion passed unanimously.

3. **Dead End Sign- High Street**

Chairman Walker summarized the issue as a request from John Card for a Dead End sign on the entrance to Creteau Street from High Street. Mr. Card had concerns due to much confusion when there was a detour in the area. Mr. Bezanson displayed the area on the large screen. Councilor Hamann stated that he could understand that at the time of the detour there could have been some confusion but did not see that a sign was required.

Councilor Hamann made a motion to recommend that the full City Council deny the request for a Dead End sign at High & Creteau Street. Councilor Gates seconded the motion. The motion passed unanimously.

4. **No Parking Striping-crosswalk at High School Wakefield Street entrance**

Deputy Chief Boudreau stated that a car parked in the area adjacent to the crosswalk on Wakefield Street at the front entrance of the High School makes it difficult to see a pedestrian in the crosswalk. He stated that he is requesting that we paint the white hash lines that delineate that area as no parking. Mr. Bezanson displayed the area on the large screen. Councilor Hamann suggested that those lines were there previously. Councilor Lachapelle asked the distance recommended for no parking near crosswalks. Mr. Bezanson stated it is twenty-five feet.

Councilor Lachapelle made a motion to recommend that the full City Council approve the hash lines to be painted in the area at the discretion of DPW. Councilor Hamann seconded the motion. The motion passed unanimously.

5. **Washington Street/Sylvain Street- no parking here to corner signage**

Mr. Bezanson stated that this sign request comes from the DPW staff. He stated that when a car is parked near this intersection there is not safe sight distance for a car to pull out onto Washington Street from Sylvain. Mr. Bezanson displayed the area on the large screen. Councilor Haman stated that he believes that this area was also with the white hash lines that delineate no parking.

Councilor Lachapelle made a motion to recommend that the full City

Council approve the hash lines to be painted in the area at the DPW discretion. Councilor Hamann seconded the motion. The motion passed unanimously.

6. E911 update (to be kept in Committee)

Deputy Chief Boudreau stated the first notification letters went out to the properties in the area to be affected by the renumbering of Eastern Avenue. He stated that the second notifications would be going out within the next week. Chairman Walker asked when the Public Hearing should take place. Councilor Lachapelle suggested having the hearing just before the City Council Workshop in June. Chief Klose stated that the third mailing would include language that will inform property owners of the hearing to be held on June 19, 2018 at 7PM just prior to the City Council Workshop.

7. Downtown Crosswalks and Striping (*kept in committee*) addressed above

8. Other

Emergency Management Update – Chief Klose stated that the Emergency Management Preparedness Grant (EMPG) was discussed at the recent Finance Committee Meeting and the submission approval and funding will be discussed at the Regular City Council Meeting to be held May 1, 2018. Chief Klose stated that he recently attended a meeting on MACE (Multi-Agency Coordination Entity) He noted that Rochester is the primary response leader and Dover is the second. He stated that this is more of a health officer type of planning situation and that he would be discussing with the City's Health Officer. He stated that the Emergency Operation Center at the Fire Station would be used and that his team would assist with operations of that.

Chairman Walker suggested that Emergency Management Updates be added to the Committee Agenda going forward.

Chairman Walker asked if there were any other items for the Committee. Seeing none,

Councilor Hamann made a motion to adjourn at 7:45 PM. Councilor Lachapelle seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Lisa J. Clark, City of Rochester Administration and Utility Billing Supervisor.

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City Clerk's Office

Public Works and Buildings Committee

April 19, 2018

Council Chambers

MEMBERS PRESENT

Councilor Ralph Torr – Chairman

Councilor Ray Varney- Vice Chairman

Councilor Sandy Keans

Councilor David Walker

Councilor Geoffrey Hamann

OTHERS PRESENT

Blaine Cox, Deputy City Manager

Peter C. Nourse PE, Director of City Service

Daniel Camara, GIS / Asset Management

MINUTES

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

1. Approve minutes from the February 15, 2018 Public Works & Building Meeting.

Chairman Torr requested comments or a recommendation on last month's meeting.

Councilor Walker made a motion to accept minutes as presented for the March 15, 2018 Public Works Committee meeting. The motion was seconded by Councilor Hamann. The Motion passed unanimously.

2. Public Input – None

3. Project Updates

Whitehouse Road – Mr. Nourse stated that Unitil has begun work on Whitehouse Road and it is expected that they will finish their work in early June. Mr. Nourse stated the City's contractor will then move in and do the road work associated with reducing hills in an effort to improve the vertical line of sight on the road. He stated that once that is completed the road would be paved. Councilor Keans stated she had received a call regarding Unitil's use of Champlin Ridge Road for staging and trucks. Mr. Nourse stated that City Staff has addressed the issue and Unitil has been instructed to make all necessary repairs in the area.

Franklin Street – Mr. Nourse stated that the contractor has resumed work this past week and this project will be wrapping up with Substantial Completion on or before August 24 and full Completion by September 26th. Mr. Nourse explained that they will be running two crews to meet these deadlines. Councilor Varney asked if Franklin Street would be paved up to Chamberlain. Mr. Nourse stated that it would. Councilor Walker mentioned that the developer of Jeremiah Lane has made a \$115,000 contribution for sidewalks on

Franklin, from Chamberlain Street to Portland Street. He asked if the department would be able to get those sidewalks completed this year. Mr. Nourse stated he was unaware of the contribution but he would check into it and get back to the Committee.

Granite Ridge Phase 1 – Mr. Nourse stated that he wanted to report to the Committee about the discussion held with the developer at a recent meeting. Mr. Nourse stated that the discussion was about the delineation of ownership and maintenance for the utilities infrastructure within Phase 1. He stated that some of the utilities are shared structures, some are on private property and some are on the City owned right of way and roadway. Mr. Nourse stated that the maintenance will be based on where it is located whether on private or public property. The City will maintain everything within the right of way and the roadway. He also said the developers stated that they prefer to perform all winter maintenance on the roundabout area. Councilor Walker asked how damage repairs in the roundabout would be handled. Mr. Nourse stated that an agreement would need to be drawn up and the damage repairs would be part of the discussion and agreement. He stated that these discussions were very amicable and that he would keep the Committee informed.

Rt125 Pedestrian Bridge – Mr. Nourse stated that the guardrail and sidewalk project has started up and that the guardrail was put in place today. He stated that the handrails and sidewalks would be completed over the next several weeks.

4. **Academy Street** – Mr. Nourse stated that at last month's meeting of this Committee we had a property owner from Academy Street speak about the poor pavement conditions. He stated that since that time City staff has done some pavement patching and cleanup on the street. Mr. Nourse agrees that the street is in poor condition and that the drainage is approximately 100 years old. He also stated that this street rebuild is included in the Woodman Street Project as a bid alternate. Councilor Varney asked how far along in design the Woodman Project was. Mr. Nourse stated that the Woodman Project was at approximately 75% design but the project is on hold per City Council request. Mr. Nourse stated that, as a standalone project Academy Street is approximately a million dollar project to complete both utilities and roadway, but there is a chance for better pricing if rolled into a bigger project. Mr. Nourse discussed the Pavement Conditions Index (PCI) and why Academy did not come up on the paving lists. He stated the street is too far gone. He stated that if it was beginning to deteriorate it might have shown up for some sort of treatment as the process is to keep good streets good by working on them prior to them getting this bad. Mr. Nourse stated that it might come up soon but he understood why it is not listed yet. There was a brief discussion about projects for this construction season and Councilor Varney stated that this should be discussed with the budget next month. Councilor Varney asked about the time frame for paving Wakefield Street and how long the overlay would last. Councilor Walker stated the timing was discussed at the Public Safety Committee meeting and that the work might be completed in June or July as night work in conjunction with the downtown resurfacing and painting.

Mr. Nourse stated that we expect that the pavement will last five years and he would get the schedule and report to the Councilors.

5. **City Hall Parking Lot Plan** – Mr. Nourse displayed proposed striping layouts on the overhead. There was a display of the existing parking plan with approximately one hundred and seven spaces, eleven being handicapped spaces. He stated that the Americans with Disabilities Act (ADA) requires 4% or one in twenty-five. The next display, option 1, showed the same overall layout with a reduction of handicapped spaces. This plan has one hundred and fourteen spaces, five of which are handicapped spaces. The next plan displayed, option 2, showed a change to the orientation of the parking lot with the parking lanes running the long length of the parking lot. This plan has one hundred and twenty spaces of which five are handicapped. Mr. Nourse stated that consideration has been made for school busses and tour busses and staff believes there will not be an issue. Councilor Keans asked if the parking of City vehicles against City Hall would be gone. Mr. Nourse said that area would need to be left open, City vehicles would have assigned spots. Councilor Walker asked how many employee spots are needed during the day. Mr. Nourse was unsure of that number and stated he would have to get back to the Committee with that information. Councilor Varney suggested bringing the plan to the City Council for support.

Councilor Hamann made a motion recommending option 2 showing the new parking lot configuration to be discussed and approved by the full City Council at the next Regular Meeting. Councilor Walker seconded the motion. The motion passed unanimously.

6. **DPW Study / New Building** – Mr. Nourse stated that Weston & Sampson Engineers is the consultant that was selected via RFQ for the design of the DPW Facility. He stated that they have built several facilities in Massachusetts and that they are arranging for a tour of 3-4 of those facilities. Mr. Nourse stated that they will be providing a bus and if any Councilors would like to participate, they just need to let him know. He will update the City Councilors with dates as soon as they are provided to us. Mr. Nourse also stated that he had been prepared to get the full Council's authority to proceed with the 58 Pickering Road site for the new facility. He summarized the property and the challenges that will be faced with the silt and clay for a sub-base. He stated that this site is also a hazardous waste site that the State of NH has been monitoring and mitigating. Mr. Nourse stated that the State of NH sees the DPW Facility as a good use for this land. Mr. Nourse stated that he was prepared to proceed with this until he was approached today on another site. He stated he had been approached about a site located at 209 Chestnut Hill Road. Mr. Nourse stated that he would like to tour this site. Councilor Walker stated that he would support looking at another site. Mr. Nourse stated he would tour the site soon.

7. Other

Library Carpet – Mr. Nourse stated that the Committee previously discussed the

Library Carpet Replacement Project that was previously funded as part of the FY18CIP. He stated that as the Library Director and the Trustees had requested, we looked into restoration of the hardwood floors and the Committee was in agreement to do so. Mr. Nourse said that City Staff lifted the existing carpets to determine the condition of the old hardwoods underneath and it is apparent that they had carpeted for good reason. He stated that the floorboards are not in repairable condition and he recommends proceeding with the carpet. Councilor Walker stated that we should go with Mr. Nourse's recommendation. Councilor Keans suggested that Mr. Nourse talk with the Trustees to let them know that he had looked into it and why the carpet was being replaced instead of the restoration. Mr. Nourse stated that this was his plan.

Commons Flag Pole – Mr. Nourse stated that there is a hardwood tree that continues to get tangled up in with the flags located next to it. He stated that the tree has been pruned often but it grows back quickly and causes the need for the flags to be replaced often due to wear and tearing. Mr. Nourse stated that staff would like to remove the tree and he was seeking Committee input on the issue. Councilor Keans was not in favor of removal and suggested pruning more often. Councilor Hamann suggested trimming it back significantly. Councilor Keans suggested an arborist and heavy pruning. Councilor Walker stated his preference was for keeping the tree.

Chelsey Hill Estates - Mr. Nourse stated that recently the developer and the City had come to an agreement of seventy-five thousand dollars for surety and an agreement on the work necessary for acceptance. Mr. Nourse stated that they had produced the missing compaction documents and they have been satisfactorily reviewed. He stated that the developer would like to get the street work completed and to have the road accepted by the City prior to next winter.

8. Non Public Per RSA 91-A:3,II(d)s –

Councilor Walker made a motion for Non-Public Session citing RSA91-A:3,II(d).

The Motion was seconded by Councilor Hamann.

Roll Call Vote

Chairman Torr - Yes

Councilor Walker Yes

Councilor Varney - Yes

Councilor Hamann Yes

Councilor Keans - Yes

Entered Non Public at 7:47PM

Councilor Walker Motioned to leave Non Public Session and return to Public Session at 8:12PM.

The Motion was seconded by Councilor Hamann.

Roll Call Vote

Chairman Torr - Yes

Councilor Walker Yes

Councilor Varney - Yes

Councilor Hamann Yes

Councilor Keans – Yes

Councilor Walker made a motion to seal the minutes indefinitely.

Councilor Hamann seconded the motion.

Roll Call Vote

Vice Chairman Varney - Yes Councilor Walker Yes

Councilor Keans Yes Councilor Hamann Yes

Chairman Varney asked if there were any other items for the Committee. Seeing none;

Councilor Walker made a motion to adjourn at 8:13. Councilor Hamann seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Lisa J. Clark, City of Rochester Administration and Utility Billing Supervisor.

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City Clerk's Office

Resolution Adopting a 2018-2019 Rochester CDBG “Action Plan for the City of Rochester, NH” and Approving and Appropriating the 2018-2019 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 2018-2019 “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 estimated budget for the Office of Economic and Community Development for the City of Rochester in the total amount of Two Hundred Twenty Six Thousand Seventy Dollars (\$226,070.00) be, and hereby is, approved and appropriated for fiscal year 2018-2019. 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	\$ 45,214.00
Public Service Agencies	\$ 33,910.50
Housing/Public Facilities/Infrastructure	\$ 146,945.50
Total	\$ 226,070.00

III. Further, that Twenty Five Thousand Nine Hundred Dollars and Forty-Two Cents (\$25,900.42) in prior year unexpended CDBG funds be repurposed for use in the FY 2018-2019 Action Plan year.

This budget and the one-year action plan for 2018-2019 may be reconsidered if federal funding is changed or if it is inconsistent with the total 2018-2019 budget adopted for the Office of Economic & Community Development.

The sums necessary to fund the above appropriation in the amount of Two Hundred Twenty Six Thousand Seventy Dollars (\$226,070.00) shall be drawn in their entirety from the above-mentioned 2018-2019 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 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, in accordance with the guidelines established by the Community Development Committee.

CC FY 18 03-06 AB 86



04/26/2018

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**

Second Reading of CDBG Program Annual Action Plan for FY 2018-2019

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

AGENDA DATE	May 1, 2018		
DEPT. HEAD SIGNATURE	Karen Pollard, on file		
DATE SUBMITTED	4/19/2018		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	76

COMMITTEE SIGN-OFF

COMMITTEE	Community Development Committee
CHAIR PERSON	Elaine Lauterborn, on file

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	CDBG (HUD)
ACCOUNT NUMBER	TBD
AMOUNT	\$251,970.42 (estimated)
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

4 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 second reading and adoption of the Annual Action Plan. The Community Development Committee voted on funding recommendations at its February meeting in the following amounts:

Community Action Partnership of Strafford County – Weatherization Program: \$50,000
 School Department – Maple St. Magnet School Chairlift: \$46,500
 Rochester Housing Authority – Elevator for Supportive Housing for Chronically Homeless Residents - \$76,345.92
 Cross Roads House: \$11,000
 My Friends' Place: \$7,000
 Community Partners: \$3,000
 SHARE Fund: \$5,000
 Court-Appointed Special Advocates of NH: \$2,910.50
 Dover Adult Learning Center: \$5,000

The Committee agreed that if additional facilities funding becomes available, it should go to the School Department's proposed chairlift for Spaulding HS if that funding is sufficient to cover that project's estimated cost of \$31,116. If the additional funding is less than this, it should go toward the RHA project. If the actual funding is less than the current estimated amount of funds, the RHA project's funding should be reduced accordingly. The Committee also agreed that if additional PSA funding becomes available, then an additional \$1,000 should be granted to Cross Roads House and any funding in excess of \$1,000 should be granted to Tri-City Co-op.

RECOMMENDED ACTION

- Step 1 (3/6/2018): Review of the draft FY 2018-2019 Annual Action Plan and referral to public hearing scheduled for April 17th.
- Step 2 (4/17/2018): Public hearing to solicit citizen feedback on adoption of the draft FY 2018-2019 Annual Action Plan.
- Step 3 (5/1/2018): Second review and adoption of the draft FY 2018-2019 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				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD		251,970.42 -	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD		251,970.42 -	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

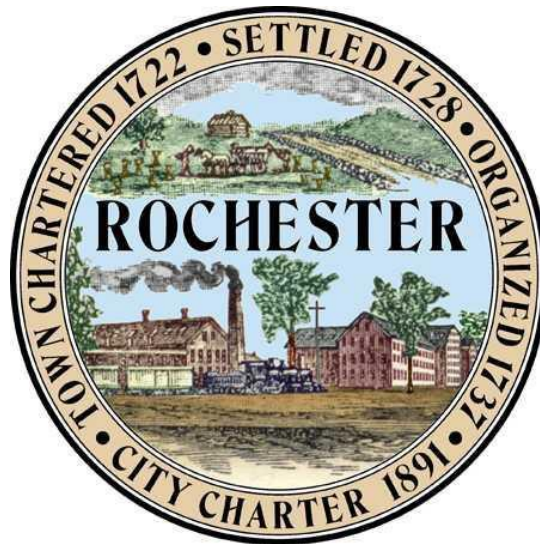
If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced Funds will be returned

		City General Fund									
	CDC Recomm.	FY 18-19 request	FY 17-18 approved	FY 16-17 approved							
Homemakers	\$11,500	\$15,000	\$11,272	\$11,000							
Cornerstone VNA	\$28,826	\$28,826	\$28,826	\$28,826							
Community Action Partership	\$9,000	\$9,000	\$9,000	\$9,000							
COAST	\$127,913	\$127,913	\$118,527	\$118,799							
Main Street	\$35,000	\$40,000	\$35,000	\$35,000							
total	\$212,239	\$220,739	\$202,625	\$202,625							
					CDBG PSA					CDBG Facility/Rehab/ED	
	CDC Recomm.	FY 18-19 request	FY 17-18 approved	FY 16-17 approved			CDC Recomm.	FY 18-19 request	FY 17-18 approved	FY 16-17 approved	
SHARE Fund	\$5,000	\$6,000.00	5,852.85	5,000.00				\$0	0.00	0.00	
Tri-City Co-op	0	\$7,100.00	0.00	0.00				\$0	0.00	9,800.00	
Community Partners	\$3,000	\$10,800.00	3,000.00	0.00				\$0	0.00	35,840.00	
My Friend's Place	\$7,000	\$8,000.00	7,000.00	6,000.00				\$0	0.00	0.00	
SOS Recovery Center	0	\$13,104.00	0.00	0.00				\$0	0.00	0.00	
FMH Recovery Center	0	\$25,000.00	0.00	0.00				\$0	0.00	0.00	
Family Justice Center	0	\$0.00	0.00	0.00			\$0	\$69,195	0.00	0.00	
School Department	0	\$0.00	0.00	0.00			\$46,500	\$77,616	0.00	0.00	
CASA of NH	2,910.50	3,000.00	2,000.00	1,500.00				0.00	0.00	0.00	
Dover Adult Learning Center	\$5,000	5,000.00	5,000.00	5,000.00				0.00	0.00	0.00	
Rochester Housing Authority	0	0.00	0.00	0.00			76,345.92	145,000.00	0.00	0.00	
Cross Roads House	\$11,000	12,000.00	12,000.00	5,000.00				0.00	0.00	0.00	
Woven CDA	0	\$6,000.00	0.00	0.00				\$0	0.00	0.00	
CAP Weatherization	0	0	0.00	0.00			\$50,000	50,000.00	50,000.00	46,103.14	
total		\$33,910.50	96,004.00				\$172,845.92	341,811.00			
available			33,910.50					172,845.92			
		Δ	\$62,093.50					\$195,765.08			



Fourth Program Year Action Plan



The City of Rochester, N.H.

DUNS # 099446879

Fourth Program Year Action Plan (FY 2018-2019)
Consolidated Plan (FY 2015-2020)

Submitted May XX, 2018

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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 four (FY 2018-2019) of the City of Rochester's current Five Year Consolidated Action Plan (FY 2015-2020) for its Community Development Block Grant (CDBG) program. This plan is an extension of the identified needs as defined in the FY 15-20 Consolidated Action Plan and incorporates ongoing analysis of the most current needs and conditions within the City.

The FY 2018-2019 Community Development Block Grant (CDBG) amount for the City of Rochester is \$226,070, with \$45,214 (20%) allocated for planning and administration, \$33,910.50 (15%) for public services, and the balance of \$172,845.92 (\$146,945.50 + \$25,900.42 in prior year CDBG funds) for projects focused on the areas of housing rehabilitation and public facilities/infrastructure. The U.S. Department of Housing and Urban Development (HUD) restricts public services funding (non-construction operating expenses) to 15% of the city's overall annual grant allocation and administrative costs to 20% of the city's overall annual grant allocation.

The primary focus of the FY 2018-2019 Action Plan is to support the regional homeless shelters and their services and to prevent homelessness through support of rental assistance and home rehabilitation programs aimed at low to moderate income Rochester residents. Specific details on the use of funds are described in the "Consolidated Action Plan Goals" section under each activity. Each activity addresses one of the three national objectives set forth by 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

This Action Plan's goals and 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 residents of the City of Rochester. 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 best meet the needs of the City's low to moderate income population over the next year. Prioritization was based on meeting basic needs (such as housing and education) first and then addressing less urgent needs as possible.

Program Goal: To Provide Decent Housing

- i. Assisting Homeless Persons to Obtain Affordable Housing and Assisting Persons at Risk of Homelessness

- Homeless shelters
- Rental assistance programs

ii. Retention of Affordable Housing Stock

- Housing rehabilitation/weatherization programs, including lead paint contamination testing efforts
- 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 and residents with disabilities

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

- Rental assistance programs
- Support for organizations and programs addressing mental illness

ii. Improving the Safety and Livability of Neighborhoods

- 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

- Educational/high school equivalency programs for low-income residents

3. Evaluation of past performance

All CDBG activities undertaken during FY 2017-2018 have been chosen to advance one or more of the three national HUD objectives: (1) to provide decent housing; (2) to provide a suitable living environment; or (3) to expand economic opportunities. Public service activities (non-construction funding for social service agencies) include funding for two of the region's three homeless shelters (the third is receiving non-CDBG financial support from the city), rental assistance for low-income families and for residents with mental health concerns, and educational programs for low-income residents. Most of these activities are aimed at providing a suitable living environment or providing decent and affordable housing for low- and moderate-income residents.

Economic development activities include a loan to a Rochester business through the CDBG-funded Job Opportunity Benefit (JOB) revolving loan fund, which promotes the retention and creation of jobs for low- and moderate-income residents. Housing rehabilitation funding supports the Community Action Partnership for Strafford County's weatherization assistance program, which weatherizes the homes of low-income residents. This activity is aimed at providing decent, affordable housing. Public facilities funding will be used for a project installing night lights at the Rochester Community Center's tennis courts.

During FY 2016-2017, most CDBG subrecipients either met or exceeded their goals for the program year. Of those few subrecipients who did not meet their goals, performance fell short of the goal by a relatively small percentage. These subrecipients received counseling on increasing performance and setting achievable performance goals during the FY 2016-2017 subrecipient site visits. Performance goals for FY 2017-2018 CDBG subrecipients are on track thus far.

4. Summary of Citizen Participation Process and consultation process

As part of the planning and drafting process for the FY 2018-2019 Annual Action Plan, the City of Rochester's Community Development Division has conducted extensive public outreach. This has included two public hearings, attendance at all six of the local neighborhood ward meetings, consultations with local public service agencies, consultations with relevant government agencies, consultations with local business organizations, social media outreach, and an online survey. This outreach was conducted in accordance with the revised 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 November 21, 2017. One resident spoke at the hearing, who expressed a lack of support for the Community Center tennis court lights project, especially because of additional costs of keeping the tennis courts lit at night.

For FY 2017-2018, applications for CDBG grant funding were made available on October 2, 2017 and were due back to the Community Development Division by December 8, 2017. This

represents an earlier timeline from previous years, in which applications were made available in November and due in January. This was to allow a longer time period for the Community Development Committee to consider the applications, in response to frequent postponement or cancellation of Community Development Committee meetings during the winter months due to inclement weather conditions.

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 8, 2018 meeting of the Community Development Committee. The second review of the applicants occurred at the February 12, 2018 Community Development Committee meeting.

The grant applicants were invited to present on their applications at the January meeting. 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. The Community Development Committee voted on its grant application funding recommendations at the February 12, 2018 Community Development Committee meeting. Throughout the evaluation process, careful attention was paid to the priorities identified in the FY 2015-2020 Consolidated Action Plan as well as public input on CDBG funding recommendations gathered during the FY 2018-2019 citizen participation process.

The formal public comments period notice was posted in local newspaper *Foster's Daily Democrat* on February 20, 2018, and copies of the public comments notice were also posted at City Hall, the City's Community Center, on the City's website, and on the Office of Economic and Community Development's Facebook page on February 20, 2018. In the notice, the public was invited to review the draft Annual Action Plan in-person at the Office of Economic and Community Development, the City Clerk's Office at City Hall, the public library, and/or on the City's Community Development Division webpage. No comments were received during the public comments period.

The draft FY 2018-2019 Annual Action Plan was presented for a first reading to the full City Council at the **March 6, 2018** City Council Meeting. A second public hearing was held on **April 17, 2018**. No comments were received at the second public hearing.

A second reading of the draft plan occurred at the **May 1, 2018** City Council meeting. City Council adopted the FY 2018-2019 Annual Action Plan at the **May 1, 2018** meeting.

5. Summary of public comments

The following comments from the public regarding the FY 2018-2019 Annual Action Plan were received:

Ward 1 Meeting (9/13/2017): Need for more services for homeless residents, including homeless youth; need for substance abuse recovery funding for programs proven to be success; need for more pro-social youth recreation options.

Ward 5 Meeting (9/20/2017): Need for more downtown revitalization.

Ward 4 Meeting (9/25/2017): Suggestion to renovate Maple St. Magnet School's playground; suggestion for more structures at Roger Allen Park; concerns regarding downtown absentee landlords and drug dealing.

Ward 6 Meeting (9/27/2017): Need for more in-patient substance abuse recovery facilities and coordination of recovery services with local jails; concerns for unsheltered homeless populations near downtown "tent cities."

Ward 3 Meeting (10/18/2017): Need for more transportation for elderly residents; need for more supportive services for elderly residents and residents with dementia; concerns regarding front door accessibility at Frisbie Memorial Hospital; support for MY TURN vocational skills program for young adults.

Ward 2 Meeting (10/23/2017): Suggestion for funding to go to the Recreation Department for Arena projects; suggestion for funding to go to Desiree's Place, which houses elderly residents; support for downtown river walk project; concerns regarding downtown pedestrian safety; support for substance abuse recovery programs; support for Frisbie Memorial Hospital's community mental health project.

Public Hearing (First) (11/21/2017): Lack of support for the Community Center tennis court lights project, especially because of additional costs of keeping the tennis courts lit at night.

Public Comments Period: No comments were received.

Public Hearing (Second) (4/18/2017): No comments were received.

Online Community Development Survey: Concerns regarding housing affordability, concerns regarding adequate sidewalks for pedestrians (including residents with disabilities), need for a year-round shelter located within the city, need for more services for unsheltered homeless residents, suggestion that funding to Rochester Recreation Department activities be limited, lack of support for Community Center tennis court lights project, concerns regarding taxes, support for elder support services, lack of support for funding to the Rochester Housing Authority from a former public housing resident.

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

Ward 1 Meeting (9/13/2017): All comments were accepted or referred to other City departments and/or other agencies for follow-up, as appropriate.

Ward 5 Meeting (9/20/2017): All comments were accepted or referred to other City departments and/or other agencies for follow-up, as appropriate.

Ward 4 Meeting (9/25/2017): All comments were accepted or referred to other City departments and/or other agencies for follow-up, as appropriate.

Ward 6 Meeting (9/27/2017): All comments were accepted or referred to other City departments and/or other agencies for follow-up, as appropriate.

Ward 3 Meeting (10/18/2017): All comments were accepted or referred to other City departments and/or other agencies for follow-up, as appropriate.

Ward 2 Meeting (10/23/2017): All comments were accepted or referred to other City departments and/or other agencies for follow-up, as appropriate.

Public Hearing (First) (11/21/2017): All comments were accepted or referred to other City departments and/or other agencies for follow-up, as appropriate.

Public Comments Period: N/A. No comments were received.

Public Hearing (Second) (4/18/2017): N/A. No comments were received.

Online Community Development Survey: All comments were accepted or referred to other City departments and/or other agencies for follow-up, as appropriate.

7. Summary

The FY 2018-2019 Annual Action Plan focuses on the community needs identified during the FY 2015-2020 Consolidated Action Plan community needs assessment process, the FY 2018-2019 Annual Action Plan citizen participation process, and the FY 2018-2019 Annual Action Plan consultations with government and non-profit agencies. This includes needs that continue to exist from previous Annual Action Plans, **such as services for homeless residents and supportive housing services**, and needs that have not been fully addressed in previous annual action plans. The FY 2018-2019 Annual Action Plan will be used to evaluate new funding and project opportunities as they arise, and community needs analyses will be incorporated throughout the implementation of this plan.

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DRAFT

PR-05 Lead & Responsible Agencies – 91.200(b)**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

The City of Rochester's Community Development Division, housed in the Office of Economic & Community Development, is responsible for the planning, reporting, and administration of the City of Rochester's Community Development Block Grant program.

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
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AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Rochester continues to make extensive efforts to enhance coordination between the Rochester Housing Authority, non-profit organizations providing housing and related services, and relevant City departments such as the welfare office. The City's Community Development Division continues to work with the Rochester Housing Authority to draft a joint Assessment of Fair Housing. The City of Rochester's Community Development Coordinator also engages in significant outreach and involvement in relevant community organizations, such as serving on the Greater Seacoast Coalition on Homelessness steering committee 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 continues to make extensive efforts to enhance coordination between the Rochester Housing Authority, non-profit organizations providing housing and related services, and relevant City departments such as the welfare office. The City's Community Development Division continues to work with the Rochester Housing Authority to draft a joint Assessment of Fair Housing. The City of Rochester's Community Development Coordinator also engages in significant outreach and involvement in relevant community organizations, such as serving on the Greater Seacoast Coalition on Homelessness steering committee, serving on the board of directors of the Cooperative Alliance for Seacoast Transportation (COAST), and active involvement with the Balance of State Continuum of Care. This has included attending an informational session in November 2017 on the Balance of State Continuum of Care's implementation of statewide coordinated entry.

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

Throughout 2017, the Community Development Coordinator coordinated with the Workforce Housing Coalition of the Greater Seacoast to organize a Rochester-focused housing discussion group, comprised of regional non-profit housing organizations, businesses, property developers, and relevant government departments. This group held a citywide housing forum in June 2017 that was attended by over fifty individuals, including elected officials, public service agencies, and local business leaders. The City of Rochester is looking to build on that work by applying to participate in a 2018 housing charrette with the Workforce Housing Coalition.

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 serves as liaison between the City of Rochester and the Balance of State Continuum of Care, regularly attends scheduled Continuum of Care meetings in Concord, and 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, CDBG grant subrecipients, and local organizations providing mental health and substance abuse recovery services. During FY 2017-2018, the Community Development Coordinator attended an informational session in November 2017 on the Balance of State Continuum of Care's implementation of statewide coordinated entry.

The Community Development Coordinator is also an active member of the Steering Committee for the Greater Seacoast Coalition on Homelessness, which meets quarterly to discuss homelessness issues in the region and functions as a local-level continuum of care. The Steering Committee includes representatives from the regional homeless shelters, public housing authorities, other local governments, and public service agencies providing shelter and/or other homeless services.

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.

Agency/Group/Organization	Rochester Recreation Department
Agency/Group/Organization Type	Other government - Local Grantee Department
What section of the Plan was addressed by Consultation?	Other – recreation issues
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Coordinator and the Director of Recreation. The consultation was conducted in-person.</p> <p>No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
Agency/Group/Organization	Rochester Main Street
Agency/Group/Organization Type	Services-Employment Business Leaders Civic Leaders Business and Civic Leaders
What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Market Analysis Economic Development Other - Downtown revitalization needs

Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Coordinator, the chair of the Board of Directors for Rochester Main Street, and the executive director for Rochester Main Street. The consultation was conducted in person.</p> <p>An area for improved coordination identified was the need for a centralized community events calendar. 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 under-addressed and continuing community needs, including façade improvement and code violation remediation for downtown buildings.</p>
Agency/Group/Organization	Rochester Community Vibrancy Committee
Agency/Group/Organization Type	Civic Leaders Neighborhood Organization
What section of the Plan was addressed by Consultation?	Other - Downtown revitalization needs
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Coordinator and the co-chair of the Rochester Community Vibrancy Committee. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
Agency/Group/Organization	Woven Community Development Association
Agency/Group/Organization Type	Civic Leaders Services - Housing Services-Homeless

What section of the Plan was addressed by Consultation?	Economic Development Non-Homeless Special Needs Other - Downtown revitalization needs
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and a representative of Woven Community Development Association. The consultation was conducted in person. No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
Agency/Group/Organization	Rochester School Board
Agency/Group/Organization Type	Services – Education Other government - Local
What section of the Plan was addressed by Consultation?	Other – Youth community involvement
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the chair of the Rochester School Board. The consultation was conducted in person. No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
Agency/Group/Organization	Rochester Riverwalk Committee
Agency/Group/Organization Type	Other government - Local

What section of the Plan was addressed by Consultation?	Economic Development Other – Downtown revitalization
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Coordinator and the chair of the Riverwalk Committee. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
Agency/Group/Organization	Rochester Museum of Fine Arts
Agency/Group/Organization Type	Civic Leaders
What section of the Plan was addressed by Consultation?	Economic Development Other – Downtown revitalization
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Coordinator and the chair of the Rochester Museum of Fine Arts. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
Agency/Group/Organization	Rochester Office of Economic Development
Agency/Group/Organization Type	Services-Employment Other government – Local Grantee Department

What section of the Plan was addressed by Consultation?	Market Analysis Economic Development Anti-poverty Strategy Other – Downtown revitalization
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Coordinator, the Economic Development Specialist, and the Economic Development Manager. The consultation was conducted in person.</p> <p>An area for improved coordination identified was the need for a centralized community events calendar. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
Agency/Group/Organization	Make Rochester Great
Agency/Group/Organization Type	Business Leaders Civic Leaders Business and Civic Leaders Neighborhood Organization
What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Other – Downtown revitalization, substance abuse recovery

Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Coordinator and the chair of Make Rochester Great. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
Agency/Group/Organization	Rochester Opera House
Agency/Group/Organization Type	Business Leaders Civic Leaders Business and Civic Leaders
What section of the Plan was addressed by Consultation?	Other – Youth community involvement, youth recreation needs
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Coordinator and the executive director of the Rochester Opera House. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
Agency/Group/Organization	Strafford Regional Planning Commission
Agency/Group/Organization Type	Services - Housing Other government - County Regional organization Planning organization

What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Anti-poverty Strategy Other - Transportation
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Coordinator and the regional transportation planner for the Strafford Regional Planning Commission. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
Agency/Group/Organization	Strafford Continuum of Care
Agency/Group/Organization Type	Services-Health Health Agency Publicly Funded Institution/System of Care Regional organization
What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Other – Substance abuse prevention and recovery

<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>This consultation was between the Community Development Coordinator and representatives from OneVoice for Strafford County, Rochester Youth Reach, Goodwin Community Health, the Rochester Community Recovery Center, Bridging the Gaps youth drug prevention coalition, and Dover Youth Coalition. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
<p>Agency/Group/Organization</p>	<p>Rochester Office of Building, Zoning, and Licensing Services</p>
<p>Agency/Group/Organization Type</p>	<p>Other government – Local Grantee Department</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Other – Building variances</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>This consultation was between the Community Development Coordinator, the Health/Plumbing Inspector, and the Compliance Officer. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
<p>Agency/Group/Organization</p>	<p>Balance of State Continuum of Care</p>

Agency/Group/Organization Type	Services – Housing Services-homeless Publicly Funded Institution/System of Care Other government – State Regional organization Planning organization
What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Coordinator, NH DHHS staff, and other members of the Continuum of Care, mostly non-profit homeless services providers. The consultation was conducted in person.</p> <p>More coordination to maximize continuum-wide efficiency and quicker placements for chronically homeless residents were identified as areas of needed improvement during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
Agency/Group/Organization	My Friends Place
Agency/Group/Organization Type	Services - Housing Services-homeless Services-Health Regional organization
What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy

Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Coordinator and the executive director for My Friends Place.</p> <p>No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
Agency/Group/Organization	NH Department of Health and Human Services, Bureau of Homeless and Housing Services
Agency/Group/Organization Type	<p>Services – Housing</p> <p>Services-homeless</p> <p>Publicly Funded Institution/System of Care</p> <p>Other government – State</p> <p>Regional organization</p> <p>Planning organization</p>
What section of the Plan was addressed by Consultation?	<p>Homeless Needs - Chronically homeless</p> <p>Homeless Needs - Families with children</p> <p>Homelessness Needs - Veterans</p> <p>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?	<p>This consultation was between the Community Development Coordinator and NH DHHS staff. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
Agency/Group/Organization	Rochester United Neighborhoods

Agency/Group/Organization Type	Neighborhood Organization
What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Other - Youth recreation needs, substance abuse recovery, downtown revitalization, elderly services
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The consultation was between the Community Development Coordinator and residents in Wards 1, 2, 3, 4, 5, and 6. The consultations were conducted in person. No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
Agency/Group/Organization	Workforce Housing Coalition of the Greater Seacoast
Agency/Group/Organization Type	Housing Services - Housing Services-homeless Regional organization Planning organization
What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis

Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>The consultation was between the Community Development Coordinator and the executive director for the Workforce Housing Coalition of the Greater Seacoast. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
Agency/Group/Organization	Tri-City Consumers Action Cooperative
Agency/Group/Organization Type	<p>Services-Persons with Disabilities</p> <p>Services-Health</p>
What section of the Plan was addressed by Consultation?	<p>Housing Need Assessment</p> <p>Non-Homeless Special Needs</p>
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>The consultation was between the Community Development Coordinator and the executive director for Tri-City Co-op. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
Agency/Group/Organization	Office of HIV/AIDS Housing, U.S. Department of Health and Human Services

Agency/Group/Organization Type	Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Health Health Agency Other government - Federal
What section of the Plan was addressed by Consultation?	Homelessness Strategy HOPWA Strategy Other – Mental health needs, substance abuse recovery
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The consultation was between the Community Development Coordinator and staff from the U.S. Office of HIV/AIDS Housing. The consultation was conducted via webinar. No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
Agency/Group/Organization	Strafford County 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?	<p>The consultation was between the Community Development Coordinator and the Program Coordinator of the Family Justice Center. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
Agency/Group/Organization	New Hampshire Department of Transportation
Agency/Group/Organization Type	Other government – State Planning organization
What section of the Plan was addressed by Consultation?	Other - Transportation
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>The consultation was between the Community Development Coordinator and staff from the NH Department of Transportation. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
Agency/Group/Organization	MY TURN
Agency/Group/Organization Type	Services-Education Services-Employment
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>The consultation was between the Community Development Coordinator and staff from MY TURN. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
<p>Agency/Group/Organization</p>	<p>New Hampshire DHHS Healthy Homes Division</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Children Services-Health Other government-State</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment 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>The consultation was between the Community Development Coordinator and the head of the Healthy Homes and Lead Poisoning Prevention program in the New Hampshire Department of Health and Human Services. The consultation was conducted via telephone.</p> <p>An area of improved coordination identified was to partner with New Hampshire Legal Assistance and local pediatricians to develop landlord education outreach and blood testing initiatives. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>

Agency/Group/Organization	Community Action Partnership of Strafford County
Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Health Services-Education Service-Fair Housing Regional organization
What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The consultation was between the Community Development Coordinator and a Head Start instructor with Strafford CAP. The consultation was conducted in person. No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
Agency/Group/Organization	Rochester Area Senior Center
Agency/Group/Organization Type	Services-Elderly Persons
What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Other – Needs of elderly residents

Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>The consultation was between the Community Development Coordinator and the head of the Rochester Area Senior Center. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
Agency/Group/Organization	NH DHHS - NH Employment Program
Agency/Group/Organization Type	Services-Employment Other government – State Regional organization
What section of the Plan was addressed by Consultation?	Other – Need for a child visitation center
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>The consultation was between the Community Development Coordinator and staff from the Rochester NH Employment Program office. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
Agency/Group/Organization	Rochester School Department
Agency/Group/Organization Type	Services-Children Services-Education Other government – Local Grantee Department

What section of the Plan was addressed by Consultation?	Housing Needs Assessment Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy Other – Transportation needs, need for supports for grandparents raising grandchildren
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The consultation was between the Community Development Coordinator, the Title I coordinator for the school district, and the Families in Transition coordinator. The consultation was conducted in person. No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
Agency/Group/Organization	Seacoast Mental Health
Agency/Group/Organization Type	Services-Persons with Disabilities Services-Health
What section of the Plan was addressed by Consultation?	Housing Need Assessment 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?	The consultation was between the Community Development Coordinator and case management staff from Seacoast Mental Health. The consultation was conducted in person. No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.

Agency/Group/Organization	Cross Roads House
Agency/Group/Organization Type	Services - Housing Services-homeless Services-Health Regional organization
What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The consultation was between the Community Development Coordinator and the executive director of Cross Roads House. The consultation was conducted in person. No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
Agency/Group/Organization	NH Integrated Delivery Network – Region 6
Agency/Group/Organization Type	Services-Health Health Agency Publicly Funded Institution/System of Care Regional organization
What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs

<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>The consultation was between the Community Development Coordinator and the Public Health Advisory Council for the Strafford region Integrated Delivery Network. The consultation was conducted in person.</p> <p>Expanded transportation services for residents in recovery was an identified area for improved coordination. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
<p>Agency/Group/Organization</p>	<p>Rochester Welfare Office</p>
<p>Agency/Group/Organization Type</p>	<p>Services-homeless Other government - Local Grantee Department</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 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>The consultation was between the Community Development Coordinator and the City of Rochester welfare director. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
<p>Agency/Group/Organization</p>	<p>Court-Appointed Special Advocates of New Hampshire</p>

Agency/Group/Organization Type	Services-Children Services-Victims of Domestic Violence Services - Victims
What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Other-Impact of opioid epidemic
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>The consultation was between the Community Development Coordinator and CASA of NH case management staff. The consultation was conducted via telephone.</p> <p>No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
Agency/Group/Organization	Homeless Center for Strafford County
Agency/Group/Organization Type	Services - Housing Services-homeless Services-Health Regional organization
What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy

Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>The consultation was between the Community Development Coordinator and the executive director of the Homeless Center for Strafford County. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
Agency/Group/Organization	Rochester Housing Authority
Agency/Group/Organization Type	<p>Housing PHA Services-Elderly Persons Services-Persons with Disabilities Regional organization Other government-Local</p>
What section of the Plan was addressed by Consultation?	<p>Non-Homeless Special Needs Other-Transportation</p>
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>The consultation was between the Community Development Coordinator and the executive director of the Rochester Housing Authority. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
Agency/Group/Organization	New Hampshire Legal Assistance

Agency/Group/Organization Type	Services - Housing Service-Fair Housing Regional organization
What section of the Plan was addressed by Consultation?	Public Housing Needs Non-Homeless Special Needs Fair housing Lead-Based Paint Strategy
Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>The consultation was between the Community Development Coordinator and fair housing project and lead poisoning project staff from New Hampshire Legal Assistance. The fair housing issues consultation was conducted via telephone, while the lead poisoning issues consultation was conducted in person.</p> <p>An area of improved coordination identified was to partner with New Hampshire Legal Assistance and local pediatricians to develop landlord education outreach and blood testing initiatives. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
Agency/Group/Organization	Frisbie Memorial Hospital
Agency/Group/Organization Type	Services-Children Services-Health Health Agency Regional organization
What section of the Plan was addressed by Consultation?	Lead-Based Paint 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>The consultation was between the Community Development Coordinator and a pediatrician at Frisbie Memorial Hospital. The consultation was conducted in person.</p> <p>An area of improved coordination identified was to partner with New Hampshire Legal Assistance and local pediatricians to develop landlord education outreach and blood testing initiatives. 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 under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.</p>
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Table 2 – Agencies, groups, organizations who participated

Identify any Agency Types not consulted and provide rationale for not consulting

N/A. All agency types were consulted.

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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?
Economic Development Strategic Plan Update	Rochester Office of Economic Development	This report discusses downtown revitalization and economic development needs. This Annual Action Plan addresses economic development.
2016 Community Benefits Report	Frisbie Memorial Hospital	This report discusses major health issues in the community, including the opioid epidemic and mental health needs. This Annual Action Plan addresses mental health needs .
Community Benefits Implementation Plan - August 2017	Frisbie Memorial Hospital	This report discusses major health issues in the community, including the opioid epidemic and mental health needs. This Annual Action Plan addresses mental health needs .
Comprehensive Economic Development Strategy 2017 - Draft	Strafford Regional Planning Commission	This report discusses economic development needs in the Strafford County region. This Annual Action Plan addresses economic development through the Job Opportunity Benefit revolving loan fund program.
Coordinated Public Transit & Human Services Transportation Plan for the Southeast NH Region - March 2017 Draft	Strafford Regional Planning Commission, Rockingham Regional Planning Commission	This report discusses regional transportation needs, including the specific needs of elderly residents and residents with disabilities. This Annual Action Plan addresses transportation shortfalls and other infrastructure needs within the City of Rochester.
Drug Environment Report - May 2017	New Hampshire Information and Analysis Center	This report discusses the continuing opioid epidemic in the state of New Hampshire. This Annual Action Plan addresses the epidemic through providing funding for services for residents with mental illnesses (a frequent co-occurring condition) .

Early Childhood Community Engagement - February 2017	NH Listens	This report discusses reliable transportation, affordable housing, mental health supports, and affordable child care. This Annual Action Plan addresses mental health supports through funding rental assistance for residents with mental illnesses.
Report of the Exeter Housing Advisory Committee - May 2017	Exeter Housing Advisory Committee	This report discusses the effects of aging population on housing needs, increasing demand for higher density housing, and shortage of affordable rental housing. This Annual Action Plan addresses housing needs and especially rental housing assistance.
Recommendations for the Ten Year Transportation Improvement Plan 2019-2028	NH Department of Transportation	This report discusses transportation needs statewide, focusing on highway paving and bridge repair. This Annual Action Plan addresses transportation shortfalls and other infrastructure needs within the City of Rochester.
Granite State Poll: Transport New Hampshire	Transport New Hampshire, University of New Hampshire Survey Center	This report discusses transportation needs statewide, focusing on transportation needs of elderly residents and residents with disabilities. This Annual Action Plan addresses transportation shortfalls and other infrastructure needs within the City of Rochester.
Housing Market Update - September 2017	New Hampshire Housing Finance Authority	This report discusses the housing market both statewide and county by county, including low rental vacancy rates. This Annual Action Plan addresses housing issues through multiple activities, including weatherization assistance to low-income homeowners and rental assistance.

Housing Market Update - November 2017	New Hampshire Housing Finance Authority	This report discusses the housing market both statewide and county by county, including increasing rents. This Annual Action Plan addresses housing issues through multiple activities, including weatherization assistance to low-income homeowners and rental assistance.
2017 Residential Rental Cost Survey	New Hampshire Housing Finance Authority	This report discusses the housing market both statewide and county by county, including low rental vacancy rates combined with increasing rents. This Annual Action Plan addresses housing issues through multiple activities, including weatherization assistance to low-income homeowners and rental assistance.
2017 Annual Homeless Assessment Report to Congress, Part 1	U.S. Department of Housing and Urban Development	This report discusses national and state homelessness data and trends. This Annual Action Plan addresses homelessness through multiple activities, including support to regional homeless shelters and rental assistance to prevent homelessness.

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

As part of the planning and drafting process for the FY 2018-2019 Annual Action Plan, the City of Rochester's Community Development Division has conducted extensive public outreach. This has included two public hearings, attendance at all six of the local neighborhood ward meetings, consultations with local public service agencies, consultations with relevant government agencies, consultations with local business organizations, social media outreach, and an online survey. This outreach was conducted in accordance with the revised 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 November 21, 2017. One resident spoke at the hearing, who expressed a lack of support for the Community Center tennis court lights project, especially because of additional costs of keeping the tennis courts lit at night.

For FY 2017-2018, applications for CDBG grant funding were made available on October 2, 2017 and were due back to the Community Development Division by December 8, 2017. This represents an earlier timeline from previous years, in which applications were made available in November and due in January. This was to allow a longer time period for the Community Development Committee to consider the applications, in response to frequent postponement or cancellation of Community Development Committee meetings during the winter months due to inclement weather conditions.

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 8, 2018 meeting of the Community Development Committee. The second review of the applicants occurred at the February 12, 2018 Community Development Committee meeting.

The grant applicants were invited to present on their applications at the January meeting. 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. The Community Development Committee voted on its grant application funding recommendations at the February 12, 2018 Community Development Committee meeting. Throughout the evaluation process, careful attention was paid to the priorities identified in the FY 2015-2020 Consolidated Action Plan as well as public input on CDBG funding recommendations gathered during the FY 2018-2019 citizen participation process.

The formal public comments period notice was posted in local newspaper *Foster's Daily Democrat* on February 20, 2018, and copies of the public comments notice were also posted at City Hall, the City's Community Center, on the City's website, and on the Office of Economic and Community Development's Facebook page on February 20, 2018. In the notice, the public was invited to review the draft Annual Action Plan in-person at the Office of Economic and Community Development, the City Clerk's Office at City Hall, the public library, and/or on the City's Community Development Division webpage. No public comments were received.

The draft FY 2018-2019 Annual Action Plan was presented for a first reading to the full City Council at the March 6, 2018 City Council Meeting. A second public hearing was held on April 17, 2018. No comments were received at the second public hearing.

A second reading of the draft plan occurred at the May 1, 2018 City Council meeting. City Council adopted the FY 2018-2019 Annual Action Plan at the May 1, 2018 meeting.

Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Public Meeting	Residents of Ward 1	7 persons total, including 2 officers and 1 city councilor	Need for more services for homeless residents, including homeless youth; need for substance abuse recovery funding for programs proven to be success; need for more pro-social youth recreation options.	All comments were accepted or referred to other City departments and/or other agencies for follow-up, as appropriate.	N/A
Public Meeting	Residents of Ward 5	4 total, including 2 officers and 1 crime analyst	Need for more downtown revitalization.	All comments were accepted or referred to other City departments and/or other agencies for follow-up, as appropriate.	N/A
Public Meeting	Residents of Ward 4	16 residents, 2 city staffers, 1 officer	Suggestion to renovate Maple St. Magnet School's playground; suggestion for more structures at Roger Allen Park; concerns regarding downtown absentee landlords and drug dealing.	All comments were accepted or referred to other City departments and/or other agencies for follow-up, as appropriate.	N/A

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Public Meeting	Residents of Ward 6	25 residents, including 2 councilors, 3 officers, and 1 crime analyst	Need for more in-patient substance abuse recovery facilities and coordination of recovery services with local jails; concerns for unsheltered homeless populations near downtown "tent cities."	All comments were accepted or referred to other City departments and/or other agencies for follow-up, as appropriate.	N/A
Public Meeting	Residents of Ward 3	15 residents, 2 officers	Need for more transportation for elderly residents; need for more supportive services for elderly residents and residents with dementia; concerns regarding front door accessibility at Frisbie Memorial Hospital; support for MY TURN vocational skills program for young adults.	All comments were accepted or referred to other City departments and/or other agencies for follow-up, as appropriate.	N/A

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Public Meeting	Residents of Ward 2	7 residents, 2 officers, 2 civilian police staffers	Suggestion for funding to go to the Recreation Department for Arena projects; suggestion for funding to go to Desiree's Place, which houses elderly residents; support for downtown river walk project; concerns regarding downtown pedestrian safety; support for substance abuse recovery programs; support for Frisbie Memorial Hospital's community mental health project.	All comments were accepted or referred to other City departments and/or other agencies for follow-up, as appropriate.	N/A
Public Hearing (First)	Non-targeted/broad community	1 resident	Lack of support for the Community Center tennis court lights project, especially because of additional costs of keeping the tennis courts lit at night.	All comments were accepted or referred to other City departments and/or other agencies for follow-up, as appropriate.	N/A
Newspaper Ad	Non-targeted/broad community Public Comments Period Notice	No comments	No comments were received.	N/A	N/A

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Public Hearing (Second)	Non-targeted/broad community	No comments	No comments were received.	N/A	N/A
Internet Outreach	Non-targeted/broad community	10 residents	Concerns regarding housing affordability, concerns regarding adequate sidewalks for pedestrians (including residents with disabilities), need for a year-round shelter located within the city, need for more services for unsheltered homeless residents, suggestion that funding to Rochester Recreation Department activities be limited, lack of support for Community Center tennis court lights project, concerns regarding taxes, support for elder support services, lack of support for funding to the Rochester Housing Authority from a former public housing resident.	All comments were accepted or referred to other City departments and/or other agencies for follow-up, as appropriate.	https://www.surveymonkey.com/r/K6QYH9Q

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The FY 2018-2019 CDBG grant application requested information on whether CDBG funding would be used to leverage other funding available to the public service agencies. This information was taken under consideration as a factor by the Community Development Committee during the grant application evaluation process, with the goal of maximizing CDBG funding impact through taking advantage of available 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 residents with disabilities. The City of Rochester also uses general city funds to support Rochester Main Street, which provides economic development services to the downtown business district, and the Cooperative Alliance for Seacoast Transportation (COAST), which is the main public transportation agency for the region.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder 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	\$ 226,070	3,095	25,900.42	255,065.42	320,367	Program income is calculated in the form of Job Opportunity Benefit (JOB) Loan repayments.

General Fund	public - local	Public Services							This is a local funding to support Rochester Main Street, Community Action Partnership of Strafford County, The Homemakers, Cornerstone VNA, and COAST.
			\$212,239	0	0	\$212,239	\$212,239		

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

The FY 2018-2019 CDBG grant application requested information on whether CDBG funding would be used to leverage other funding available to the public service agencies. This information was taken under consideration as a factor by the Community Development Committee during the grant application evaluation process, with the goal of maximizing CDBG funding impact through taking advantage of available 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 residents with disabilities. The City of Rochester also uses general city funds to support Rochester Main Street, which provides economic development services to the downtown business district, and the Cooperative Alliance for Seacoast Transportation (COAST), which is the main public transportation agency for the region.

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 and maintains several recreational facilities, including the land of Hanson Pines Park, Squamanagonic Recreation Area, the Gonic Pool, the East Rochester Pool, Roger Allen Park, and the Rochester Ice Arena. The City also owns the land of Central Square, downtown Factory Court, 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

CDBG funding for FY 2018-2019:

Administration (20% cap set by HUD): \$45,214

Administration (staff salary, benefits, travel, training, public notices, environmental reviews, Davis-Bacon Act labor monitoring, action plan preparation, annual report preparation, etc.)

Public Services (15% cap set by HUD): \$33,910.50

Cross Roads House: \$11,000

My Friends' Place: \$7,000

Community Partners: \$3,000

SHARE Fund: \$5,000

Court-Appointed Special Advocates of NH: \$2,910.50

Dover Adult Learning Center: \$5,000

As these funding amounts are based on estimates since HUD has not yet released the FY 2018-2019 grant award amount, the Committee agreed that if additional funding becomes available, then an additional \$1,000 should be granted to Cross Roads House and any funding in excess of \$1,000 should be granted to Tri-City Co-op.

Housing Rehabilitation and Public Facilities (remaining 65% of grant allocation): \$172,845.92 (\$146,945.50 + \$25,900.42 in prior year CDBG funds)

Community Action Partnership of Strafford County – Weatherization Program: \$50,000

School Department – Maple St. Magnet School Chairlift: \$46,500

Rochester Housing Authority – Elevator for Supportive Housing for Chronically Homeless Residents - \$76,345.92

As these funding amounts are based on estimates since HUD has not yet released the FY 2018-2019 grant award amount, the Committee agreed that if additional funding becomes available, it should go to the School Department's proposed chairlift for Spaulding High School if that funding is sufficient to cover that project's estimated cost of \$31,116. If the additional funding is less than this, it should go toward the Rochester Housing Authority project. If the actual funding is less than the current estimated amount of funds, the Rochester Housing Authority project's funding should be reduced accordingly.

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Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Affordable Housing for Homeless Persons	2015	2020	Affordable Housing Homeless	Citywide	Affordable Housing and Homeless Assistance	CDBG: \$17,000	Homeless Person Overnight Shelter: 100 Persons Assisted
Retention of Affordable Housing Stock	2015	2020	Affordable Housing	Citywide	Affordable Housing Stock Retention	CDBG: \$50,000	Homeowner Housing Rehabilitated: 25 Household Housing Units (50 residents)
Increase Access to Quality Facilities and Services	2015	2020	Non-Homeless Special Needs Non-Housing Community Development	Citywide	Improved Safety and Livability of Neighborhoods	CDBG: \$2,910.50	Public service activities other than Low/Moderate Income Housing Benefit: 80
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	CDBG: \$8,000	Public service activities for Low/Moderate Income Housing Benefit: 15 Households Assisted/60 Persons Assisted

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: \$5,000	Public service activities other than Low/Moderate Income Housing Benefit: 150 Persons Assisted
Affordable Housing for Homeless Persons	2015	2020	Affordable Housing Homeless	Rochester Low-Moderate Income Census Tracts	Affordable Housing and Homeless Assistance Supportive Housing Increase	CDBG: \$76,345.92	Housing for Homeless added: 8 units
Increase Access to Quality Facilities and Services	2015	2020	Non-Homeless Special Needs	Rochester Low-Moderate Income Census Tracts	Improved Safety and Livability of Neighborhoods	CDBG: \$46,500	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 98 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

Goal Name	Affordable Housing for Homeless Persons
Goal Description	<ul style="list-style-type: none"> • Cross Roads House (600 Lafayette Rd., Portsmouth, NH 03801): Homeless shelter and services for Rochester residents • My Friend's Place (368 Washington St., Dover, NH 03820): Homeless shelter and supportive services for Rochester residents
Goal Name	Retention of Affordable Housing Stock
Goal Description	<ul style="list-style-type: none"> • Community Action Partnership of Strafford County - Weatherization Assistance Program (642 Central Ave., Dover, NH 03820): Weatherization rehabilitation of low-income homes in Rochester
Goal Name	Increase Access to Quality Facilities and Services
Goal Description	<ul style="list-style-type: none"> • Court Appointed Special Advocates of New Hampshire (61 Locust St., Rochester, NH 03820): Training volunteer guardians ad litem to represent abused/neglected children in Rochester • Rochester School Department (150 Wakefield St., Rochester, NH 03867): Replacement of chairlift at Maple St. Magnet School
Goal Name	Increase Access to Affordable and Quality Housing
Goal Description	<ul style="list-style-type: none"> • SHARE Fund (150 Wakefield St., Rochester, NH 03820): Rental assistance for low-income rental households in Rochester • Community Partners (113 Crosby Rd., Suite 1, Dover, NH 03820): Rental assistance for Rochester residents with disabilities
Goal Name	Public Services Concerned with Employment
Goal Description	<ul style="list-style-type: none"> • Dover Adult Learning Center (61 Locust St., Rochester, NH 03820): High school equivalency testing services for low-income Rochester residents
Goal Name	Affordable Housing for Homeless Persons
Goal Description	<ul style="list-style-type: none"> • Rochester Housing Authority (77 Olde Farm Ln., Rochester, NH 03867): Installation of ADA-compliant elevator in supportive housing for chronically homeless residents

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 CDBG and general city funding support of the three regional homeless shelters, the City of Rochester will provide affordable housing through support for the SHARE Fund, Community Partners, 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 50 low-income individuals are estimated to be provided affordable housing, or assistance staying in affordable housing, during FY 2018-2019. Community Partners provides rental assistance and case management support for residents with mental illnesses or disabilities. An estimated number of 10 residents with disabilities are estimated to be provided affordable housing, or assistance staying in affordable housing, during FY 2018-2019. The Community Action Partnership of Strafford County, through its weatherization program, will provide weatherization of an estimated 25 homes during FY 2018-2019, which will reduce these homeowners' utility bills and allow these homes to remain affordable to their occupants.

In addition, the City of Rochester is providing CDBG funding for Rochester Housing Authority's creation of eight new housing units that will be rented to chronically homeless residents in the region. Supportive services will be provided to these residents on-site.

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. Regionally, ninety units of housing have been made available through Low Income Housing Tax Credits, including twelve units of housing for elderly persons. Also regionally available are four units of housing are available to people living with HIV/AIDS, which are owned and managed by AIDS Response Seacoast in conjunction with the Housing Partnership.

Projects

AP-35 Projects – 91.220(d)

Introduction

The individual activities selected for funding in FY 2018-2019 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 are identified.

Projects

Project Name
Planning and Administration
Public Services
Housing Rehabilitation
Job Opportunity Benefit (JOB) Loan Program
Public Facilities and Infrastructure

Table 7 - 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 as well as the FY 2018-2019 research and consultations that the Community Development Coordinator conducted with local public service agencies, relevant government agencies and departments, and the general citizenry. Activities and programs providing homeless services and affordable housing were prioritized based on continuing community needs for these services.

Obstacles to addressing underserved needs mostly include the ability of leveraged funding to provide services and administer programs. The available non-CDBG funding of public service agencies applying for CDBG funding was assessed during the grant application process, as well as the extent of need for a proposed project or program and anticipated longevity of benefits of a proposed project or program, including the long-term impact on poverty.

AP-38 Project Summary**Project Summary Information**

Project Name	Planning and Administration
Target Area	N/A
Needs Addressed	Affordable Housing and Homeless Assistance Affordable Housing Stock Retention Improved Safety and Livability of Neighborhoods Small Business Stabilization and Expansion Public Services Concerned with Employment
Funding	CDBG: \$45,214
Description	Planning and administration costs for the City of Rochester CDBG program (salary, office supplies, environmental reviews, Davis-Bacon Act monitoring, etc.): \$45,214
Target Date	6/30/2019
Estimate the number and type of families that will benefit from the proposed activities	N/A.
Location Description	Office of Economic and Community Development City of Rochester 150 Wakefield St. Rochester, NH 03867
Planned Activities	Planning and administration costs for the City of Rochester CDBG program (salary, office supplies, environmental reviews, Davis-Bacon Act monitoring, etc.)
Project Name	Public Services
Target Area	Rochester Low-Moderate Income Census Tracts

Goals Supported	Affordable Housing for Homeless Persons Increase Access to Quality Facilities and Services Increase Access to Affordable and Quality Housing Public Services Concerned with Employment
Needs Addressed	Affordable Housing and Homeless Assistance Public Services Concerned with Employment
Funding	CDBG: \$33,910.50
Description	Public service agency subrecipients
Target Date	6/30/2019
Estimate the number and type of families that will benefit from the proposed activities	390 low-moderate income families, predominantly homeless families and families at risk of becoming homeless.
Location Description	Cross Roads House: 600 Lafayette Rd., Portsmouth, NH 0380 My Friend's Place: 368 Washington St., Dover, NH 03820 Community Partners, 113 Crosby Rd., Suite #1, Dover, NH 03820 SHARE Fund: 150 Wakefield St., Rochester, NH 03867 Court Appointed Special Advocates of New Hampshire: 25 St. Thomas St., Dover, NH 03820 Dover Adult Learning Center: 63 S. Main St., Rochester, NH 03867
Planned Activities	Homeless shelter funding, rental assistance funding, employment assistance funding, children's legal advocacy funding.
Project Name	Housing Rehabilitation
Target Area	N/A.
Goals Supported	Retention of Affordable Housing Stock
Needs Addressed	Affordable Housing Stock Retention
Funding	CDBG: \$50,000
Description	Housing rehabilitation for low-income residents

Target Date	6/30/2019
Estimate the number and type of families that will benefit from the proposed activities	50 low-income individuals (approximately 25 low-income families)
Location Description	Multiple locations. All homeowners will be low-moderate income residents.
Planned Activities	Weatherization assistance to low-income homeowners.
Project Name	Job Opportunity Benefit (JOB) Loan Program
Target Area	Rochester Low-Moderate Income Census Tracts
Goals Supported	Small Business Establishment and Expansion
Needs Addressed	Small Business Establishment and Expansion
Funding	CDBG: \$99,575.44
Description	JOB Loans job creation loan program (revolving loan fund).
Target Date	6/30/2019
Estimate the number and type of families that will benefit from the proposed activities	2 low-moderate income individuals
Location Description	Office of Economic and Community Development City of Rochester 150 Wakefield St. Rochester, NH 03867
Planned Activities	JOB Loans job creation loan program
Project Name	Public Facilities and Infrastructure
Target Area	Rochester Low-Moderate Income Census Tracts
Goals Supported	Affordable Housing for Homeless Persons Increase Access to Quality Facilities and Services

Needs Addressed	Affordable Housing for Homeless Persons Increase Access to Quality Facilities and Services
Funding	CDBG: \$122,845.92
Description	TBD
Target Date	6/30/2019
Estimate the number and type of families that will benefit from the proposed activities	26 low-moderate income families
Location Description	Rochester Housing Authority (77 Olde Farm Ln., Rochester, NH 03867) – 165 Charles St., Rochester, NH 03867 Rochester School Department (150 Wakefield St., Rochester, NH 03867) - Maple St. Magnet School (27 Maple St., Rochester, NH 03867)
Planned Activities	Rochester Housing Authority: Installation of ADA-compliant elevator in supportive housing for chronically homeless residents Rochester School Department: Replacement of chairlift at Maple St. Magnet School

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 residents. 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 public facilities projects.

According to data compiled by the Strafford Regional Planning Commission in its 2015 report, *Local Solutions for the Strafford Region: Fair Housing and Equity Assessment*, there is a slight concentration of racial and ethnic minorities who rent in the center of the City (Wards 2 and 6), and there is a heavier concentration of racial and ethnic minorities who own their homes in the northwestern portion of the City (Wards 3 and 5). Both these areas overlap, to large extent, the census tracts classified by HUD as 51% or greater low to moderate income.

Geographic Distribution

Target Area	Percentage of Funds
Rochester Low-Moderate Income Census Tracts	57.9%

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

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

Discussion

The 42.1% of funding that will not occur within Rochester low-moderate income census tracts is funding for Community Action Partnership of Strafford County's weatherization assistance program and rental assistance activities provided by the SHARE Fund and Community Partners. While individual project locations may be outside of identified low- to moderate-income census tracts, all individual clients served through these funds will be low- to moderate-income.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

One Year Goals for the Number of Households to be Supported	
Homeless	100
Non-Homeless	0
Special-Needs	0
Total	100

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	15
The Production of New Units	8
Rehab of Existing Units	25
Acquisition of Existing Units	0
Total	48

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

Focus is placed on rental assistance and housing stock rehabilitation, rather than housing acquisition, as rental assistance and housing rehabilitation have been identified as budget-maximizing approaches to increasing access to affordable housing. In particular, a disproportionate number of low-income and/or racial/ethnic minority households rent versus own their homes. In addition, a large number of elderly residents live in manufactured housing that requires weatherization services; Community Action Partnership of Strafford County's weatherization assistance program consistently reports that most of its served Rochester clients are elderly residents.

AP-60 Public Housing – 91.220(h)

Introduction

The City of Rochester's Community Development Division plans to continue to work with the Rochester Housing Authority to identify and address public housing needs, such as the need for more transportation options for public housing residents, especially elderly residents and residents with disabilities. The City of Rochester also will continue to partner with the Rochester Housing Authority to research fair housing concerns within the city generally and public housing specifically and to draft a joint Assessment of Fair Housing.

Actions planned during the next year to address the needs to public housing

The City of Rochester's Community Development Division plans to continue to work with the Rochester Housing Authority to identify and address public housing needs, such as the need for more transportation options for public housing residents, especially elderly residents and residents with disabilities. The City of Rochester also will continue to partner with the Rochester Housing Authority to research fair housing concerns within the city generally and public housing specifically and to draft a joint Assessment of Fair Housing.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Community Development Coordinator and Rochester Housing Authority will continue to hold such meetings to engage public housing residents in the management process as well as to help identify unmet community needs and potential activities and programs.

To encourage participation in homeownership, the Community Development Coordinator regularly makes available informational brochures on state homeownership programs aimed at lower-income potential homebuyers, as well as grant opportunities that might be able to fund homeownership or public housing programs.

On January 23, 2018, the City of Rochester and the Rochester Housing Authority held a joint public hearing on fair housing issues at the Rochester Housing Authority's administrative building. No comments were received at the hearing.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

N/A. The Rochester Housing Authority is not designated as troubled.

Discussion

N/A.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Consultations with public service agencies addressing housing issues and homelessness, as well as consultations with the general public, indicate a continuing and substantial need for homeless services and shelter. This FY 2018-2019 Annual Action Plan incorporates continued funding for the provision of services through regional homeless shelters as well as services aimed at preventing homelessness, such as rental assistance and mental health supportive services.

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 continues to participate actively in the Seacoast's Coordinated Entry 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 2018-2019, including attendance by the Community Development Coordinator at 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 Community Development Coordinator will also continue to serve on the steering committee of the Greater Seacoast Coalition to End Homelessness.

In addition, the City of Rochester plans to attend all relevant meetings held by the Balance of State Continuum of Care regarding the implementation of a statewide coordinated entry system. The City of Rochester will assist the state in implementing statewide coordinated entry in any way possible.

The City of Rochester will also fund a wide range of public service agencies that provide services such as emergency housing and homelessness prevention. This includes direct CDBG funding to two of the region's homeless shelters, including the largest-capacity shelter in the region, and rental assistance to those who are homeless or at risk of becoming homeless.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Rochester will fund two of the region's homeless shelters. My Friend's Place provides emergency and transitional shelter for families, and Cross Roads House provides emergency shelter for men, women, and families, as well as Housing First programs and post-housing case management. Cross Roads House is the largest capacity shelter in the Seacoast region.

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 fund a wide range of public service agencies that provide services such as emergency housing, homelessness prevention, and rental assistance to those who are homeless or at risk of becoming homeless. My Friend's Place provides emergency and transitional shelter for families, and Cross Roads House provides emergency shelter for men, women, and families, as well as Housing First programs and post-housing case management. Cross Roads House also participates in a statewide initiative to reduce veteran homelessness and provides shelter and services to between three to five homeless veterans at any given time. The Rochester Housing Authority's facilities project is also creating eight units of permanent supportive housing for chronically homeless residents in the Seacoast region.

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 plans to support low-income individuals and families to avoid becoming homeless through a variety of approaches. Rochester will fund rental assistance to those who are at risk of becoming homeless and supportive services. Rochester will also fund programs and activities aimed at assisting low-income individuals and families over a longer term through investments in educational and employment/vocational training, such as Dover Adult Learning Center's provision of high-school equivalency exam preparation services. Finally, Rochester will fund mental health supportive services, such as rental assistance for residents with mental illnesses and/or developmental disabilities.

Discussion

N/A.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

Barriers to affordable housing for the City of Rochester's residents continue to consist primarily of regional increases in rental rates, very low vacancy rates in the rental housing market, and preferences among real estate developers for higher-end market rate housing over affordable housing and workforce housing. The City of Rochester will continue its ongoing partnerships with regional public service agencies, such as the SHARE Fund, Community Partners, and the Community Action Partnership of Strafford County, to address these continuing 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, provided by both the SHARE Fund and Community Partners, 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 because rental assistance and housing rehabilitation have been identified as budget-maximizing approaches to increasing access to affordable housing.

Actions it 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 has consulted with the Workforce Housing Coalition of the Greater Seacoast; the City of Rochester's Department of Building, Zoning, and Licensing Services; and the City of Rochester's Office of Economic Development during the researching and drafting of the FY 2018-2019 Annual Action Plan. These consultations indicated that relatively low allowable downtown residential densities have impeded downtown multifamily developments. In FY 2017-2018, the Community Development Coordinator is working with the Planning Department to analyze and revise the downtown density ordinances, and evaluation of these revisions will continue into FY 2018-2019.

In addition, the Community Development Division will be applying with the Workforce Housing Coalition of the Greater Seacoast to host a Rochester-specific workforce housing charrette. If the City of Rochester is selected for a charrette, the charrette will take place in October 2018.

Discussion

N/A.

AP-85 Other Actions – 91.220(k)

Introduction

The Community Development Coordinator will continue to reach out to regional public service agencies, local and state government entities, and local business organizations to maximize the impact of available CDGB funds. This has included partnering with the Workforce Housing Coalition of the Greater Seacoast to explore a possible Rochester-specific workforce housing charrette; regular presentations at Community Development Committee meetings by Rochester Main Street, a downtown business organization; participation on the steering committee of the Greater Seacoast Coalition to End Homelessness; and participation on the board of directors of the Cooperative Alliance for Seacoast Transportation.

Actions planned to address obstacles to meeting underserved needs

Underserved needs primarily relate to a continuing shortage of affordable housing, the continuing opioid crisis, and comprehensive mental health supportive services. FY 2018-2019 CDBG funding will go toward rental assistance, including rental assistance specifically for residents with mental illnesses; homeless services; and efforts to permanently house the City's chronically homeless population, which is disproportionately comprised of persons with substance abuse disorders and/or mental illnesses.

Actions planned to foster and maintain affordable housing

The City of Rochester plans to continue its partnerships with regional public service agencies, such as the SHARE Fund, Community Partners, and the Community Action Partnership of Strafford County, to address barriers to affordable housing and fund programs that support affordable housing access.

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, accomplished through the SHARE Fund's emergency assistance programs and Community Partners' rental assistance program, helps low-income residents to obtain rental 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 addition, the City of Rochester is applying with the Workforce Housing Coalition of the Greater Seacoast to host a Rochester-specific workforce housing charrette. If Rochester's application is accepted, the charrette will take place in October 2018.

Actions planned to reduce lead-based paint hazards

The City of Rochester plans to coordinate with staff at the New Hampshire Healthy Homes & Environment Section, staff at New Hampshire Legal Assistance, and Frisbie Memorial Hospital

to implement programs aimed at (1) increasing the rates of blood lead level testing for Rochester children aged under six and (2) providing educational outreach to Rochester landlords regarding lead remediation requirements and available state assistance for lead hazard remediation.

The City of Rochester also will continue to fund the housing weatherization work of the Community Action Partnership of Strafford County. 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.

Actions planned to reduce the number of poverty-level families

The City of Rochester plans to support a range of anti-poverty effort. High school equivalency testing, supplied by the Dover Adult Learning Center, will be funded, as the City recognizes the value of investing in education (especially for youth) for long-term advancement out of poverty. This support will focus on key industries for the southeastern New Hampshire region, such as allied health care professions, advanced composites manufacturing, and the service industry sector.

The City of Rochester also will continue to operate and promote its Job Opportunity Benefits (JOB) Loan Program, which provides loans to small businesses to encourage the hiring of low and moderate income employees. Conditions for receiving a loan require a commitment to creating or retaining a certain number of jobs that are made open to low and moderate income employees. Such jobs must include the potential for advancement. Recent JOB Loan Program loan recipients have included a video game accessories manufacturer and a sporting arms retailer.

Actions planned to develop institutional structure

The City of Rochester's Community Development Division plans to work with other City departments (such as the Office of Economic Development, the Planning Department, the Welfare Office, and the Department of Building, Zoning, and Licensing Services) to implement the programs and activities outlined in this Annual Action Plan. The Community Development Division will also continue to work with other City departments 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. During FY 2017-2018, for example, the Community Development Coordinator successfully wrote grants for two Planning Department projects, (1) to revise the historic district's design guidelines and (2) to revise downtown density limits to allow for higher density multi-family housing projects.

Actions planned to enhance coordination between public and private housing and social service agencies

The Community Development plans to build on existing relationships and to continue to engage in outreach to a broad range of non-profit agencies, real estate developers, and others to serve

as a key point of contact for the City's community development and affordable housing development matters. The Community Development Coordinator will also continued to actively participate in the Balance of State Continuum of Care and the Greater Seacoast Coalition to End Homelessness, continuing partnership with the Workforce Housing Coalition, and involvement with the Greater Seacoast Coalition to End Homelessness steering committee and Cooperative Alliance for Seacoast Transportation board of directors.

In addition, the City of Rochester will continue to 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 during this ongoing process, such as fair housing issues, affordable housing needs, and transportation needs.

Discussion

N/A.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

The program income from the Job Opportunity Benefit (JOB) Loan Program is continually reinvested back into the JOB Loan Program.

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
Total Program Income	0

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. 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.	99.1%

Discussion

N/A.

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City Clerk's Office

Amendment to Chapter 42 of the General Ordinances of the City of Rochester
Regarding the Location and Boundaries of Zoning Districts and to Table 18-B,
Permitted Uses

THE CITY OF ROCHESTER ORDAINS:

WHEREAS, Chapter 42.1, Section J establishes that the location and boundaries of zoning districts within the City of Rochester are established as shown on a map titled, "City of Rochester Zoning Map."

WHEREAS, Chapter 42.1, Section J further declares that the City of Rochester Zoning Map is incorporated by reference as part of Chapter 42 of the General Ordinances of Rochester regarding zoning.

WHEREAS, the Mayor and City Council of Rochester desire to amend the City of Rochester Zoning Map to convert the Neighborhood Mixed Use Zone between North Main Street Bridge and Holy Rosary Church to Downtown Commercial Zone.

WHEREAS, the Mayor and the City Council of Rochester desire to amend the City of Rochester Zoning Map to expand the boundaries of the Special Downtown Overlay district to encompass the entire Downtown Commercial Zone.

WHEREAS, the Mayor and the City of Rochester desire to amend the City of Rochester Zoning Ordinance Table 18-B, Sales-Service-Office-Institutional Uses to eliminate "Gas Station" and "Vehicle Service" as permitted uses in the Downtown Commercial Zone.

THEREFORE, the Mayor and City Council of Rochester ordain that the Neighborhood Mixed Use Zone in the City of Rochester between North Main Street Bridge and Holy Rosary Church shall be converted to Downtown Commercial Zone in accordance with the Attached Exhibit. (Exhibit A).

FURTHER, the Mayor and City Council of Rochester ordain that Special Downtown Overlay District shall be expanded to cover the entirety of the Downtown Commercial Zone in accordance with the Attached Exhibit. (Exhibit B).

STILL FURTHER, the City of Rochester Zoning Map shall be amended and updated to reflect that the above shown changes ordained by the Mayor and the City Council.

FINALLY, the Mayor and the City Council of Rochester ordain that "Gas Station" and "Vehicle Service" shall be eliminated as permitted uses in the Downtown Commercial Zone and that Table 18-B shall be reflect said change as shown in the Attached Exhibit. (Exhibit C).

The effective date of these amendments shall be upon passage.



Planning and Development
Conservation Commission
Historic District Commission
Arts and Culture Commission

PLANNING & DEVELOPMENT DEPARTMENT
City Hall - Second Floor
31 Wakefield Street,
Rochester, New Hampshire 03867-1917
(603) 335-1338 - Fax (603) 335-7585
Web Site: www.rochesternh.net

Board Members

Nel Sylvain, *Chair*
Dave Walker, *Vice Chair*
Matthew Kozinski, *Secretary*
Tim Fontneau
Rick Healey
Robert Jaffin
Robert May
Mark Sullivan
Thomas Willis, Jr.
James Gray, *Alternate*
Jeremy Hutchinson, *Alternate*
Deborah Shigo, *Alternate*

To: Dan Fitzpatrick, City Manager
From: James Campbell, Director of Planning & Development
Re: Zoning Petitions
Date: March 29, 2018

At their March 19, 2018 meeting the Planning Board voted to ***recommend passage*** of the amendment to the Zoning Map for the Downtown Commercial District and the Special Downtown District and amend the Table of Uses for the Downtown Commercial District. The vote to recommend passage was approved by an 8-1 vote of the Board.

The Planning Board discussed amending the Table of Uses to allow Manufactured Housing Parks but voted to ***continue*** their discussion at the workshop on April 16, 2018.

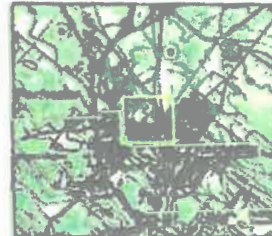
If you have any questions please do not hesitate to ask.

EXHIBIT A**Proposed Zoning Revision - Downtown Commercial Zone****Legend**

Proposed for
Zoning Revision
Parcel Boundary

Zoning Districts

Residential - 1
Residential - 2
Neighborhood Mixed Use
Downtown Commercial
General Industrial

**Current Zoning****Proposed Zoning**

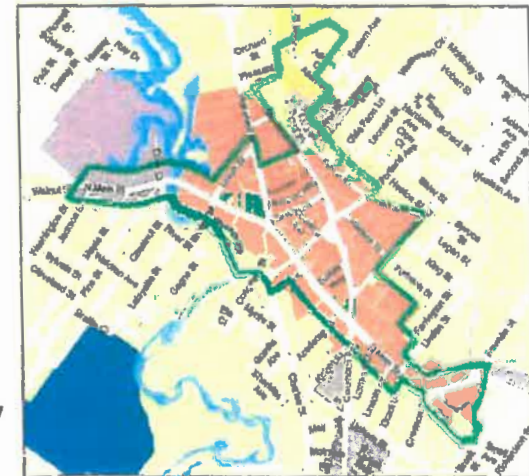
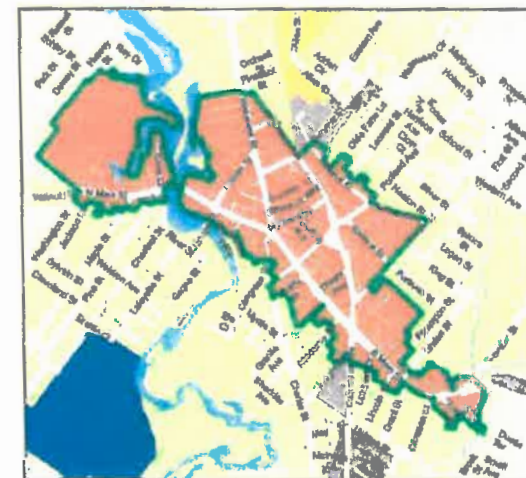
Date: 1/29/2018

EXHIBIT B**Proposed Zoning Revision - Special Downtown Overlay****Legend**

- Proposed for Zoning Revision
- Parcel Boundary
- Special Downtown Overlay

Zoning Districts

- Residential - 1
- Residential - 2
- Neighborhood Mixed Use
- Downtown Commercial
- Office Commercial
- General Industrial

**Current Zoning****Proposed Zoning**

Data: 1/29/2018

EXHIBIT C**TABLE 18-B SALES-SERVICE-OFFICE-INSTITUTIONAL USES**

SALES-SERVICE-OFFICE-INSTITUTIONAL USES	Residential Districts			Commercial Districts				Industrial Districts		Special		Criteria/Conditions
	R1	R2	NMU	AG	DC	OC	HC	GI	RI	HS	AS	Section Reference
Adult Day Care Center	-	-	E	E	P	P	P	E	-	P	-	Section 42.22
Adult Day Care Home	-	E	E	E	P	P	P	-	-	P	-	Section 42.22
Adult Oriented Establishment	-	-	-	-	-	-	-	-	C	-	-	Section 42.22
Agricultural Building, Reuse of Existing	C	C	-	C	-	P	-	-	-	-	-	Section 42.22
Antique Shop	-	C	P	-	P	P	P	-	-	-	-	Section 42.21
Artist Studio	-	C	P	-	P	P	P	-	-	-	-	Section 42.21
Bank	-	-	C	-	P	P	P	-	-	-	-	Section 42.21
Convenience Store	-	C	P	-	P	E	P	-	-	-	-	Section 42.21
Day Care - 1 (Day Care Residence)	P	P	P	P	P	P	P	-	-	P	-	
Day Care - 2 (Day Care - Family)	-	E	P	E	P	P	P	-	-	P	-	Sections 42.20 & 42.21
Day Care - 3 (Day Care Center)	-	-	E	E	P	P	P	E	-	E	-	Section 42.22
Florist	-	-	P	-	P	-	P	-	-	-	-	
Funeral Home	-	-	C	-	P	P	P	-	-	P	-	
Gas Station	-	-	-	-	P	-	P	-	-	-	-	Sections 42.20 & 42.21
Grocery Store	-	-	-	-	P	-	P	-	-	-	-	
Hospital	-	-	-	-	P	P	P	-	-	P	-	
House of Worship	-	C	C	C	P	C	P	-	-	P	-	Section 42.21
Housing Unit Sales	-	-	-	-	-	-	P	P	-	-	-	
Laundry Establishment - 1	-	C	P	-	P	-	P	-	-	-	-	Section 42.21
Laundry Establishment - 2	-	-	P	-	P	-	P	-	-	-	-	
Library	-	C	P	C	P	P	P	-	-	-	-	Section 42.21
Marina	-	-	-	-	-	-	P	-	-	-	-	
Museum	-	C	P	C	P	P	P	-	-	-	-	Section 42.21
Office	-	-	P	-	P	P	P	P	P	-	-	
Office, Medical	-	-	C	-	P	P	P	C	-	P	P	Section 42.21
Office, Professional	-	-	P	-	P	P	P	P	-	-	-	
Personal Service Establishment	-	-	P	-	P	P	P	-	-	-	-	
Retail Sales (under 5,000 square feet)	-	-	P	-	P	E	P	-	-	-	-	
Retail Sales (5,000 - 30,000 square feet)	-	-	-	-	P	-	P	-	-	-	-	
Retail Sales (over 30,000 square feet)	-	-	-	-	-	-	P	-	-	-	-	
Retail Service	-	-	C	-	P	P	P	-	-	-	-	Section 42.21
School, K-12	C	C	C	C	C	P	C	-	-	-	-	Section 42.21
School, Other	-	C	C	C	P	P	P	C	-	-	-	Section 42.21
Second Hand Shop	-	C	P	-	P	P	P	-	-	-	-	Section 42.21
Service Establishment	-	-	C	-	C	-	C	P	-	-	-	Section 42.21
Shelter	-	-	-	-	E	E	P	E	E	E	-	
Small Wind Energy Systems	P	P	P	P	P	P	P	P	P	P	P	Section 42.20
Vehicle Sales, New	-	-	C	-	-	-	P	-	-	-	-	Sections 42.20 & 42.21
Vehicles Sales, Used	-	-	C	-	-	-	P	-	-	-	-	Section 42.20
Vehicle Service	-	-	-	-	P	-	P	P	-	-	-	
Yard Sale, Commercial	-	-	-	-	-	-	C	-	-	-	-	Sections 42.20 & 42.22

*LEGEND. P = Permitted Use, C = Conditional Use, E = Use Allowed by Special Exception

APPROVED APRIL 2014

C:\Users\kelly.walters\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\BV5HAHDZ\TABLE XVIII-B SALES-SERVICE-OFFICE-INSTITUTIONAL USES - Approved April 2014

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City Clerk's Office

Amendments to Chapter 42, Table 18-A, Residential Uses of Chapter 42, and Chapter 43 of the General Ordinances of the City of Rochester Regarding Manufactured Housing Parks

THE CITY OF ROCHESTER ORDAINS:

That Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

Insert the following after Section 42.20(b)(9):

10. Manufactured Housing Park – Shall be in accordance with the standards contained in the Rochester Mobile Home Ordinance.

Change Section 42.20(b)(10) to read:

11. Manufactured Housing Unit – **Not part of an existing Mobile Home Park**

A. Manufactured Housing Unit on own Lot

- i. Manufactured Homes are allowed only: i) on individual lots in the AG zoning district; ii) within manufactured housing subdivisions, located in the AG zoning district; and iii) within established mobile home parks on approved pads/lots
- ii. Additions to Manufactured Homes. There shall be no additions constructed onto manufactured homes with the exception of garages, skirting, carports, cabanas, awnings, canopies, porches, decks, and steps. All must be approved by the Director of Building, Zoning, and Licensing Services.

B. Manufactured Housing Unit in Manufactured Housing Park

- i. Shall be in accordance with the standards contained in Chapter 43, the Rochester Mobile Home Ordinance.

Renumber the rest of 42.20(b) to accommodate this insertion.

Further, the City of Rochester ordains that Table 18-A of Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended that "Manufactured Housing Park" be added as permitted uses in the Agricultural Zone and that Table 18-A shall be amended to reflect said change as shown in the Attached Exhibit. (Exhibit A).

Still further, the City of Rochester ordains that Chapter 43 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

43.1 Purpose and Intent.

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

Insert the following after Section 42.20(b)(9):

10. Manufactured Housing Park – Shall be in accordance with the standards contained in the Rochester Mobile Home Ordinance.

Change Section 42.20(b)(10) to read:

11. Manufactured Housing Unit – **Not part of an existing Mobile Home Park**

A. Manufactured Housing Unit on own Lot

- i. Manufactured Homes are allowed only: i) on individual lots in the AG zoning district; ii) within manufactured housing subdivisions, located in the AG zoning district; and iii) within established mobile home parks on approved pads/lots
- ii. Additions to Manufactured Homes. There shall be no additions constructed onto manufactured homes with the exception of garages, skirting, carports, cabanas, awnings, canopies, porches, decks, and steps. All must be approved by the Director of Building, Zoning, and Licensing Services.

B. Manufactured Housing Unit in Manufactured Housing Park

- i. Shall be in accordance with the standards contained in the Rochester Mobile Home Ordinance.

Renumber the rest of 42.20(b) to accommodate this insertion.



PLANNING & DEVELOPMENT DEPARTMENT
City Hall - Second Floor
33 Wakefield Street,
Rochester, New Hampshire 03867-1917
(603) 335-1338 - Fax (603) 335-7585
Web Site: www.rochesternh.net

Date: April 17, 2018
 To: Rochester City Council
 From: Seth Creighton, Chief Planner *SC*
 Re: **Planning Board's Vote regarding Zoning Amendment Request to Permit Mobile Home Parks**

On April 16, 2017 the Planning Board discussed the citizen petition submitted by Ralph Torr in which he suggests that the Zoning Ordinance be amended to allow Mobile Home Parks as permitted use on the Permitted Uses Table. **The Planning Board voted on this matter, the outcome was a tie, 4 to 4, therefore, the PB failed to support this amendment.**

The Planning and Development Department suggests that this amendment request not be supported. During the comprehensive rezoning process that the City worked on for several years and finally adopted in 2014, part of City's desired changes was to no longer allow mobile home parks; this desire was supported and voted into place by the Planning Board and City Council. In lieu of mobile home parks, the City allows for manufactured houses (formerly known as mobile homes) to be placed on their own individual lot.

Staff does not support this request for several reasons, including but not limited to:

- 1) Only one person has requested this amendment and there has been no proof of community support for this request.
- 2) There are currently 24 mobile parks in the City occupying 1,000+ acres (total acreage of Rochester is 28,000 acres).
- 3) Mobile homes in mobile home parks account for 15% of the City's housing stock ("housing stock" includes all types of residential units).
- 4) There are over 360 vacant mobile homes/mobile home lots within the these existing parks. (Of the 2,500 + mobile home 'lots' permitted in the existing parks, there are approximately 284 not yet developed and 80+ units that are vacant.)
- 5) The City has NO development standards for new manufactured (mobile) home parks. (Chapter 43 "Mobile Home Park Ordinance" is only applicable to existing mobile home parks, and this Chapter is outdated.)
- 6) The national trend is moving away from mobile home parks and mobile homes as affordable housing options; instead the focus and preference is on resilient forms of housing including multi-unit structures, mixed used structures, accessory dwelling units, and smaller stick built houses.

- 7) *The following statistics were provided by the City's Assessing Department:*

Number of mobile home parks:

24 mobile home parks.

Number of manufactured housing units and the total assessed valuation:

Total MH Units (existing in parks) = 2,331

Total Assessed Value = \$110,493,800

Total MH Units (on own land) = 300

Total Assessed Value = \$27,947,400

Total MH Units (on land of other) = 9

Total Assessed Value = \$396,600

Number of stick built single family homes and the total assessed valuation:

Total SF Homes = 6,213

Total Assessed Value = \$1,177,736,000

The depreciation of mobile homes is accelerated in comparison to stick built homes. In assessing, the depreciation of buildings is based on age and condition. While age is absolute, condition is always changing; either deteriorating (increasing) or improving (decreasing) with renovations. Therefore, in assessing depreciation is on a sliding scale and not straight line.

- 8) 70% +/- of the tax deed eligible properties in the City are mobile homes, all of which are located in mobile home parks.



Planning and Development
Conservation Commission
Historic District Commission
Arts and Culture Commission

Planning & Development Department
City Hall - Second Floor
31 Wakefield Street
ROCHESTER, NEW HAMPSHIRE 03867-1917
(603) 335-1338 - Fax (603) 335-7585
Web Site: <http://www.rochesternh.net>

CK# 5982
\$100 - Ralph Torr
RECEIVED

DEC 08 2017

CITY CLERK'S OFFICE
ROCHESTER, NH

PROCEDURES FOR AMENDING THE ZONING ORDINANCE (CHAPTER 42)

1. **Procedure.** The procedure for amending this chapter is specified in RSA 675:2 and 675:7. Amendments to this Zoning Ordinance may be initiated by any citizen, the Planning Board, the City Council, the Mayor, the City Manager, or any department or other City board or commission in accordance with this chapter. The chronological steps for enacting zoning amendments are as follows:

A. **Petition Form.** A blank petition form is obtained from the Planning Department.

B. **Submission.** The petition is completed and returned to the City Clerk's office along with a fee of \$100.00 and any other pertinent materials. In the case of text amendments (See subsection 2, below) the petition shall include specific proposed language.

The fee is not charged, and the formal petition form need not be used, for amendments initiated by any board, commission, department, or other City official acting in an official capacity.

C. The City Clerk's office forwards a copy of the petition to the Planning Department.

D. **Deadline.** See RSA 675:2 and 675:7.

E. **Council Consideration.** The petition is placed on the City Council agenda for consideration. At its discretion, the Council may deny the petition at this stage. If acceptable, it is sent to the City Attorney to place it into legal form. .

At the discretion of the City Manager, this step may be skipped and the petition may be sent directly to the City Attorney to place into legal form.

F. **Legal Form.** The City Attorney places the petition into legal form.

G. **First Reading.** City Council holds first reading on the petition. At its discretion the Council may deny the petition at this stage. When a petition is denied at any stage, the Council may elect to initiate an alternative amendment or to request that the Planning Board formulate an alternative amendment.

H. **Planning Board Recommendation.** The Planning Board makes a formal recommendation on the petition. The board must make its recommendation within 45 days of first reading. At its discretion, the City Council may extend this timeframe up to an additional 30 days.

If the Planning Board recommends against a zoning amendment, a 2/3 vote of the City Council shall be required to adopt the amendment. If the Planning Board does not submit a recommendation within 45 days

Petition for Zoning Ordinance AmendmentDate: 11/9/2017

The fillings of this petition and payment of the required fees, hereby propose a change in Chapter 42, Section **42.20 & Table 18-A**, of the General Ordinances of the City of Rochester.

It is respectfully requested that the Honorable Mayor and City Council amend the above as follows:

(Note: Please give a completed description of the change requested; if a zoning change is proposed supply full legal description of the affected parcel or areas).

Please see attached documents

Each petitioner must supply, printed name, signature, street address, and Map and Lot Number.


	<i>Printed Name</i>	<i>Signature</i>	<i>Street Address</i>	<i>Map & Lot Number</i>
1	Ralph Torr		283 Chestnut Hill Road	0206-0041-0000
2				
3				
4				
5				
6				
7				
8				
9				
10				

TABLE 18-A RESIDENTIAL USES

RESIDENTIAL USES	Residential Districts			Commercial Districts				Industrial Districts		Special		Criteria/Conditions
	R1	R2	AG	NMU	DC	OC	HC	GI	RI	HS	AS	Section Reference
Apartment, Accessory (accessory use)	E	P	P	P	P	P	P	-	-	-	-	Section 42.21 & 42.23
Apartment, Inlaw	P	P	P	P	P	P	P	-	-	-	-	
Apartment, Security	-	P	-	P	P	P	P	P	P	P	P	Sections 42.2 & 42.23
Assisted Living Facility	-	C	C	C	C	C	C	-	-	C	-	Section 42.21
Boarding House	-	-	-	-	E	-	-	-	-	-	-	
Community Residence - I	-	E	E	-	E	E	E	-	E	E	-	Section 42.22
Community Residence - II	-	-	E	-	-	E	-	-	E	E	-	Section 42.22
Conservation Subdivision	C	C	C	-	-	C	C	-	-	-	-	Sections 42.21 & 42.33I
Dwelling, Apartments (Apt/ Mixed Use Bldg)	-	-	-	P	P	C	P	-	-	-	-	Section 42.21
Dwelling, Multifamily Development	-	P	-	-	C	-	P	-	-	-	-	Sections 42.20 & 42.22
Dwelling, Multifamily	-	P	-	-	C	-	P	-	-	-	-	
Dwelling, Single Family	P	P	P	P	P	P	P	-	-	P	-	
Dwelling, Three & Four Family	-	P	-	C	C	C	P	-	-	-	-	Sections 42.21 & 42.33
Dwelling, Two Family	-	P	P	P	P	P	P	-	-	-	-	Sections 42.21 & 42.33
Flag Lots	-	C	C		-	-	-	-	-	C	-	Section 42.21
Home Occupation - 1 (accessory use)	P	P	P	P	P	P	P	-	-	P	-	Section 42.24
Home Occupation - 2 (accessory use)	P	P	P	P	P	P	P	-	-	P	-	Sections 42.22 & 42.24
Home Occupation - 3 (accessory use)	-	E	E	P	P	P	P	-	-	E	-	Sections 42.22 & 42.24
Manufactured Housing Unit on own lot	-	-	P	-	-	-	-	-	-	-	-	Section 42.20 & 42.21
Manufactured Housing Park			P									Section 42.20
Nursing Home	-	-	C	-	-	C	-	-	-	P	-	Section 42.20 & 42.21
Outdoor Wood-Fired Hydronic Boiler	-	-	P	-	-	-	-	-	-	-	-	Section 42.20
Porkchop Subdivision	-	-	C	-	-	-	-	-	-	-	-	Section 42.21
Residential Facility	-	-	E	-	-	E	-	-	E	E	-	Section 42.22
Senior Housing	-	P	C	C	C	C	-	-	-	-	-	Section 42.21
Temporary Structure	P	P	P	P	P	P	P	P	P	P	P	Section 42.20
Zero Lot Line Development	C	C	C	-	-	C	C	-	-	-	-	Section 42.33

*LEGEND. P = Permitted Use, C = Conditional Use, E = Use Allowed by Special Exception

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City Clerk's Office

**Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding
Development and Construction Signs**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (changes in italics):

42.29 Signs

m. Specific Sign Requirements.

6.1. **Development and Construction Signs.** Signs temporarily erected during construction to inform the public of the developer, contractors, architects, engineers, the nature of the project or anticipated completion dates, shall be permitted in all zoning districts, subject to the following limitations:

- A. Such signs on a single residential lot, residential subdivision, or multiple residential lots, and nonresidential uses shall be limited to one sign, no greater than 10 feet, in height and 32 square feet in area.
- B. Such signs for commercial or industrial projects shall be limited to one sign per street front.
- C. Development and construction signs may not be displayed until after the issuance of construction permits by the building official and must be removed no later than 24 hours following issuance of an occupancy permit for a portion or all portions of the project.

6.2. ***Permanent Development Signs.*** *These signs shall be used to identify a project and/or inform the public of the name of a development.*

- A. Such signs shall be no greater than 32 square feet.*
- B. Such signs may be used for development greater than 50 units.*
- C. Such signs may not be lit.*
- D. Such signs are allowed in Open Space.*

The effective date of these amendments shall be upon passage.

04/26/2018

Bedford Design Consultants Inc.
 ENGINEERS AND SURVEYORS

 177 East Industrial Park Drive
 Manchester, NH 03109

 TEL (603) 622-5533
 FAX (603) 622-4740

LETTER OF TRANSMITTAL

DATE	3-26-18	JOB NO.	584.05
ATTENTION	CITY COUNCIL		
RE:	PETITION FOR		
	ZONING AMENDMENT		
	SECTION 29(m)(6) SIGNS		

 TO City Council (via City Clerk)
 31 Wakefield St.
 Rochester, NH 03867

WE ARE SENDING YOU

☒ Attached☐ Under separate cover via _____ the following items:☐ Shop drawings☐ Prints☐ Plans☐ Samples☐ Specifications☐ Copy of letter☐ Change order☐ _____

COPIES	DATE	NO.	DESCRIPTION
1	3-26-18	-	Narrative
1	"	-	FEE CHECK
1	"	-	Petition w/ attached description
1	-	-	Example of Sign (if needed)

RECEIVED

MAR 26 2018

Pd. #100 -
CIC #17308CITY CLERK'S
ROCHESTER, NH

THESE ARE TRANSMITTED as checked below:

☒ For approval☐ Approved as submitted☐ Resubmit _____ copies approval☐ For your use☐ Approved as noted☐ Submit _____ copies for distribution☐ As requested☐ Returned for corrections☐ Return _____ corrected prints☐ For review and comment☐ _____☐ FOR BIDS DUE _____ 20 _____ ☐ PRINTS RETURNED AFTER LOAN TO US

REMARKS _____

 If there are any questions, please give me a call
 at 622-5533

Thank you, Katie Weiss

COPY TO _____

SIGNED

Katie Weiss

04/26/2018

Bedford Design Consultants Inc.
ENGINEERS AND SURVEYORS

177 East Industrial Park Drive Manchester, NH 03109
Telephone: (603) 622-5533 Fax: (603) 622-4740
www.bedforddesign.com

March 26, 2018

Rochester City Council
31 Wakefield Street
Rochester, NH 03867

RE: Request for Amendment to the Zoning Ordinance
Section 42.29(m)(6) Development and Construction Signs

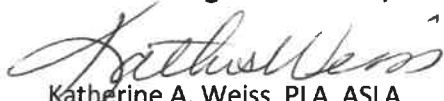
Members of the Council,

Bedford Design, on behalf of our client CBDA Development, LLC, respectfully requests an Amendment to the Sign Regulations in the Zoning Ordinance. Our client owns the Village at Clark Brook which is a Planned Unit Development on Old Dover Road. The project consists of over 200 units including multi-family, duplex, single family, and live/work. The owner would like to put two signs on the property that are larger than allowed in the zoning district. These signs are each twelve square feet (2' x 6') and were included in the Site Plan package which was approved by the Planning Board.

The underlying zoning district does not accommodate the needs of a large development like the Village at Clark Brook. The site is zoned Agricultural and PUD-4 and does not allow signs of this size. After speaking with City Staff and discussing the options we are submitting to the Council for an Amendment to the Sign Regulations. Attached is the requested wording to Section 42.29(m)(6). We are proposing a section (6.2) for Permanent Construction Signs and amending the unnamed table at the end of 42.29 to add Permanent Construction Signs and permit them in all residential districts.

Thank you for considering our application. If you have any further questions, please feel free to call us at 622-5533.

Sincerely,
Bedford Design Consultants, Inc.


Katherine A. Weiss, PLA, ASLA
Project Manager

Petition for Zoning Ordinance AmendmentDate: 3-26-18

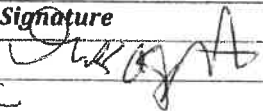
The fillings of this petition and payment of the required fees, hereby propose a change in Chapter 42, Section 29(m)(6), of the General Ordinances of the City of Rochester.

It is respectfully requested that the Honorable Mayor and City Council amend the above as follows:

(Note: Please give a completed description of the change requested; if a zoning change is proposed supply full legal description of the affected parcel or areas).

please see attached description.

Each petitioner must supply, printed name, signature, street address, and Map and Lot Number.

	Printed Name	Signature	Street Address	Map & Lot Number
1	Dick Anagnost		Old Dover Rd	Map 256A multiple lots
2	CBDA Development LLC			
3				
4				
5				
6				
7				
8				
9				
10				

Amendment A (*Amendments are in italics and bold*)42.29(m)(6) Signage

6.1. Development and Construction Signs. Signs temporarily erected during construction to inform the public of the developer, contractors, architects, engineers, the nature of the project or anticipated completion dates, shall be permitted in all zoning districts, subject to the following limitations:

- A. Such signs on a single residential lot, residential subdivision, or multiple residential lots, and nonresidential uses shall be limited to one sign, no greater than 10 feet in height and 32 square feet in area.
- B. Such signs for commercial or industrial projects shall be limited to one sign per street front.
- C. Development and construction signs may not be displayed until after the issuance of construction permits by the building official and must be removed no later than 24 hours following issuance of an occupancy permit for an or all portions of the project.

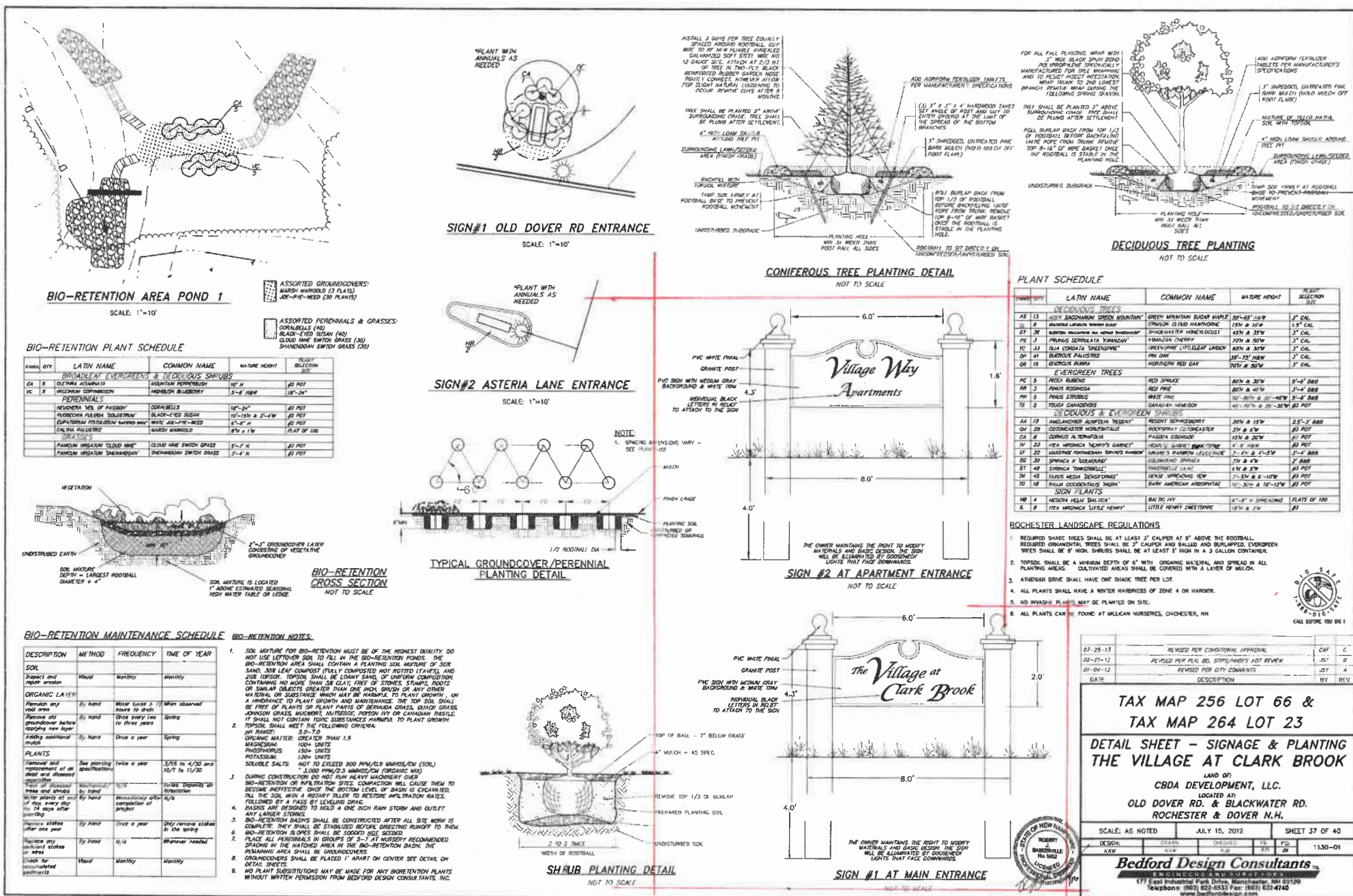
6.2. Permanent Development Signs. *These signs shall be used to identify a project and/or inform the public of the name of a development.*

- A. Such signs shall be no greater than 32 square feet.*
- B. Such signs may be used for development greater than 50 units.*
- C. Such signs may not be lit.*
- D. Such signs are allowed in Open Space.*

Amendment B42.29 Unnamed Table

Permanent Construction Signs shall be added to the last (unnamed) table of Section 42.29 and permitted in all residential and PUD districts.

04/26/2018



**Resolution Approving Fiscal Year 2018-2019 Operating Budget for the
City of Rochester**

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

That a twelve (12) month operating budget for the City of Rochester be, and hereby is, approved and appropriated for the period beginning July 1, 2018 and ending June 30, 2019 in the amounts and for the purposes more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2019 (July 1, 2018 - June 30, 2019), as amended, the provisions of which are incorporated herein by reference thereto by attached **Exhibit A**.

This budget may be reconsidered before the tax rate is set if City, School and/or County revenues are changed by the State of New Hampshire or by the Federal Government. The budget appropriations contained in this Resolution are predicated upon projected revenues as more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2019 (July 1, 2018 - June 30, 2019), as amended, the provisions of which are incorporated herein by reference thereto.

PROPOSED 2018-2019 OPERATING BUDGET-EXHIBIT A**OPERATING BUDGET SUMMARY****Proposed Appropriations:**

City	\$	32,656,544
City Grants and Donations	\$	655,070
Community Center	\$	841,000
County Tax	\$	6,551,172
Overlay *	\$	460,000
Estimated Veteran's Credits *	\$	682,059
State Property Tax	\$	5,008,499
School	\$	60,292,493
School Federal Grants	\$	3,571,000
School Lunch	\$	1,800,000
Water Works	\$	6,965,868
Sewer Works	\$	8,776,305
Arena	\$	393,979
Tax Incremental Financing Districts	\$	1,203,129
Sub Total	\$	129,857,118

Proposed Revenues:

City	\$	11,561,085
Use of Fund Balance	\$	1,275,000
City Grants and Donations	\$	655,070
Community Center	\$	841,000
School	\$	31,011,312
School Federal Grants	\$	3,571,000
School Lunch	\$	1,800,000
Water Works	\$	6,965,868
Sewer Works	\$	8,776,305
Arena	\$	393,979
Tax Incremental Financing Districts	\$	1,203,129
Amount to be Raised by Taxes *	\$	61,803,370
Sub Total	\$	129,857,118

* Estimated veteran's exemptions (credits) \$682,059 and additional overlay \$460,000

PROPOSED 2018-2019 CAPITAL BUDGET-EXHIBIT A**CAPITAL BUDGET SUMMARY****Proposed Capital Appropriations:**

City	\$ 5,758,210
School	\$ 2,160,000
Water Works	\$ 2,045,000
Sewer Works	\$ 5,536,500
Arena	\$ 1,075,000
Community Center	\$ 640,000
Tax Incremental Financing Districts	\$ 200,000
Total Appropriations	\$ 17,414,710

Source of Revenues**General Fund**

Bonding and/or other Borrowing	\$ 4,840,580
Operating Budget	\$ 3,717,630
Other Sources	\$ -
Subtotal General Fund Revenues	\$ 8,558,210

Enterprise Funds & Tax Incremental Financing Districts

Bonding and/or other Borrowing	\$ 8,000,000
Operating Budget	\$ 856,500
Subtotal Enterprise Funds & Tax Incremental Financing Revenues	\$ 8,856,500

Total Revenues	\$ 17,414,710
-----------------------	----------------------

Resolution Authorizing and Approving Fiscal Year 2018-2019 Capital Budget for the City of Rochester and Authorizing Borrowing in connection therewith

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

That the capital budget for the City of Rochester for fiscal year 2018-2019 (July 1, 2018 to June 30, 2019) in the total amount specified in **Exhibit A** annexed hereto, be, and hereby is, authorized and appropriated, and, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, is hereby authorized to arrange borrowing to finance a portion of said capital budget appropriation as identified on **Exhibit A** annexed hereto.

The aforementioned borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter. The useful lives of the capital projects for which borrowing is authorized by this resolution shall be more particularly set forth in the "City of Rochester, New Hampshire, Proposed CIP Budget, Fiscal Year 2019 (July 1, 2018 – June 30, 2019), as amended.