



**Regular City Council Meeting
February 4, 2020
Council Chambers
7:00 PM**

- 1. Call to Order**
- 2. Opening Prayer**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Acceptance of Minutes**
 - 5.1 Regular City Council Meeting: January 4, 2020
consideration for approval P. 7**
- 6. Communications from the City Manager**
 - 6.1 Employee of the Month Award P. 43**
 - 6.2 City Manager's Report P. 45**
- 7. Communications from the Mayor**
 - 7.1 Council Recognitions**
- 8. Presentation of Petitions and Council Correspondence**
 - 8.1 *Petition:* Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Temporary Use Shelters *first reading, motion to accept, amend or reject, and referral to Planning Board* P. 79**
- 9. Nominations, Appointments, Resignations, and Elections**
 - 9.1. *Resignation:* Timothy Roberts – Recreation & Arena Commission P. 87**

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City Clerk's Office

9.2. Resignation: Timothy Murray – Arts & Culture Commission P. 89

9.3. Mayoral Appointment: Douglas Lachance – Recreation & Arena Commission, Council Representative

10. Reports of Committees

10.1 Community Development Committee P. 91 & 95

10.2 CTE Joint Building Committee P. 97

10.3 Fidelity Committee P. 115

10.4 Public Safety P. 121

10.4.1 Committee Recommendation: To have the DPW put up signs purchased by the Crime Line *consideration for approval* P. 125

10.5 Public Works P. 131

10.5.1 Committee Recommendation: To recommend that the full City Council approve the sidewalks in the East Rochester area for the sidewalk replacement funds *consideration for approval* P. 132

11. Old Business

11.1 Resolution Granting Community Revitalization Tax Relief to the Property Located at 10 South Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project *second reading and consideration for adoption* P. 135

11.2 Resolution Authorizing Certain Renumbering on Milton Road *second reading and consideration for adoption* P. 183

11.3 Supplemental Appropriation to the Rochester School Department in the amount of \$1,336,000.00 *Motion to Clarify Prior Authorization* P. 191

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City Clerk's Office

12. Consent Calendar

- 12.1 Resolution Deauthorizing Bonding Authority in the Amount of \$71,420.00 for the City Hall Bathroom Renovation Project *first reading, consideration for second reading and adoption* P. 199**
- 12.2 Resolution Deauthorizing Bonding Authority in the Amount of \$16,337.87 for the Franklin Street-Adams Street Improvements Project *first reading, consideration for second reading and adoption* P. 205**

13. New Business

- 13.1 Resolution Changing Funding Source of \$104,992.77 Appropriated for the Strafford Square Project from Borrowing to New Hampshire Department of Transportation (NHDOT) Grant *first reading, consideration for second reading and adoption* P. 211**
- 13.2 Resolution authorizing acceptance of JAG funding in the amount of \$27,693.00 *first reading, consideration for second reading and adoption* P. 215**
- 13.3 Resolution Authorizing Acceptance of State Forfeiture Funds in the amount of \$1,348.36 *first reading, consideration for second reading and adoption* P. 221**
- 13.4 Resolution Authorizing Application for a Victims of Crime Act (VOCA) Continuing Grant Application *first reading, consideration for second reading and adoption* P. 227**
- 13.5 Lilac City No-Fee ID Proposal *Motion to direct City Manager to draft policy and procedure* P. 233**

14. Other

15. Non-Public/Non-Meeting

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

16. Adjournment

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City Clerk's Office

**Adjourned Regular City Council Meeting
January 7, 2020
Council Chambers
7:00 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Belken
Councilor Bogan
Councilor Gray
Councilor Hainey
Councilor Hamann
Councilor Hutchinson
Councilor Lachance
Councilor Lachapelle
Councilor Rice
Councilor Walker
Deputy Mayor Lauterborn
Mayor McCarley

OTHERS PRESENT

Blaine Cox, City Manager
Katie Ambrose, Deputy City Manager
Terence O'Rourke, City Attorney
Peter Nourse, Director of City Services

COUNCILORS EXCUSED

MINUTES

1. Call to Order

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

2. Opening Prayer

Mayor McCarley called for a moment of silence for search of peace in the world.

3. Pledge of Allegiance

Mayor McCarley led the Pledge of Allegiance.

4. Roll Call

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

5. Acceptance of Minutes

5.1 Regular City Council Meeting: December 3, 2019 *consideration for approval*

Councilor Lachapelle **MOVED** to **ACCEPT** the Regular City Council Meeting Minutes of December 3, 2019. Councilor Walker 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 Cox announced that Angie Gray, Business & Finance Department, has been awarded the Employee of the Month for January, 2020. He read from her nomination letter and said that Ms. Gray has been employed by the City of Rochester for over 32 years.

6.2 City Manager's Report

The City Manager's Report is as follows:

Contracts and Documents:

- Department of Public Works
 - Baseline Documentation – Conservation Easement – Watershed Parcels in Farmington
 - Colonial Pines Sewer Extension – Phase 2 – Change Order 3
 - Colonial Pines – Phase 2 – Amendment 4
 - Colonial Pines – Phase 3 – Design Engineering Contract
 - Colonial Pines – Security Agreement – Home Owners
 - CWSRF Loan Disbursement # 7 – Sewer & Drainage
 - Geosyntec Consulting – Technical Services 2-Year Contract
 - Wallace Street Ground Water Sampling & Reporting Contract
 - Water Pipe Agreement – Highfields Common
- Economic Development Department
 - CDBG – Cap Weatherization – furnace installation
 - CDBG – Cap Weatherization – heater replacement
 - CDBG – Cap Weatherization – duct repair
 - CDBG - HDC Façade Program – 107 North Main St
 - CDBG – My Friends Place – Release of Funds
 - CDBG – Riverwalk Kayak Launch Grant Release of Funds
 - LDI Project Planning Application
- Finance Department
 - NHDES – Biosolids Facility Amendment
 - NHDES Water Pump Station Supplemental Loan Agreement

- Information Technology
 - Exactitude Arena Security Cameras
 - Systems Engineering – SE Microsoft Cloud Solution Provider
- Legal Department
 - Sale of 0 Broadway Street
 - Sale of 0 Dora Drive
 - Sale of 0 Old Wakefield Road
 - Sale of 5 Lois Street
 - Sale of 10 Lanai Drive
 - Sale of 12 Downfield Lane
 - Sale of 19 Main Street East Rochester
 - Sale 04 24 D'Amours Avenue
 - Sale of 35 Linden Street

Standard Reports:

- Monthly Overnight Travel Summary - none
- Permission & Permits Issued
- Personnel Action Report Summary

Mayor McCarley asked if any members of the City Council had any questions for the City Manager. There were no questions.

7. Communications from the Mayor

7.1. Information Only: Mayoral Appointments of Standing Committees and any other Mayoral Committees forthcoming

Mayor McCarley said that the list of the City Council Standing Committees has been established and has been posted. The Chairman of each Committee is responsible to set a time and location for the Committees to meet which should be discussed with other Committee members as well as the staff liaison in order to ensure the set time and location is fitting for each Committee's members.

Mayor McCarley said she has discussed the idea of reinstating the Tri-City Mayor's Coalition with the other two Mayors of Dover and Somersworth. Mayor McCarley appointed Councilor Lauterborn and Councilor Hainey to serve on the temporary Ad-hoc Committee (Tri-City Mayor's Coalition) which would give the three communities an opportunity to discuss any issues which might be beneficial to work on together.

8. Presentation of Petitions and Council Correspondence

9. Nominations, Appointments, Resignations, and Elections

9.1. Resignation: Don Hamman, Planning Board

Councilor Walker **MOVED** to **ACCEPT** the resignation of Don Hamann, Planning Board. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

9.2. Mayoral Nomination/Confirm by City Council: Arts and Culture (Government Representative) Term to Expire on 1/2/2022

Mayor McCarley nominated Councilor Belken to serve on the Arts and Culture Commission with a term to expire on 1/2/2022. Councilor Lachapelle seconded the motion. Councilor Lachapelle **MOVED** that nominations cease and that the City Clerk cast one ballot for Palana Belken. The **MOTION CARRIED** by a unanimous voice vote.

9.2 Mayoral Nomination/Confirm by City Council: Conservation Commission (Chair) Term to Expire on 1/2/2023

Mayor McCarley nominated Michael Dionne to serve on the Conservation Commission as Chair for a term to expire on 1/2/2023. Councilor Lachance seconded the nomination. Councilor Walker **MOVED** that all nomination cease and the Clerk cast one ballot for Michel Dionne. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

9.3 Mayoral Nomination/Confirm by City Council: Historic District Commission (City Council Representative) Term to Expire on 1/2/2022

Mayor McCarley asked if any member of the City Council is interested in serving on the Historic District Commission as the City Council representative, otherwise, she would be willing to serve on the Commission herself. Councilor Lachance nominated Mayor McCarley to serve on the Historic District Commission with a term to expire on 1/2/2022 as the City Council's representative. Councilor Lachapelle seconded the motion. Councilor Walker **MOVED** that nominations cease and the Clerk cast one ballot for Mayor McCarley. The **MOTION CARRIED** by a unanimous voice vote.

9.4 Mayoral Nomination/Confirm by City Council: Planning

**Board Regular Member (City Council Representative) Term
to Expire on 01/02/2022**

Mayor McCarley nominated Dave Walker to serve as the City Council representative to the Planning Board with a term to expire on 1/2/2022. Councilor Lachapelle seconded the motion. Councilor Lachapelle **MOVED** that nomination cease and the Clerk cast one ballot for Dave Walker. Councilor Rice seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**9.5 Mayoral Nomination/Confirm by City Council: Planning
Board Alternate Member (City Council Representative)
Term to Expire on 01/02/2022**

Mayor McCarley nominated Don Hamman to serve on the Planning Board as the Alternate City Council representative. Councilor Lachapelle seconded the nomination. Councilor Walker **MOVED** that nomination cease and that the Clerk cast one ballot for Don Hamman. The **MOTION CARRIED** by a unanimous voice vote.

**9.6 Appointment: Rochester Economic Development (Chair)
Chair Term to Expire on 01/02/2021**

Mayor McCarley nominated Jonathan Shapleigh as the Chair of the Rochester Economic Development Commission, with a term to expire on 1/2/2022.

9.7 Election: Ward 3 Selectman:

**9.7.1 Annette Plaisted - Term to Expire on
01/02/2022**

Councilor Lachance nominated Annette Plaisted to serve as a Selectman of Ward 3 with a term to expire on 1/2/2022. Councilor Lachapelle seconded the nomination. Ms. Plaisted has been elected by a unanimous roll call vote of 13 to 0. Councilors Hamann, Walker, Hutchinson, Belken, Lachance, Abbott, Gray, Rice, Bogan, Hainey, Lachapelle, Lauterborn, and Mayor McCarley voted in favor of the motion.

9.7.2 Robin Brown - Term to Expire on

01/02/2026

Mayor McCarley nominated Robin Brown to serve as a Selectman for Ward 3 with a term to expire on 1/2/2026. Councilor Lachapelle seconded the nomination. Ms. Brown has been elected by a unanimous roll call vote. Councilor Hailey, Lauterborn, Abbott, Hutchinson, Rice, Lachance, Walker, Gray, Bogan, Hamman, Belken, Lachance, and Mayor McCarley voted in favor of the motion.

10. Reports of Committees

10.1 Appointments Review Committee (No Meeting in December)

No discussion.

10.2 Codes & Ordinances Committee (No Meeting in December)

Councilor Lachapelle announced that the next Codes meeting would be held on February 6, 2020, at 6:00 PM. He requested that the City Clerk include the City Council Rules of Order in the Codes packet for that meeting.

10.3 Community Development Committee

10.3.1 Approval of new COAST bus stops along Washington Street

Councilor Lauterborn said that COAST bus has been redesigning their entire system based on public input. She said the Community Development Committee unanimously recommended approving this change. Councilor Lauterborn **MOVED** to **APPROVE** the new COAST bus stops along Washington Street. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lauterborn said the Community Development Committee would be meeting on January 13, 2020, at 6:30 PM in the City Hall Annex building. Councilor Hailey questioned why one of the stops would be removed near the Lilac Mall. Councilor Lauterborn said the decisions were based on low service need in that area.

10.4 CTE Joint Building Committee (No Meeting in December)

Mayor McCarley said the CTE Joint Building Committee did not meet in

December; however, there will be a meeting held in January. Mayor McCarley announced that there is a grand opening ceremony scheduled for January 22nd at 5:00 PM at the new Creteau Technology Center. She encouraged Council members to attend.

10.5 Fidelity Committee of the Task Force on Homelessness

Councilor Hutchinson announced that the Committee would be meeting at the Somersworth Middle School at 6:00 PM on Thursday, January 9, 2020.

10.6 Finance Committee (No Meeting in December)

No discussion.

10.7 Public Safety

Councilor Walker said the Public Safety Committee met in December and there is one action item. He **MOVED** to **DENY** a request for a speed limit sign to be erected on Nottingham Lane. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.8 Public Works

10.8.1 Resolution Authorizing Amendment to Lease Agreement between the City and the Department of Health and Human Services (DHHS) *first reading, consideration for second reading and adoption*

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

Resolution Authorizing Amendment to Lease Agreement between the City and the Department of Health and Human Services (DHHS)

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

That the City Manager is hereby authorized to agree to an Amendment to the Lease Agreement between the City and DHHS for space within the Community Center. The Amendment includes an extension of the lease until April 30, 2022 and a 2.5% increase in the cost for square foot of the rental payment, bringing

the total revenue amount to Two Hundred Ninety Three Thousand Six Hundred and 04/100 Dollars (\$293,600.04).

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

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Hainey wished to clarify if this was strictly a two-year lease or if it would include more space to be utilized beyond what is being leased to them currently. Mayor McCarley confirmed that the amount of space would remain the same. Mayor McCarley added that any renovation would be paid for by the Department of Health and Human Services. The **MOTION CARRIED** by a majority voice vote.

Councilor Walker said the new Public Works Committee would be meeting on the third Thursday of the month, which would be January 16, 2020.

11. Old Business

11.1 Resolution Changing Funding Source of Various Capital Improvement Project Appropriations from Borrowing to General Fund Unassigned Fund Balance in an amount not to exceed \$2,051,373.08 *second reading and consideration for adoption (2/3 majority vote required)*

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

Resolution Changing Funding Source of Various Capital Improvement Project Appropriations from Borrowing to General Fund Unassigned Fund Balance in an amount not to exceed \$2,051,373.08

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

I. CIP FUND 1501

WHEREAS, by virtue of various resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the sum of One Million Six Hundred Forty Five Thousand Eight Hundred Seventy Five and 55/100 Dollars (\$1,645,875.55) to various City and School Fund 1501 Capital Improvement Project budgets of the City of Rochester, all as more particularly set forth in Exhibit A annexed hereto; and

WHEREAS, the Mayor and City Council of the City of Rochester have determined that the best interests of the City are served by changing the funding source for the projects referenced in Exhibit A annexed hereto from Borrowing, to General Fund unassigned fund balance;

NOW THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby change the funding source for the projects referenced in Exhibit A from Borrowing to General Fund unassigned fund balance.

FURTHER, in accordance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter, the Mayor and City Council of the City of Rochester, hereby withdraw borrowing authority in the amount of One Million Six Hundred Eighty Three Thousand Three Hundred Thirty Four and 52/100 Dollars (\$1,683,334.52).

II. WATER CIP FUND 5501

WHEREAS, by virtue of various resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the sum of Two Hundred Fifty Three Thousand Three Hundred Seventy Eight and 96/100 Dollars (\$253,378.96) to various Water Fund 5501 Capital Improvement Project budgets of the City of Rochester, all as more particularly set forth in Exhibit A annexed hereto; and

WHEREAS, the Mayor and City Council of the City of Rochester have determined that the best interests of the City are served by changing the funding source for the projects referenced in Exhibit A annexed hereto from Borrowing, to General Fund unassigned fund balance;

NOW THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby change the funding source for the projects referenced in Exhibit A from Borrowing to General Fund unassigned fund balance.

FURTHER, in accordance with the provisions of RSA 33:9 and Section 45 of

the Rochester City Charter, the Mayor and City Council of the City Rochester, hereby withdraw borrowing authority in the amount of Two Hundred Fifty Three Thousand Three Hundred Seventy Eight and 96/100 Dollars (\$253,378.96).

III. SEWER CIP FUND 5502

WHEREAS, by virtue of various resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the sum of One Hundred Fifty Two Thousand One Hundred Eighteen and 57/100 Dollars (\$152,118.57) to various Sewer Fund 5502 Capital Improvement Project budgets of the City of Rochester, all as more particularly set forth in Exhibit A annexed hereto; and

WHEREAS, the Mayor and City Council of the City of Rochester have determined that the best interests of the City are served by changing the funding source for the projects referenced in Exhibit A annexed hereto from Borrowing, to General Fund unassigned fund balance;

NOW THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby change the funding source for the projects referenced in Exhibit A from Borrowing to General Fund unassigned fund balance.

FURTHER, in accordance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter, the Mayor and City Council of the City Rochester, hereby withdraw borrowing authority in the amount of One Hundred Fifty Two Thousand One Hundred Eighteen and 57/100 Dollars (\$152,118.57).

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.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Walker stated that he supported this action which would result in saving about one and a half million dollars in interest payments.

Councilor Lauterborn requested clarification on a comment made during public input from Tom Willis (former Council member) regarding subsidizing enterprise funds. City Manager Cox replied that is correct.

The **MOTION CARRIED** by a unanimous roll call vote. Councilors Belken, Gray, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson,

Walker, Lachance, Abbott, Bogan, and Mayor McCarley voted in favor of the motion.

11.2 Resolution Authorizing Supplemental Appropriation for Various 2019-2020 Fund 1501 Capital Improvement Projects from General Fund Unassigned Fund Balance in the amount of \$1,520,000.00 *second reading and consideration for adoption (2/3 majority vote required)*

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

Resolution Authorizing Supplemental Appropriation for Various 2019-2020 Fund 1501 Capital Improvement Projects from General Fund Unassigned Fund Balance in the amount of \$1,520,000.00

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

That the sum of One Million Five Hundred Twenty Thousand Dollars (\$1,520,000) be, and hereby is, appropriated as part of the City of Rochester 2019-2020 Fund 1501 Capital Improvements Plan budget of the City of Rochester for the following three projects;

- I. Dispatch Center – Radio Improvements Project \$250,000.00
- II. Department of Public Works – Paving Rehabilitation \$1,000,000.00
- III. School Department – CTE Renovation – Additional Equipment \$270,000.00

Further, that the sums necessary to fund such appropriation shall be derived from General Fund unassigned fund balance.

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors Rice, Walker, Belken, Bogan, Lachapelle, Hamann,

Lauterborn, Hainey, Abbott, Gray, Hutchinson, Lachance, and Mayor McCarley voted in favor of the motion.

Councilor Lachance asked if these rehabilitation pavement projects were funding several small projects or to fund one large project. City Manager Cox replied it would pay for several project and that the largest paving project on the list was Salmon Falls Road. Councilor Hutchinson requested a list of the paving projects.

11.3 Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Capital Improvements Plan (CIP) Fund, the Sewer CIP Fund, and the Water CIP Fund for the New DPW Facility Project in an amount not to exceed \$4,000,000.00 *second reading and consideration for adoption (2/3 majority vote required)*

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

Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Capital Improvements Plan (CIP) Fund, the Sewer CIP Fund, and the Water CIP Fund for the New DPW Facility Project in an amount not to exceed \$4,000,000.00

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

That the Mayor and City Council of the City of Rochester hereby appropriate an amount not to exceed Four Million Dollars (\$4,000,000.00) for the purpose of paying the costs associated with the completion of the New DPW Facility Project and the appropriation shall be divided amongst three (3) funds as follows: Two Million Dollars (\$2,000,000.00) to the DPW CIP Fund, One Million Dollars (\$1,000,000.00) to the Sewer CIP Fund, and One Million Dollars (\$1,000,000.00) to the Water CIP Fund.

In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Four Million Dollars (\$4,000,000.00) through the issuance of bonds

and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate

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

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

Councilor Abbott spoke against the motion. He agreed that a new facility is needed; however, he stated this project should be sent back to the Department in order to get this project back down to the original cost. Councilor Rice agreed that this is an excessive amount of money. He said it seems that over two and half million dollars has been spent on this project without much to show for it. He requested to see what has been expended to the current date on this project. Councilor Gray gave reasons why he agreed that this project is necessary; however, he stated, it is important to have a construction manager in place for a project of this size. He listed the benefits of having a Clerk of the Works manager and/or a joint building Committee that reports back to the City on a regular basis. Councilor Abbott agreed and gave details about the benefits of having a construction manager working for the City to keep the cost of projects down.

Mayor McCarley gave reasons why she supports the project. She did not feel a rush vote was needed; however, she did want to mention that the deadline to reply to this low bid expires on January 21, 2020. If the City misses the deadline then the City would no longer have the construction cost locked in at the current rate. She said that City staff has been working on this project for the last several years and construction costs have been rapidly increasing. She said delaying the process could result in paying a lot more than anticipated for this project than is deemed necessary. She spoke briefly about specifics that may or may not have been spiking the price of the project. She said if the City Council chooses to go back to a redesign, it would spike the cost of the project as well.

Mayor McCarley stated that it is important to set aside a standard contingency for a project of this size; however, the approximately \$2,000,000 set aside for this project as a contingency fund is not likely to be used. This is due to the fact that this is all new construction and there should not be any construction surprises which are likely to happen with rehabilitation projects.

Mayor McCarley said she understood that the project is a lot of money; however, it has been agreed that something must be done about the working conditions at the current facility.

City Manager Cox informed the City Council that this design is based on research and by visiting other communities. He added that the proposed project does not include "extras"; rather the project is based upon what is needed for the Department of Public Works. He reviewed some of the costs involved which are driving the price up further than anticipated and which were not included with the original estimate such as purchasing the property and an increase to construction costs.

Commissioner Nourse addressed the City Council about the proposed building project which he had briefed the City Council upon in more detail at the last City Council meeting. He reiterated that this facility design has no spare office space or vehicle storage space but is designed for what the Department of Public Work's space needs are currently. It is designed to store all of the current Departments vehicles inside and away from the weather which would prolong the life of said vehicles and save the City funds. He reviewed other aspects of the project which are not classified as "extras" but rather based upon what the facility needs are currently. He gave details of how this facility would be built with resilient finishes which would result in a strong facility made to last.

Commissioner Nourse reiterated that the bids came back pretty close which shows that the bid is a reasonable estimate for this project. He added that there is a rapid increase to construction cost and in the last two years the cost of construction has increased by 24%. It is evident that if the City delays the project it will end up being more costly than anticipated. Commissioner Nourse stated that the design is complete and paid for already. It would cost another couple hundred thousand dollars for a re-design of a smaller facility. It would cause another delay of about three to four months and the construction costs would continue to rise. He reminded the City Council that

some of the unanticipated cost were the result of not being able to utilize existing City land but rather the need to purchase land for this project. He gave details of the cost involved with the purchase of land, demolishing a house on that land, and de-commissioning two existing wells on the property. He added that the soil testing has returned favorable results. He reiterated that the City now has a project design and obtained the property to move forward with the project if the City Council approves the supplemental appropriation.

Councilor Lachance asked for clarification on "resilient finishes." Commissioner Nourse gave a detailed explanation of using material that would stand the test of time.

Councilor Lauterborn agreed that the City is in need of a DPW garage; however, she stated that she has voiced her opposition of this plan from the start. She objected strongly to a land purchase for this project when the City already owned land which could have been utilized. She said it is unfortunate that the City has spent all this money on this plan. She reiterated that she will vote no because she has not supported this plan for the project from the start.

Councilor Hainey expressed concerns that if the City does not accept the low bid of \$17,600,000 that the price is only going to increase later.

Councilor Hutchinson understood that by delaying the process the City could potential pay more for construction costs; however, the City has to keep its constituents in mind. He shared one story, about a resident on a strict fixed income. He said he has read many comments posted on social media that were against the City approving this additional funding. He said the tax bills have increased and the City should go back to the drawing board and build a facility with the original estimate of \$16,000,000.

Councilor Rice asked how much of the cost of the project will be new equipment purchases vs existing equipment. Commissioner Nourse replied that most of the existing equipment will be transferred to the new facility; however, new lifts will be purchased as part of the project.

Councilor Gray said there is no question that a new facility is needed; however, the question is how it can be done while controlling the cost involved. He gave other reasons why he is opposed to voting on the matter this evening and said the vote should be tabled until the next council meeting. The City

Council discussed options of delaying the vote; however, it was determined that the low bid expires at 5:00 PM on January 21, 2020 which would be too late for a City Council vote.

Mayor McCarley said to go back to the table in order to get a lower construction cost is the same as starting over. Councilor Abbott understood that concept and gave more details about what is entailed with a construction manager which gives the City more opportunity to control the costs. City Manager Cox felt the City Council would have control over cost because any change orders must be sent to the City Council, and staff is watching the project closely. Councilor Abbott gave details why he strongly disagreed that it would be the same result and reiterated that a construction manager would be obligated to control costs for the City.

Mayor McCarley said that all building projects in the City have an assigned Clerk of the Works; however, she wished to clarify if the City Councilors speaking against this project actually think it is possible to accomplish going back to the table and hiring a new construction manager by January 21, 2020. Councilor Abbott understood that it would not be possible, and if the project is delayed to find a construction manager it would basically be a start over for this project. The City Council continued to debate the matter.

Commissioner Nourse wished to clarify that the low bid is for the "shell" of the building for \$17,674,000 and \$2,213,920 are the soft-costs for furniture, HVAC, and other small projects that are being managed in-house to save costs; this brings the figure up to \$19,887,920.

Councilor Lachapelle spoke in favor of the motion. Mayor McCarley requested a vote on the motion. Councilor Walker requested a roll call vote. Councilor Lachapelle seconded the request.

Councilor Gray **MOVED** to **TABLE** the **MOTION**. Councilor Abbott seconded the motion. Mayor McCarley said the motion to table is not debatable and she called for a vote on tabling the motion. The **MOTION FAILED** by a roll call vote of 3 to 10. Councilors Hutchinson, Abbott, and Gray voted in favor of the motion. Councilors Hamann, Walker, Belken, Lachance, Rice, Bogan, Hailey, Lachapelle, Lauterborn, and Mayor McCarley voted against the motion.

Mayor McCarley said the motion to table failed and she called for vote on the motion to adopt. Councilor Walker requested a roll call vote. Councilor Lachapelle seconded the request.

The **MOTION CARRIED** to **ADOPT** the resolution with a two-thirds majority roll call vote of 9 to 4 as follows: Councilors Hainey, Rice, Lachapelle, Walker, Bogan, Hamann, Belken, Lachance, and Mayor McCarley voted in favor of the motion. Councilors Lauterborn, Abbott, Hutchinson, and Gray voted against the motion.

11.4 Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding the Impact Fee Ordinance
second reading and consideration for adoption

Councilor Lachapelle **MOVED** to read the Amendment by title only for a second time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the Amendment by title only for a second time. *See attached* - Addendum A.

Councilor Lachapelle **MOVED** to **ADOPT** the Amendment. Councilor Walker seconded the motion.

Councilor Gray gave reasons why he has concerns with the language of the Amendment to the Impact Fees that relates to the Schools. He said it doesn't make sense to impose an impact fee on development, on behalf of the schools, when in fact the student population is decreasing. The School Department could even be seeking to consolidate some of the schools in order to deal with the reduction in student population.

City Attorney O'Rourke clarified that this Amendment does not have an effect on what Councilor Gray's concerns are referencing. The Impact Fees currently include a fee or assessment based upon development to compensate the City, which includes the School Department. This Amendment is specifically correcting the existing language as follows:

§275-27.3 Impact fees.

- A. Purpose
- B. Authority

Impact fees may be assessed to new development to compensate the City of Rochester and the School District **Department** for the ~~proportional share of capital facilities generated by new development in the City of Rochester~~ **a proportionate share of the cost of the capital facility needs occasioned**

by new development. Any person who seeks a building permit for new development may be required to pay an impact fee in the manner set forth herein.

And to clarify the definition as follows:

C. Definitions

IMPACT FEE

A fee or assessment imposed upon development, including subdivision or building construction, in order to help meet the needs occasioned by that development for the construction or improvement of capital facilities owned or operated by the City of Rochester **or the Rochester School Department**, including and limited to water treatment and distribution facilities; wastewater treatment and disposal facilities; sanitary sewers; stormwater, drainage and flood control facilities; public road systems and rights-of-way; municipal office facilities; public school facilities; public safety facilities; solid waste collection, transfer, recycling, processing and disposal facilities; public library facilities; and public recreational facilities not including public open space.

City Attorney O'Rourke reiterated that the schools are a part of City government and the ordinances need to be amended to clarify that fact which will also matches up with the preceding sections. Councilor Gray disagreed and questioned how an impact fee can be charged for the schools when the school's footprint is potentially being reduced. Mayor McCarley clarified that Councilor Gray's concern is not about the grammatical correction but a fundamental disagreement with the impact Fees being collected on behalf of the school department itself.

Councilor Abbott said that the schools are included in the Impact Fees and improvements are still being made to schools. He gave the example of the \$20,000,000 upgrade to the Creteau Technology Center.

Mayor McCarley called for a vote on the motion. The **MOTION CARRIED** by a majority voice vote.

11.5 Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Conditional Uses Within the Downtown Commercial District *second reading and consideration for adoption*

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

as follows:

Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Conditional Uses Within the Downtown Commercial District

THE CITY OF ROCHESTER ORDAINS:

That Chapter 275, Section 21.4.I of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

I. Multifamily dwellings/developments in Downtown Commercial District as referenced in Chapter 275-20.2 (K)(4) shall:

- 1) Have a sprinkler system installed as required by building and fire codes.
- 2) Shall reserve a space to allow for a duct system as required by building codes.

These amendments shall take effect upon passage.

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

11.6 Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Residential Uses Within the Downtown Commercial District *second reading and consideration for adoption*

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

Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Residential Uses Within the Downtown Commercial District

THE CITY OF ROCHESTER ORDAINS:

That Chapter 275, Section 20.2.K. (4) of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

4) Downtown Commercial District. Within the Downtown Commercial (DC) District, multifamily is allowed with the following restrictions:

(a) For parcels fronting on the streets noted below, ground floor space of 30' multiplied by the building frontage, or 700 square feet, whichever is greater, shall be reserved for non-residential uses as permitted in the DC District, unless otherwise required to comply with state building code and/or fire code. Any area excluded due to building code and/or fire code shall not count toward the minimum. This applies to the entire portion of the building fronting on the street. The remaining area of the first floor may contain residential units as a conditional use.

- viii. Union Street
- ix. North Main Street south of North Main Street Bridge
- x. South Main Street
- xi. Wakefield Street south of Columbus Avenue
- xii. Hanson Street
- xiii. Museum Way
- xiv. Columbus Avenue (from Summer Street to South Main Street)

(b) The first floor commercial space may be split into different commercial uses totaling the required square footage.

(c) DC Zone District parcels not fronting on the above streets may contain multifamily use and units on all floors without restrictions.

These amendments shall take effect upon passage.

Councilor Lachapelle **MOVED** to read the Amendment by title only for the second time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Lachapelle **MOVED** to **ADOPT** the Amendment. Councilor Walker seconded the motion. City Attorney O'Rourke stated that the version of the Amendment in the packet gives the option of 700 or 800 square feet; however, the correct footage is 700 square feet which is what the Planning Board recommended. This will be reflected in the meeting minutes. The **MOTION CARRIED** by a unanimous voice vote.

11.7 Supplemental Appropriation to the Rochester School Department in the amount of \$1,335,993 *second reading and consideration for adoption*

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

**Supplemental Appropriation to the Rochester School Department in
the amount of \$1,335,993.00**

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

That the amount of One Million Three Hundred Thirty Five Thousand Nine Hundred Ninety Three Dollars (\$1,335,993.00) is hereby appropriated as a supplemental appropriation to the Rochester School Department for the purpose of paying costs associated with unanticipated special education costs. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

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

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

Councilor Lachapelle **MOVED** to **AMEND** the resolution to be reduced by \$298,000 to a new amount of \$1,038,000 due to a reimbursement of Catastrophic State Aid.

Councilor Gray asked specific questions about students transitioning in/out of the School District. Kyle Repucci, Superintendent of Schools, replied that some students are transitioning in/out of the School District for only part of the day, so there is still an out of district cost. Councilor Gray asked more specific questions about two students in particular who were placed in out-of-district placements by DCYF or the Juvenile Justice System. Additionally, he asked about another student who moved to Rochester and was already at an out-of-district placement. He expressed concerns about what money had been budgeted prior to this transition for that individual student. He said specifically the term "transitioning back" sounds like there should have been an IEP in place with funding set aside in each of these cases. It seems there should have been decreases in funding request and not increasing request for such cases. Mr. Repucci briefly explained that it is part of the IEP process and if the

individual students in question had their IEP's amended prior to transitioning back to the Rochester School District, the City of Rochester is responsible for those costs increases. He reiterated that these transitions are for partial times of the day/week and the School District is responsible for amended IEPs.

Councilor Gray expressed concern that the School Department only sent the District's Special Education snapshot which does not include other significant changes to the School Department's budget such as the \$270,000 the City Council authorized to purchase new equipment for the CTE facility and other state related funding increases. It seems a better decision could have been made if those other increase/decreases were included with an overview of the School Department's budget rather than just what is happening in the Special Education portion of their budget. He spoke against voting on this resolution this evening.

Mayor McCarley called for a vote on the Amendment to reduce the cost of the Supplemental Appropriation to \$1,038,000. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley called for a vote on the main motion as Amended. The **MOTION CARRIED** by a majority voice vote.

The amended version is as follows:

Supplemental Appropriation to the Rochester School Department in the amount of \$1,038,000.00

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

That the amount of One Million Three Hundred Thirty Eight Thousand Dollars (\$1,038,00.00) is hereby appropriated as a supplemental appropriation to the Rochester School Department for the purpose of paying costs associated with unanticipated special education costs. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

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

12. Consent Calendar

No discussion.

13. New Business

13.1 Resolution Granting Community Revitalization Tax Relief to the Property Located at 10 South Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project *first reading and refer to public hearing 1/21/20*

Councilor Lachapelle **MOVED** to read the resolution by title only for a first time and refer the matter to a Public Hearing on January 21, 2020. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution by title only for a first time as follows:

Resolution Granting Community Revitalization Tax Relief to the Property Located at 10 South Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project

Be it Resolved by the Mayor and City Council of the City of Rochester, as follows:

Whereas, in an effort to stimulate local economic development and enhance City downtowns and Town centers, the New Hampshire Legislature has enacted RSA Chapter 79-E, entitled "Community Revitalization Tax Relief Incentive"; and

Whereas, the City of Rochester adopted the provisions of such Community Revitalization Tax Relief Incentive Program pursuant to RSA Chapter 79-E by Resolution of the City Council on October 7, 2008; and

Whereas, the 10 South Main Street, LLC, owner of the so-called 10 South Main Street in downtown Rochester, is desirous of making use of the benefits of RSA Chapter 79-E and it has, therefore, proposed a substantial rehabilitation project with respect to the structure located upon the so-called 10 South Main Street; and

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

Now, Therefore, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby make the following findings and determinations with respect to the proposed substantial rehabilitation

proposal for the so-called 10 South Main Street property contemplated by the owner's Community Revitalization Tax Relief Application dated December 16, 2019, to wit:

(1) Any tax relief under the provisions of RSA Chapter 79-E or this resolution that is to be accorded with respect to the so-called 10 South Main Street property project shall be accorded only after the property owner grants to the City a covenant pursuant to the provisions of RSA 79-E:8 ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and in accordance with the requirements of RSA 79-E:8; and

(2) The Mayor and City Council find public benefits under RSA 79-E:7 in the proposed revitalization project proposed with respect to the so-called 10 South Main Street property project; and

(3) The proposed substantial rehabilitation project with respect to the aforesaid 10 South Main Street provides the following public benefits to downtown Rochester:

I. It enhances the economic vitality of the downtown;

II. It enhances and improves a structure that is culturally and historically important on a local level, within the context of the City's Historic District and the City center in which the building is located;

III. It promotes development of downtown Rochester, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B; and

IV. It increases the availability of residential housing in the urban center.

(4) The specific public benefit is preserved through a covenant under RSA 79-E:8 if the project is implemented consistent with (a) the aforementioned application; (b) compliance with the recommendation to the City Council approved by the Community Development Committee on December 17, 2019; (c) the terms of this resolution; and (d) any other applicable requirements of Chapter 79-E; and

(5) The Mayor and City Council find that the proposed use is consistent with the City's Master Plan and development regulations.

Furthermore, as a result of making such determinations and findings, and subject to the owner's compliance therewith, and with the provisions of RSA Chapter 79-E, the Mayor and City Council hereby grant the requested tax relief for a period of seven (7) years beginning with the completion of the substantial rehabilitation of the structure upon the so-called 10 South Main Street property.

13.2 Resolution Establishing Polling Places and Times for the February 11, 2020 Presidential Primary *first reading, consideration for second—reading and adoption*

Councilor Lachapelle **MOVED** to read the resolution for a first time in its entirety. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution in its entirety as follows:

Resolution Establishing Polling Places and Times for the February 11, 2020 Presidential Primary Election

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

That the following polling places are hereby established for the City of Rochester for the upcoming 2020 Primary Election.

WARD 1: East Rochester Elementary School
773 Portland Street, East Rochester

WARD 2: St. Mary's Parish Center
71 Lowell Street, Rochester

WARD 3: Gonic Elementary School
10 Railroad Avenue, Rochester

WARD 4: McClelland Elementary School
59 Brock Street, Rochester

WARD 5: Rochester Community Center
150 Wakefield Street/Community Way,
Rochester
Located on the Chestnut Hill Road Side of Building

WARD 6: Elks Lodge #1393

295 Columbus Avenue, Rochester

Further, that in accordance with RSA 659:4, and Section 47 of the City Charter – All polling places shall be open from 8:00 A.M. to 7:00 P.M., on said Election Day.

Councilor Lachance asked about the issues at the Ward 2 Polling Location which had been discussed at prior meetings. Kelly Walters, City Clerk, replied that she recently met with the reverend at St. Mary Church and worked out a plan to prepare for a large voter turnout by utilizing the main entrance hallway to set up voter registration, a greeter table, and to have ample room for long lines.

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

~~13.3~~ Resolution Authorizing Certain Renumbering on Milton Road *first reading, consideration for second reading and adoption refer to a public hearing*

Councilor Lachapelle **MOVED** to read the resolution by title only for a first time and refer the matter to a Public Hearing on January 21, 2020. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution by title only for a first time as follows:

Resolution Authorizing Certain Renumbering on Milton Road

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

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

66 Milton Road becomes 68 Milton Road

68 Milton Road becomes 70 Milton Road

70 Milton Road becomes 72 Milton Road

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

13.4 Resolution Authorizing Acceptance of \$1,250.00 from the State of New Hampshire Juvenile Court Diversion Network and Supplemental Appropriation in Connection Therewith *first reading, consideration for second reading and adoption*

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

Resolution Authorizing Acceptance of \$1,250.00 from the State of New Hampshire Juvenile Court Diversion Network and Supplemental Appropriation in Connection Therewith

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

That One Thousand Two Hundred Fifty Dollars (\$1,250.00) is hereby accepted from the State of New Hampshire Juvenile Court Diversion Network to be used for costs associated with the Summer Teen Travel Camp.

Further, the amount of One Thousand Two Hundred Fifty Dollars (\$1,250.00) is hereby appropriated as a supplemental appropriation to the Rochester Police Department operating budget.

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

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution by title only for the second time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Hailey asked what is involved with the Summer Teen Travel Camp. Chief Toussaint gave details about the Summer Teen Travel Camp which is an extension of the City's Teen Night Event. This is a resolution to accept the State funding Juvenile Court Diversion Network which is earmarked for such programs. Councilor Rice asked how many teens attend the Teen Night Program. Chief Toussaint replied that the Teen Nights (one Saturday night a month during the school year) attendance ranges from 150 to 250

students throughout the School year. The **MOTION CARRIED** by a unanimous voice vote.

13.5 Resolution Confirming Results of the December 6, 2019 Public Auction *first reading, consideration for second reading and adoption*

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

Resolution Confirming Results of the December 6, 2019 Public Auction

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

That the following result of the December 6, 2019 Public Auction is confirmed as follows:

<u>Property</u>	<u>Purchaser</u>	<u>Amount</u>
24 Cherokee Drive	Danziger Properties	\$1,000.00

Councilor Lachapelle **MOVED** to suspend the rules and read the resolution by title only for the second time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Hainey asked if that money would go into the General Fund. City Manager Cox replied yes, because it is unanticipated revenue. The **MOTION CARRIED** by a unanimous voice vote.

14. Other

Councilor Hutchinson requested an update on the creation of an Extreme Emergency Weather Shelter. City Manager Cox stated that there is now an Extreme Weather Shelter Permitting process in place. He added that no one has come forward to apply for a permit as of yet. City Manager Cox said communication is ongoing with the City's Welfare Department to see how many folks are seeking assistance. He added that the number is still fairly low and the City has been able to accommodate those who have sought out assistance. City Manager Cox announced that Dover has had a couple of warming facilities set up and the City has sent some residents to those facilities. Mayor McCarley said that could be discussed at the next

Task Force Committee meeting on Thursday evening.

15. Non-Public/Non-Meeting

Councilor Lachapelle **MOVED** to enter into a Non-Public Meeting under RSA 91-A 3 II d, Land, at 8:54 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call of 13 to 0. Councilors Gray, Belken, Hamann, Rice, Lauterborn, Hainey, Lachapelle, Hutchinson, Walker, Lachance, Abbott, Bogan, and Mayor McCarley voted in favor of the motion.

Councilor Lauterborn **MOVED** to exit the Non-Public Meeting at 9:27 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lauterborn **MOVED** to seal the minutes because disclosure would render the proposed action ineffective. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous roll call. Councilors Bogan, Rice, Walker, Lachapelle, Lauterborn, Hutchinson, Gray, Hamann, Hainey, Abbott, Beleken, Lachance, and Mayor McCarley voted in favor of the motion.

16. Adjournment

Councilor Lachapelle **MOVED** to **ADJOURN** the Regular City Council meeting at 9:29 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC
City Clerk

Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding the Impact Fee Ordinance

THE CITY OF ROCHESTER ORDAINS:

That Chapter 275 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows

**Article 27
Miscellaneous Provisions**

[Amended 7-7-2015]

§ 275-27.1 Buffers for residential property.

- A. All nonresidential development, including any parking and storage areas, shall be screened/buffered from any adjacent residential property situated to the side or rear as stipulated by the Planning Board under site review. The Board may stipulate plantings and/or fencing, as reasonably appropriate. See Figure 27-A, Screening Between Commercial and Residential Uses, as an example.
- B. All multifamily development, consisting of three units or more, including parking areas, shall be screened/buffered from any adjacent single-family dwellings situated to the side or rear as required by the Planning Board under site review. The Board may stipulate plantings and/or fencing, as reasonably appropriate. This requirement does not apply in situations where multifamily development is specifically designed to integrate with single-family dwellings in mixed-use developments.

Figure 27-A, Screening Between Commercial and Residential Uses

§ 275-27.2 Cemeteries.

Pursuant to RSA 289:3, III, there shall be no construction, excavation, or development, nor placement of any buildings, structures, signage, or parking, inside or within 25 feet of a known burial site or within 25 feet of the boundaries of an established burial ground or cemetery. For the purposes of this section, the term "excavation" shall include the disturbance to a depth of 12 inches or more of soil for activities such as landscaping, utility trenching, tree planting, etc. No healthy tree with a diameter at breast height of eight inches or more may be cut or removed within 25 feet of any established burial ground or cemetery except by special exception for good cause and with appropriate mitigation. No new chain-link fence shall be installed in or around any cemetery.

§ 275-27.3 Impact fees.

A. Purpose. This section is enacted pursuant to RSA 674:16 and 674:21, ~~in order to:~~

- ~~(1) Promote public health, safety, convenience, and welfare;~~
- ~~(2) Ensure that adequate and appropriate public facilities are available;~~
- ~~(3) Provide for the managed development of the municipality and its environs;~~
- ~~(4) Mitigate the impact of development of land that would involve danger or injury to health, safety, or prosperity by reason of the lack of water supply, drainage, transportation, schools, fire protection, or other public services, or necessitate the excessive expenditure of public funds for the supply of such~~

~~(5) Ensure the proper arrangement and coordination of streets.~~

(1) To assess new development for its proportionate share of the public capital facility costs.

B. Authority.

- (1) Impact fees may be assessed to new development to compensate the City of Rochester and the School District **Department** for the ~~proportional share of capital facilities generated by new development in the City of Rochester~~ **a proportionate share of the cost of the capital facility needs occasioned by new development.** Any person who seeks a building permit for new development may be required to pay an impact fee in the manner set forth herein.
- (2) The Planning Board may, as a condition of approval of any subdivision or site plan, and when consistent with applicable Board regulations, require an applicant to pay an impact fee for the applicant's proportional share of off-site improvements to public facilities affected by the development.
- (3) ~~Nothing in this section shall be construed to limit the existing authority of the Planning Board to disapprove proposed development which would require an excessive expenditure of public funds, or which would otherwise violate applicable ordinances and regulations. Nothing in this section shall be construed to limit the Planning Board's authority to require off-site work to be performed by the applicant, in lieu of paying an impact fee, or the Board's authority to impose other types of conditions of approval. Nothing in this section shall be construed to affect types of fees governed by other statutes, ordinances or regulations.~~ **Nothing in this section shall be construed to limit the authority of the Planning Board or the City to require exactions for off-site improvements, other conditions of approval, or to assess other fees governed by other statutes, ordinances, or regulations.**

C. Definitions. For the purposes of this section, the following terms shall have the meanings indicated:

IMPACT FEE

A fee or assessment imposed upon development, including subdivision or building construction, in order to help meet the needs occasioned by that development for the construction or improvement of capital facilities owned or operated by the City of Rochester **or the Rochester School Department**, including and limited to water treatment and distribution facilities; wastewater treatment and disposal facilities; sanitary sewers; stormwater, drainage and flood control facilities; public road systems and rights-of-way; municipal office facilities; public school facilities; public safety facilities; solid waste collection, transfer, recycling, processing and disposal facilities; public library facilities; and public recreational facilities not including public open space.

NEW DEVELOPMENT

- (1) An activity that results in any one of the following:
 - (a) The creation of a new dwelling unit or units;
 - (b) The conversion of a legally existing use, or additions thereto, which would result in a net increase in the number of dwelling units;

- 01/30/2020
- (c) Construction resulting in a new nonresidential building or a net increase in the floor area of any nonresidential building; or
 - (d) The conversion of an existing use to another use if such change results in ~~an net increase in floor area and such change creates a net increase~~ in the demand on public capital facilities that are the subject of impact fee assessments, ~~unless waived by the Planning Board.~~
 - (2) New development shall not include the replacement of an existing manufactured home or the reconstruction of a structure that has been destroyed by fire or natural disaster where there is no change in its size, density or type of use, and where there is no net increase in demand on public capital facilities.

OFF-SITE IMPROVEMENTS

Off-site improvements means highway, drainage, sewer, or water upgrades or improvements that are necessitated by a development but which are located outside the boundaries of the property, as determined by the Planning Board during the course of subdivision or site plan approval.

D. Assessment methodology.

- (1) Proportionality. The amount of the impact fee shall be calculated by the Planning Board to be a proportional share of municipal capital improvement costs which is reasonably related to the capital needs created by the development, and to the benefits accruing to the development from the capital improvements financed by the fee. The Planning Board may prepare, adopt, or amend studies or reports that are consistent with the above standards, and which define a methodology for impact fee assessment for public capital facilities, and impact fee assessment schedules therefor.
- (2) Existing deficiencies. Upgrading of existing facilities and infrastructure, the need for which is not created by new development, shall not be paid for by impact fees.

E. Administration.

- (1) Accounting. In accord with RSA 673:16, II, and 674:21, V(c), impact fees shall be accounted for separately, shall be segregated from the City's general fund, may be spent upon order of the City Council, and shall be used solely for the capital improvements for which they were collected, or to recoup the cost of capital improvements made in anticipation of the needs which the fees were collected to meet. In the event that bonds or similar debt instruments have been or will be issued by the City of Rochester or the Rochester School District for the funding of capital improvements that are the subject of impact fee assessment, impact fees from the appropriate related capital facility impact fee accounts may be applied to pay debt service on such bonds or similar debt instruments.
- (2) Assessment. All impact fees imposed pursuant to this section shall be assessed at the time of Planning Board approval of a subdivision plan or site plan. When Planning Board approval is not required, or has been made prior to the adoption or amendment of the impact fee ordinance, impact fees shall be assessed prior to, or as a condition for, the issuance of a building permit or other appropriate permission to proceed with development, as determined by the Building Inspector. Impact fees shall be intended to reflect the effect of development upon municipal and/or school facilities at the time of the issuance of the building permit. ~~In determining the amount of the impact fee, when the net increase in floor area has~~

- (3) Security. In the interim between assessment and collection, the Building Inspector may require developers to post bonds, issue letters of credit, accept liens, or otherwise provide suitable measures of security so as to guarantee future payment of assessed impact fees.
- (4) Collection. Impact fees shall be collected as a condition for the issuance of a certificate of occupancy; ~~provided, however, that in projects where off-site improvements are to be constructed simultaneously with a project's development, and where the City has appropriated the necessary funds to cover such portions of the work for which it will be responsible, the City may advance the time of collection of the impact fee to the issuance of a building permit.~~ If no certificate of occupancy is required, impact fees shall be collected when the development is ready for its intended use. Nothing in this section shall prevent the Building Inspector, with the approval of the Planning Board, and the assessed party from establishing an alternate, mutually acceptable schedule of payment.
- (5) Refund of fees paid. The current owner of record of property for which an impact fee has been paid shall be entitled to a refund of that fee, plus accrued interest, under the following circumstances:
 - (a) When either the full or partial portion of the impact fee, whichever is applicable, has not been encumbered or legally bound to be spent for the purpose for which it was collected within a period of six years from the date of the full and final payment of the fee; or
 - (b) When the City of Rochester or, in the case of school impact fees, the Rochester School District has failed, within the period of six years from the date of the full and final payment of such fee, to appropriate its proportionate non-impact fee share of related capital improvement costs.

F. Appeals.

- (1) A party aggrieved by a decision made by the Building Inspector regarding the assessment or collection of impact fees authorized by this section may appeal such decision to the Planning Board.
- (2) In accord with RSA 676:5, III, appeals of the decision of the Planning Board in administering this section may be made to Superior Court, as provided in RSA 676:5, III, and 677:15.

G. Waivers. The Planning Board may grant full or partial waivers of impact fees where the Board finds that one or more of the following criteria are met with respect to the particular public capital facilities for which impact fees are normally assessed:

- (1) An applicant may request a full or partial waiver of school impact fees for those residential units that are lawfully restricted to occupancy by senior citizens age ~~62~~ 55 or over in a development that is also maintained in compliance with the provisions of RSA 354-A:15, Housing for Older Persons. The Planning Board may waive school impact fee assessments on such age-restricted units where it finds that the property will be bound by lawful deeded restrictions on occupancy by senior citizens age 62 or over for a period of at least 20 years.
- (2) A person may request a full or partial waiver of impact fees for construction within a subdivision or site plan approved by the Planning Board prior to the effective date of this section. Prior to granting such a

01/30/2020

waiver, the Planning Board must find that the proposed construction is entitled to the five-year exemption provided by RSA 674:39, pursuant to that statute. This waiver shall not be applicable to phases of a phased development project where active and substantial development, building and construction has not yet occurred in the phase in which construction is proposed. **[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]**

- (3) The Planning Board may agree to waive all or part of an impact fee assessment and accept in lieu of a cash payment a proposed contribution of real property or facility improvements of equivalent value and utility to the public. Prior to acting on a request for a waiver of impact fees under this provision that would involve a contribution of real property or the construction of capital facilities, the Planning Board shall submit a copy of the waiver request to the City Council for its review and consent prior to its acceptance of the proposed contribution. The value of contributions or improvements shall be credited only toward facilities of like kind and may not be credited to other categories of impact fee assessment. The applicant shall pay all costs incurred by the City for the review of such proposal, including consultant and counsel fees.
- ~~(4) The Planning Board is responsible, when there is a change in use, for determining the net increase on public capital facilities and may agree to waive the entire fee if it determines that its collection and administration will exceed its value to the City.~~
- (4) The Planning Board shall waive all of an impact fee assessment for properties located in the Downtown Commercial District, with the district boundaries defined as the boundaries that exist at the time of the approval of this amendment.**
- (5) The impact fee assessment for accessory dwelling units shall be waived with the stipulation that this waiver is reviewed every two (2) years.**

§ 275-27.4 Lots split by municipal boundaries.

For lots split by municipal boundaries the provisions of RSA 674:53 shall apply. In applying dimensional controls to that portion of the lot within Rochester, the dimensions of the entire lot shall be considered without reference to the City line.

§ 275-27.5 Rivers and shoreland protection.

(Note that listed rivers are subject to change.)

- A. Shoreland protection. Provisions of the New Hampshire Comprehensive Shoreland Protection Act, RSA 483-B, apply to bodies of water included under that Act.
- B. Rivers management. The Isinglass River and the Cocheco River are protected under the New Hampshire Rivers Management and Protection Program, RSA 483.

§ 275-27.6 Lots split by zoning district boundaries.

Where the boundary line of a zoning district divides a lot in single or joint ownership at the time of passage of the ordinance establishing the boundary line, the following provisions shall apply:

- A. The uses and other standards for either district may, at the option of the owner, extend beyond the zoning boundary line up to a maximum distance of 100 feet from that zoning boundary line. For any area in which this allowance is used, for any period of time in which this allowance is used, that area shall be treated as if its zoning designation were the zone that is being extended.

- 01/30/2020
- B. The provisions of Subsection **A** of this section shall not apply to a lot divided by the Recycling Industrial Zoning District boundary line. In the case of a lot divided by the Recycling Industrial Zoning District boundary line, the uses and regulations permitted and/or applicable to the Recycling Industrial Zoning District shall not be extended into the adjoining zoning district.
- C. Overlay districts. The provisions of this section shall not apply to overlay districts.

§ 275-27.7 Temporary noncompliance.

The Director of Building, Zoning, and Licensing Services is authorized to approve a temporary permit/approval for a noncomplying structure or a noncomplying use incidental to a development where it is reasonably required for that development on a temporary basis. The permit/approval may be issued where the Director of Building, Zoning, and Licensing Services reasonably determines that:

- A. The temporary structure or use will not be counter to the public interest.
- B. The temporary structure or use will not harm any abutter.
- C. The temporary structure or use will not be counter to the spirit of this chapter.
- D. Proper safeguards are taken.
- E. A reasonable time frame has been established.
- F. No reasonable alternative is available.
- G. Appropriate surety has been provided to ensure compliance with the conditions above.

§ 275-27.8 Planned unit developments.

Four planned unit developments (PUDs) were approved by the City of Rochester under a City ordinance which is no longer in effect, Section 42.32, Planned Unit Developments, adopted December 5, 2001, and amended December 7, 2004. The creation of new planned unit developments is not permitted under this chapter. The four approved PUDs, including Secretariat Estates, Highfield Commons, the Homemakers, and the Villages at Clark Brook (the original names), may be built in accordance with the provisions of Section 42.32 of the former Zoning Ordinance and the approved master plans for each of those PUDs.

These changes shall be effective upon passage.

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City Clerk's Office

Samantha Kelley, Accountant
City of Rochester
31 Wakefield Street
Rochester, NH 03867
(603) 335-7609

Dear Samantha,

I am submitting to you the name of Sam Morrill, a Firefighter with the City of Rochester for consideration of Employee of the Month.

With new mandates in the Fire Service regarding the frequency with which Firefighters develop cancer it is imperative that Firefighters keep their protective clothing clean and free of possible contaminants and carcinogens which forms on the gear at every fire. The City has aided the Fire Dept. in this process by having two sets of protective clothing for each Firefighter, as well as special extractors at each Station, both Central and Gonic to clean the protective gear. However, the problem is getting the gear dry, to be placed back in service as quickly as possible. The protective clothing cannot be dried in conventional dryers that use a heating method of drying clothing.

The Fire Department tested a cool air gear dryer during the winter months of 2019. It was an efficient dryer, but the cost was in the thousands of dollars. Firefighter Sam Morrill discovered that there was a DIY dryer model with online plans/instructions that could be manufactured in house for under \$1000.00 from materials available online and at your local building supply retailer. Sam, working along with the Training Division at RFD secured the funds to purchase the required materials.

Once the materials were acquired, Sam with some help from his fellow shift members built the gear dryer. The gear dryer worked very well meeting an urgent need at RFD and saving the City hundreds, if not thousands of dollars. Sam built the gear dryer at Central Station with the idea that if it was successful, he would build a second model for use in Gonic, thus saving the City even more money, as well as aiding his fellow Firefighters in the fight against cancer.

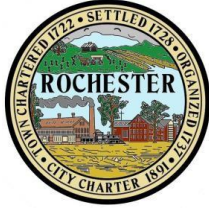
Thus I submit to you Sam Morrill for consideration for Employee of the month.

Mark Avery, Captain C Shift
Rochester Fire Department

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City Clerk's Office



City of Rochester, New Hampshire

OFFICE OF THE CITY MANAGER

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CITY MANAGER'S REPORT

February 4, 2020

The Employee of the Month is: Sam Morrill, Fire Department

Contracts and documents executed since last month:

- City Manager's Office
 - City Council Chambers Rental Agreement – Sole City Dance **P. 47**
- Department of Public Works
 - DHHS Lease Extension amendment **P. 48**
 - Hoyle Tanner – Portland Street Culvert replacement project amendment **P. 49**
 - Hutter Construction – notice to proceed – DPW Facility **P. 50**
 - Methuen Construction Change Order 1 – WWTP Biosolids & Carbon Storage facility project **P. 51**
 - Old Landfill Groundwater Permit Management Contract **P. 52**
 - Wright Pierce – Water Plant Attenuation Tank Design Proposal **P. 53**
 - Weston Sampson Temporary Engineering Assistance Amendment 3 **P. 54**
 - Wastewater Treatment Facility Septage Receiving Facility Contract **P. 55**
 - Wastewater Treatment Facility Water System Upgrade Contract **P. 56**
 - Apex Construction River Street Pump Station Notice to Proceed **P. 57**
- Economic Development Department
 - CDBG – Cap Weatherization – heater furnace replacement for 5 manufactured homes **P. 58**
 - CDBG – Cap Weatherization – replace oil heater with propane heater **P. 59**
 - CDBG – Cap Weatherization – 3 single family homes weatherization review **P. 60**
 - CDBG – Cap Weatherization – weatherization retrofit for manufactured home **P. 61**
 - Dirigo Contract Proposal – Owner Project Management for LDI Project **P. 62**
 - CDBG – Environmental Phase I Review & Update - Consent for Access to Scenic Theater and Salinger Buildings **P. 63**
 - NEP Marketing Contract **P. 64**
 - Prep Partners P&S GSBP Land Purchase **P. 65**
- Finance Department
 - Town of Milton MOU **P. 66**
- Legal Department
 - Sale of 0 Dora Dr – proceeds to owner **P. 67**
 - Letter of Support – Woodsville Rochester Hydro Associates **P. 68**
- Planning
 - Downtown Master Plan Chapter – Contract Extension **P. 69**
- Recreation & Arena Department
 - Ice Rates 2020-2021 **P. 70**
 - Program Fee Adjustment **P. 71**

Other Documents included for information only:

- State of NH – Department of Transportation – Rt. 11 left turn lane project from Two Rod Rd to Farmington town line **P. 73**

The following Computer Lease/Purchase or Tuition Reimbursement Requests have been enclosed:

- Computer Purchase - Deluca, A - Police **P. 75**

The following standard reports have been enclosed:

- Monthly Overnight Travel Summary **P. 76**
- Permission & Permits Issued **P. 77**
- Personnel Action Report Summary **P. 78**

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ROCHESTER

January 13, 2020

TO: Blaine M. Cox, City Manager

FROM: Samantha Rodgerson, Senior Executive Assistant

REGARDING: **Rental of Council Chambers**

The attached rental agreement with Arts Rochester DBA Sole City Dance is attached. They have requested to rent Council Chambers on March 14, 2020. There is a City policy pertaining to rental agreements and Arts Rochester DBA Sole City Dance has met those requirements.

Please sign the attached rental agreement and return to me for processing.



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City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER

FROM: LISA J. CLARK, DPW ADMIN & UTILITY BILLING SUPERVISOR *LJC*

DATE: January 10, 2020

SUBJECT: NH-DHHS
Lease Amendment
Extension through 4/30/2022

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

Attached please find (1) one copy of the Community Center lease extension for the NH Department of Health and Human Services. This lease amendment was approved by the Rochester City Council at the January 7th Regular City Council Meeting

If you have any question, please call, if not please sign and return these documents to me for distribution and Filing



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JAN 8 2020

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

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

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

DATE: January 7, 2019

SUBJECT: Hoyle Tanner & Associates (HTA)
Portland Street Culvert Replacement Project Amend#1
Additional Amount \$3,500

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

Attached please 1 copy of the HTA Amend #1 to the Portland Street Culvert Project Contract. The amendment is in the amount of \$3500 and is for work associated with NHDES Wetland Permitting.

The Funds are available in the following CIP Account line for this projects:

Portland Street Twin Culvert Project	15013010-771000-20534	\$3,500.00
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If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution

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



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INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER / DIRECTOR OF FINANCE & ADMIN
FROM: LISA J. CLARK, DPW ADMIN & UTILITY BILLING SUPERVISOR *LJC*
DATE: January 10, 2020
SUBJECT: New DPW Facility
Hutter Construction Documents
Notice of Award = \$17,674,000.000
Notice to Proceed
Agreement
CC: Michael S. Bezanson, PE City Engineer
Peter C. Nourse, PE, Director of City Services

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Attached please find (1) one copy of each, the Notice to Award, the Notice to Proceed, and the Agreement. This project is being awarded based on the RFQ 20-24 (results attached) and Bid #20-29 (results attached) Hutter Construction was the lowest of the Pre-Qualified Bidders.

The available funds for this project were appropriated with the FY18 CIP and by Supplemental Appropriation on January 7, 2020 (project account #'s to be assigned). The project is split 50% General Fund and 25% each Water and Sewer Funds. The accounts are as follows:

General Fund 15013010-772000-18526	\$7,866,854.31
General Fund 15013010-772000-20XXX	\$970,145.69
Water Fund 55016010-772000-18526	\$3,933,427.15
Water Fund 55016010-772000 20XXX	\$485,072.85
Sewer Fund 55026020-772000-18526	\$3,933,427.16
Sewer Fund 55026020-772000-20XXX	\$485,072.84
Total	\$17674,000.00

If you have any question, please call, if not please sign and forward these documents for the City Manager Signature.

Katie Ambrose

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



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JAN 23 2020

**City Manager's Office
City of Rochester**

INTEROFFICE MEMORANDUM

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

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR

DATE: January 22, 2020

SUBJECT: Methuen Construction Change Order #1
WWTP Biosolids & Carbon Storage Facilities Project
Amount \$125,255.00

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

Attached please find (6) six copies of Methuen Construction's change order #1 regarding the Biosolids and Carbon Facilities Project. This change order is for additional pilings required that are greater than the original scope of the project. (1927 additional feet x bid item#2 priced at \$65 per foot)

The Funds are available in the following project account:

55026020-772000-20571 = \$125,255.00

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

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



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City of Rochester

INTEROFFICE MEMORANDUM

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

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

DATE: January 24, 2020

SUBJECT: Rochester Old Landfill Groundwater Permit Permit #198705045
Annual Permit Management Contract
Ransom Consulting, Inc. Amount \$20,000

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

Attached please (1) one copy of the Ransom Consulting Inc contract. Ransom has been the professional consultant of record since the issuance of this Groundwater Permit #198705045 for the Old Dover Road Landfill site in 2006. Ransom has all required history and documentation for the permit requirements and does all required sampling, testing, monitoring and reporting to the State of NH DES. There is a significant increase in contracted amount due to the additional PFAS testing and reporting services now required as part of this permit compliance.

This contract has been reviewed by the City Engineer and the City Attorney.

13010057-533002 = \$9,400.
13010057-533004 = \$1,500
13010057-533000 = \$9,100

If you have any question, please call me, if not please pass on to the City Manager for signature. This document should be returned to the DPW distribution.

Katie Y Ambrose

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



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JAN 23 2020

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City of Rochester

INTEROFFICE MEMORANDUM

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

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR

DATE: January 22, 2020

SUBJECT: Wright Pierce Engineers
Water Plant – Attenuation Tank Design Proposal
Amount \$67,600.00

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

Attached please find (1) one copy of the Wright Pierce Engineers scope of services / agreement related to the design and bidding of the Attenuation Tank at WTP. This is part of the Residuals Disposal Project and the funds are available in the following account line:

The Funds are available in the following project account:

55016010-772000-18532 = \$\$67,600

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

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

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INTEROFFICE MEMORANDUM

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

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

DATE: January 16, 2020

SUBJECT: Weston & Sampson – Temp Engineering Assistance
DPW Assistant Engineer – Amend #3
Amount \$25,000

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

Attached please find (1) one copy of the Weston & Weston Contract Amendment #3 in the amount \$25,000. This amendment covers additional temporary engineering for 10 more weeks while the DPW Staff continues to search for an Assistant City Engineer.

The Funds will again be transferred from the following full time salary account lines:

From 13010057-511001 \$8,333.34 to Contracted Service Account #13010057-532200
From 51601057-511001 \$8,333.33 to Contracted Service Account #51601057-532200
From 52602057-511001 \$8,333.33 to Contracted Service Account #52602057-532200

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

Katie Ambrose

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



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INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER / DIRECTOR OF FINANCE & ADMIN
FROM: LISA J. CLARK, DPW ADMIN & UTILITY BILLING SUPERVISOR *LJC*
DATE: January 10, 2020
SUBJECT: Wastewater Treatment Facility – Septage Receiving Facility
Brown & Caldwell Prelim Engineering Contract
Contract Amount \$11,433.07
CC: Michael S. Bezanson, PE City Engineer
Peter C. Nourse, PE, Director of City Services

Attached please find (1) one copy of the contract with Brown and Caldwell Engineers for the Wastewater Treatment Facility Septage Receiving Facility Project. .

Brown & Caldwell were selected as consultants for Wastewater Treatment Plant per RFQ 14-35. The funds for this project were appropriated with the FY20 CIP and are available in the following Sewer Fund CIP:

WWTF Septage Receiving Facility 55026020-772000-20558 Original Appropriation \$825,000.00.

If you have any question, please call, if not please sign and forward these documents for the City Manager Signature.

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



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INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER
KATIE AMBROSE, DEPUTY CITY MANAGER / DIRECTOR OF FINANCE & ADMIN
FROM: LISA J. CLARK, DPW ADMIN & UTILITY BILLING SUPERVISOR *LJC*
DATE: January 10, 2020
SUBJECT: Wastewater Treatment Facility – Water System Upgrade
Brown & Caldwell Engineering Contract
Contract Amount \$9,761.25
CC: Michael S. Bezanson, PE City Engineer
Peter C. Nourse, PE, Director of City Services

Attached please find (1) one copy of the contract with Brown and Caldwell Engineers for the Wastewater Treatment Facility Water System Upgrade Project. .

Brown & Caldwell were selected as consultants for Wastewater Treatment Plant per RFQ 14-35. The funds for this project were appropriated with the FY20 CIP and are available in the following Sewer Fund CIP:

WWTF Plant Water System Upgraded 55026020-772000-20557 Original Appropriation \$140,000.

If you have any question, please call, if not please sign and forward these documents for the City Manager Signature.

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



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INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER

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

DATE: January 10, 2020

SUBJECT: River Street Pump Station
Apex Construction
Notice to Proceed & Agreement

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

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JAN 13 2020

City Manager
ROCHESTER

Attached please find (1) one copy of the Notice to Proceed and the Agreement Document for Apex Construction in regards to the River Street Sewer Pump Station Upgrade Project.

Apex was awarded the project based on Bid 20-11 and the notice of award was executed 11/12/19. See FY2020 Purchase Order 4415, Total Project costs \$1,283,350.00

If you have any question, please call, if not please sign and return these documents to me for distribution and Filing

RECEIVED
JAN 24 2020
City Manager's Office
City of Rochester

Date: January 23, 2020
To: Blaine Cox
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2020 CDBG Environmental Reviews – CAP Weatherization

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental reviews for the weatherization and heater/furnace replacements for five manufactured homes, under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the May 7, 2019 City Council meeting.

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



Date: January 28, 2020

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2020 CDBG Environmental Review – CAP Weatherization

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental review for the replacement of an oil heater with a propane heater for a manufactured home located in the eastern region of the city, under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the May 7, 2019 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.

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CITY OF
Received

JAN 6 2020
City Manager
ROCHESTER

Date: January 6, 2020

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2020 CDBG Environmental Reviews – CAP Weatherization

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental review for the weatherization of three single-family private residences (two manufactured homes and one stick-built home), under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the May 7, 2019 City Council meeting.

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

Date: January 27, 2020

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

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JAN 27 2020
City Manager's Office
City of Rochester

Re: FY 2020 CDBG Environmental Review – CAP Weatherization

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental review for the weatherization retrofit, insulation, bath fan replacement, and heating system replacement for a manufactured home located in the central region of the city, under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the May 7, 2019 City Council meeting.

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



City of Rochester, New Hampshire

ECONOMIC DEVELOPMENT DEPARTMENT
33 WAKEFIELD ST. • Rochester, NH 03867
(603) 335-7522 Fax (603) 330-0027
www.RochesterEDC.com

CITY OF
Received
JAN 7 2020
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, City Manager

FROM: Michael Scala, Department of Economic Development

DATE: January 7, 2020

SUBJECT: Dirigo Contract Proposal

CC: Samantha Rodgerson, Senior Executive Assistant

Please find attached the *Contract Proposal* form from Dirigo Architectural for Owner Project Manager (OPM) services regarding the LDI Project.

This is a contract between the City and Dirigo and outlines the scope and costs associated with the OPM services provided by owner Thomas Perkins and his company.

Dirigo will generate invoices on a monthly basis up to the total project cost estimate.

Cost of Services: \$90,000.00

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 Economic Development Department for distribution.

Signature Blaine Cox

Blaine M. Cox, City Manager

01/30/2020



City of Rochester, New Hampshire

ECONOMIC DEVELOPMENT DEPARTMENT
33 WAKEFIELD ST. • Rochester, NH 03867
(603) 335-7522 Fax (603) 330-0027
www.RochesterEDC.com

CITY OF
Received
JAN 3 2020
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, City Manager

FROM: Michael Scala, Department of Economic Development

DATE: January 3, 2020

SUBJECT: Scenic / Salinger Project

CC: Samantha Rogerson, Executive Assistant

Please find attached the *Consent for Access to Property* form from Stratford Regional Planning Commission (SRPC) authorizing access for an environmental Phase I review and update for the Salinger Building and Scenic Theatre.

This form will allow representatives from both the SRPC and the Nobis Group to enter both buildings and perform a Phase I update prior to the sale and redevelopment of the site.

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 Economic Development Department for distribution.

Signature Blaine Cox

Blaine M. Cox, City Manager

MEMO

TO: Blaine Cox, City Manger

CC: Samantha Rodgerson, Senior Executive Assistant

FROM: Michael Scala, Director of Economic Development

DATE: January 21, 2020

RE: NEP Marketing Contract

CITY OF
Received
JAN 21 2020
City Manager
ROCHESTER

Please find attached the executed contract for the marketing firm of NEP National.

This contract confirms our commitment for a One-Half (1/2) Page advertisement in the Red Sox Yearbook at a cost of \$5,500.

This contract was executed by Deputy City Manager Katie Ambrose, in place of City Manager Cox, because of the time-sensitive nature of the document.

Please contact Economic Development with any questions.



Michael Scala
Director of Economic Development

Blaine Cox
1-21-2020



City of Rochester, New Hampshire

ECONOMIC DEVELOPMENT DEPARTMENT
33 WAKEFIELD ST. • Rochester, NH 03867
(603) 335-7522 Fax (603) 330-0027
www.RochesterEDC.com

CITY OF
Received
JAN 8 2020
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, City Manager

FROM: Michael Scala, Department of Economic Development

DATE: January 8, 2020

SUBJECT: Prep Partners P&S GSBP Land Purchase

CC: Samantha Rodgerson, Senior Executive Assistant

This is a Purchase and Sales Agreement between the City of Rochester and Prep Partners Group LLC for a parcel of land to be determined within the Granite State Business Park.

Prep Partners has plans to construct a 150,000 sq. ft. warehouse facility.

The purchase price is \$50,000.00 with the metes and bounds of the parcel to be determined during the subdivision process.

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 Economic Development Department for distribution.

Signature

Blaine M. Cox, City Manager



Katie Ambrose
Director of Finance &
Administration

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

RECEIVED
JAN 27 2020
City Manager's Office
City of Rochester

To: Blaine Cox, City Manager
From: Katie Ambrose, Deputy City Manager & Dir. of Finance & Admin.
Date: January 27, 2020
Subject: Town of Milton Memorandum of Understanding

Attached please find a Memorandum of Understanding (MOU) reviewed by the City Attorney and executed by the Chair of the Milton Select Board. This agreement dictates the terms of the sale of the City of Rochester's Welfare Database to the Town of Milton for \$750.00. It is my recommendation that the City enter into this MOU.

Please contact me if you have any questions.

Kathryn L. Ambrose, Deputy City Manager/Director of Finance & Administration

Enclosure: Memorandum of Understanding



RECEIVED
JAN 29 2020
City Manager's Office
City of Rochester

Memorandum

To: Blaine Cox, City Manager
CC: Roland Connors
From: Terence O'Rourke, City Attorney
Date: January 27, 2020
Re: Sale of 0 Dora Drive

On October 5, 2019, the City conducted an auction to dispose of certain properties taken by way of Tax Deed. Pursuant to RSA 80:80, if the proceeds are greater than the amount needed to pay the back taxes, interest, costs and penalty, any additional funds must be paid to the former owners.

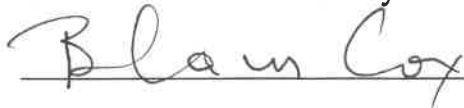
Therefore, based on the below, a check in the amount of \$7,083.87 needs to be issued to the prior owner, Donald Breton:

Summary of Property Sale

Property Taxes & Interest Owed on Deed Date:	\$979.64
Filing Fee and Notice Fee:	\$36.49
Total Amount Due to City:	\$1,016.13

Sale Price:	\$8,100.00
--------------------	-------------------

Difference between Sale Amount and Amount Owed to the City	\$7,083.87
---	-------------------



Blaine Cox
City Manager



City of Rochester, New Hampshire
OFFICE OF THE CITY ATTORNEY
31 Wakefield Street • Rochester, NH 03867
(603) 335-7599
www.RochesterNH.net

CITY OF
Received

JAN 13 2020

City Manager
ROCHESTER

Memorandum

To: Blaine Cox, Deputy City Manager
From: Terence O'Rourke, City Attorney *TO*
Date: January 13, 2020
Re: Letter of Support in Favor of Woodsville Rochester Hydro Associates

The City is a party to a Lease Agreement with Woodsville Rochester Hydro Associates ("Woodsville") by which the City receives rent in return for allowing the lessee to operate a hydroelectric system within Wyandotte Falls through the use of the Wyandotte Dam. Section 11.1 of the Lease Agreement states that the lessee is responsible for the construction, reconstruction, alteration, and repair of the hydroelectric system and that it shall carry out those functions with the consent of the City, which consent "shall not be unreasonably withheld." Woodsville seeks the City's consent and support in its application to the New Hampshire Public Utilities Commission for a grant to conduct repairs and reconstruction of the hydroelectric system. As the City has no reason to withhold the consent, in my opinion, the City is obligated to sign the letter of support.



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

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

CITY OF
Received
JAN 7 2020
City Manager
ROCHESTER

TO: Blaine M. Cox, City Manager

FROM: Michelle Mears, AICP, Senior Planner

DATE: January 7, 2020

SUBJECT: Resilience Planning & Design- Master plan
Professional Services Agreement – Contract Extension

The Downtown Master Plan contract between Resilience Planning and Design LLC, will need to be extended to complete the document. The original contract stated that the project would be completed by December 31, 2019. The project completion date needs to be extended because of additional public engagement in the month of November 2019. We anticipate that the final draft will be complete for March 2020.

Signature Blaine Cox

Blaine M. Cox, City Manager



CITY OF
Received

JAN 8 2020

City Manager
ROCHESTER

To: Blaine Cox
City Manager

From: Chris Bowlen
Recreation/Arena Director

Date: 1/8/2020

RE: Ice Rates for 2020-2021

As you and I discussed back in December of 2019, the Recreation and Arena board recently reviewed and accepted a proposal from staff to adjust the ice rates for the beginning of the 2020 ice skating season this coming September.

The following bullet points are relevant to the purpose of this adjustment.

- The last adjustment was made nearly seven (7) years ago in 2013
- The Arena Fund is a special revenue fund that must generate revenues that are sufficient to sustain annual operating costs
- The overall rate adjustment is lower than the annual cumulative CPI over the past seven (7) years

The rates as recommended by staff and the commission are to raise our current Prime Time rate from \$260 per hour to \$275 per hour and to raise the Non-Prime rate from \$180 per hour to \$190 per hour. These rates will keep us competitive with comparable rinks around us but will also allow us to help keep pace with annual operating expenses.

In order to give our customers adequate time to prepare for these rates, I kindly ask that you sign the attached rate sheet document so that I can get this information out quickly.

Thank you

MEMO

Rochester Recreation & Arena

Date: 1/27/2020

To: City Manger Cox, Deputy City Manager Ambrose

Cc: Recreation Director Bowlen

From: Assistant Recreation Director Krans

Subject: Program Fee Adjustment

RECEIVED
JAN 27 2020
City Manager's Office
City of Rochester

Recreation Program Fees have not been adjusted in 5+ years. To assist with covering staff, facility and material costs associated with our programs, our Recreation & Advisory Board supported the attached adjustments at our January meeting. Over 20 programs/events will remain free and per our board's direction we will solicit feedback from our senior (50+) demographic on the future of senior programs and potential for program fees for some currently free offerings.

We respectfully request your acknowledgement and support of these adjustments.

 1-27-2020

CM Signature

Program Fee Adjustments as Supported by Rec & Arena Advisory Board 1/2020

REC PROGRAM	CURRENT	PROPOSED
Senior Trips	Free	\$ 5.00
Youth Basketball Clinics 3-4 grade boys	Free	\$ 10.00
Youth Basketball Clinics 3-6 grade girls	Free	\$ 10.00
Youth Basketball Clinics 5-6 grade boys	Free	\$ 10.00
Granite Track & Field	\$ 15.00	\$ 25.00
Youth Rec Ball 1st and 2nd*	\$ 35.00	\$ 40.00
Youth Rec Ball 3rd and 4th boys*	\$ 45.00	\$ 50.00
Youth Rec Ball 3rd and 4th girls*	\$ 45.00	\$ 50.00
Youth Rec Ball 5th and 6th boys*	\$ 45.00	\$ 50.00
Youth Rec Ball 5th and 6th girls*	\$ 45.00	\$ 50.00
Youth Rec Ball 7th and 8th Co-ed*	\$ 45.00	\$ 50.00
Youth Rec Ball High School*	\$ 45.00	\$ 50.00
Swim Lessons Minnow and Up	\$ 50.00	\$ 60.00
Swim Lessons Toddler	\$ 50.00	\$ 60.00
Adult 30+ Basketball League	\$ 60.00	\$ 75.00
April Vacation Camp	\$ 90.00	\$ 100.00
February Vacation Camp	\$ 90.00	\$ 100.00
Teen Travel Camp	\$ 150.00	\$ 175.00
Summer Camp	\$ 500.00	\$ 525.00
Adult Volleyball	\$66 Season/\$ 4 drop in	STAY SAME
Adult Pick Up Basketball	\$3 Drop In	STAY SAME



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

01/30/2020



Victoria F. Sheehan
Commissioner

ROCHESTER-FARMINGTON
42243
X-A004(795)
NH Route 11 Corridor
Safety Improvements

CITY OF
Received

JAN 6 2020

William Cass, P.E.
Assistant Commissioner

City Manager
ROCHESTER

Bureau of Highway Design
Room 200
Tel. (603) 271-2171
Fax (603) 271-7025

December 31, 2019

Mr. Blaine Cox
City Manager
City of Rochester
31 Wakefield Street
Rochester, NH 03867

Dear Mr. Cox:

This is to notify the City of Rochester that the NH Department of Transportation has been developing a project that will involve constructing a 0.6 mile two-way left turn lane (TWLTL) on NH Route 11, starting at the NH 11/Two Rod Road intersection (Tractor Supply Company driveway) and proceeding west to the Rochester/Farmington line. The purpose of the project is to improve safety on this segment of NH 11 for both through and turning vehicles.

The proposed TWLTL will be created within the existing pavement width by restriping the existing two 12' travel lanes and 10' shoulders to two 11' travel lanes, one 12' center turn lane, and 5' shoulders. The existing travel way lanes will be resurfaced with a 2-inch pavement inlay and the existing shoulders will receive a pavement rehabilitation of a 3-inch binder and 2-inch wearing course inlays. Additional work includes the construction of a 50' long by 5' widened shoulder on the westbound lane to accommodate the COAST #6 bus stop opposite Lilac City Pediatrics.

The proposed project will additionally include 1.4 miles of pavement resurfacing in the Town of Farmington. This work involves constructing a 2-inch pavement inlay of the NH Route 11 travel way lanes that will begin at the Rochester/Farmington line and end approximately 500 feet east of Family Care of Farmington, and will include minor drainage work.

Traffic control will include two-way alternating one-lane traffic during nighttime hours only, with a return to normal traffic patterns during non-work hours. Any daytime construction activities will be required to maintain two-way traffic flows. Throughout the duration of the project, and at the discretion of the Department, uniformed officers and flaggers will be used to control traffic. An operational speed limit reduction, utilizing trailer mounted speed limit signs with driver feedback displays, will be employed in the work zone, but only during work hours.

Additionally, portable changeable message signs will be used to notify motorists in advance of the upcoming work and provide messages during construction. All work on this project will be performed such that traffic is unimpeded whenever possible.

The project is scheduled to advertise in spring 2020. Construction is anticipated to begin in summer 2019 and be completed by fall 2020. A pre-construction meeting, to which the City will be invited, will be held by the Contractors prior to the start of construction.

Included as part of this transmittal are two (2) copies of the Municipal Work Zone Agreement (MWZA) that all municipalities are asked to sign as an acknowledgement that the Department will have the authority to control traffic through the work zone for the duration of the project. Please sign and date both enclosed MWZA documents and return them to me in the self-addressed, stamped envelope provided. Once it is fully executed, one signed copy will be returned to the City, and one forwarded to the NHDOT Construction Bureau. **We kindly ask that the signed documents be returned no later than January 31, 2020.**

If you have any questions or would like to discuss the projects further, feel free to call me at 271-2604 or e-mail at Michael.Dugas@dot.nh.gov.

Sincerely,



Michael J. Dugas, P.E.
Project Manager
State Highway Safety Engineer

MD/tr

Enclosures (3)

cc: Chief Paul Toussaint, City of Rochester Police Department (Letter Only)

S:\Highway-Design\TOWNS\Rochester\42243\Agreements\MWZA\Rochester\42243_Rochester_MWZAInitiationLetter.docx

FORM A

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

TO: DAN FITZPATRICK, CITY MANAGER**FROM:** Sgt DeLuca Police
(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: \$ 2000 (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.

my original computer is faulty and is 11 yrs old.
I would like a new one to replace it.

I have X have not _____ (check one) previously purchased equipment under this program.

1/2/2020
Date

[Signature]
Employee Signature

I have reviewed and recommend this request:

1/2/2020
Date

[Signature]
Supervisor or Department Head and Title

Approved:

1-3-20
Date

[Signature]
City Manager or designee

MONTHLY DEPARTMENT TRAVEL SUMMARY

01/30/2020

[illegible]

DATE RECEIVED	DATE ISSUED	PERMISSION PERMITS	MISCELLANEOUS	DATE OF EVENT
1/2/2020	1/8/2020	RAFFLE	Club Victoire - annual raffles	annual 2020
12/26/2020	1/3/2020	EVENT	State Line Swap Meet	5/17/2020
12/16/2020	1/3/2020	EVENT	Dance Show at Rochester Common - Rochester Main Street	8/29/2020
1/6/2020	1/8/2020	TAG	Girls Softball League (14u Slammer Team)	3/14&15/2020
1/8/2020	1/22/2020	EVENT	Chamber - Holiday Tree Lighting	12/4/2020
1/8/2020	1/22/2020	EVENT	Chamber - Holiday Parade	12/6/2020
1/8/2020	1/22/2020	EVENT	Chamber raffle	8/14/2020
1/17/2020	1/22/2020	EVENT	Chamber Expo	10/21/2020
1/21/2020	1/22/2020	TAG	Rochester Middle School Baseball	4/3-5 & 4/11-12/2020
1/21/2020	1/22/2020	TAG	SHS Unified Volleyball	4/18/2020
1/8/2020	1/27/2020	RAFFLE	American Legion - annual raffles	annual 2020

[illegible]

DEPT	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	STEP (CBA)	MERIT PAY ADJ	NU PAY ADJ	PAY ADJ	PROMOTION	OTHER	MISC. INFO
BZLS	ROBERT LYNCH	COMPLIANCE OFFICER	1	X			X										
CITY MANAGER	ROBERT GATES	CITY COUNCIL	1			X				X							
CITY MANAGER	GEOFFREY HAMANN	CITY COUNCIL	1			X				X							
CITY MANAGER	ALBERT VARNEY	CITY COUNCIL	1			X				X							
CITY MANAGER	RALPH TORR	CITY COUNCIL	1			X				X							
CITY MANAGER	SANDRA KEANS	CITY COUNCIL	1			X				X							
CITY MANAGER	DOUG LACHANCE	CITY COUNCIL	1			X	X										
CITY MANAGER	CHRISTOPHER RICE	CITY COUNCIL	1			X	X										
CITY MANAGER	LAURA HAINEY	CITY COUNCIL	1			X	X										
CITY MANAGER	DONALD HAMANN	CITY COUNCIL	1			X	X										
CITY MANAGER	PALANA BELKEN	CITY COUNCIL	1			X	X										
DPW	TIM GOLDTHWAITE	ASSISTANT CITY ENGINEER	1	X												X	per cba 1 time wage adj
DPW	TODD BRISARD	GROUND LABORER	1	X												X	FY20 MINIMUM 7/1/2019
DPW	RICHARD DUNTON	HEO	1	X					X								
DPW	BRANDON TURCOTTE	MAINTENANCE MECHANIC	1	X						X							
DPW	DONALD LABRECQUE	WATER TREATMENT OPERATOR	1	X						X							
FIRE	DAVE LEVESQUE	FIREFIGHTER	1	X							X						
FIRE	TYLER THURBER	FIREFIGHTER	1	X							X						
FIRE	KEVIN BANKS	FIREFIGHTER	1	X							X						
FIRE	JOSHUA BIRON	FIREFIGHTER	1	X							X						
FIRE	JASON LAFERTE	FIREFIGHTER	1	X												X	
POLICE	TODD PINKHAM	CAPTAIN	1	X									X				
POLICE	WARREN HOUSER	EVIDENCE TECHNICIAN	1		X		X										
POLICE	ANDREW SWANBERRY	LIEUTENANT	1	X									X				
POLICE	JEREMY AUCOIN	LIEUTENANT	1	X									X				
POLICE	ANTHONY BOSSI	LIEUTENANT	1	X									X				
POLICE	RANDY SMITH	PATROL SARGEANT	1	X												X	ADMIN LEAVE WITH PAY
POLICE	CORY KROCHMAL	SERGEANT	1	X											X		
POLICE	JACOB BENJAMIN	SERGEANT	1	X											X		
RECREATION	TYLER BOUGIE	INSTRUCTOR	1			X				X							
RECREATION	HEIDI KEENAN	PROGRAM LEADER	1			X		X									
RECREATION	KEVIN CASEY	REF/SCOREKEEPER	1			X	X										

**Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding
Temporary Use Shelters**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 275 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

§275-2.2 Definitions shall be amended to add the following definition:

TEMPORARY USE SHELTER

A structure whose primary use is for something other than sheltering services which, however, from time to time may provide the same services as a Shelter for no more than fifteen (15) total days between November 1st and March 31st. Any such use exceeding fifteen (15) days shall result in the facility being reclassified as a Shelter.

Table 18-B shall be amended to add the use Temporary Use Shelter as follows:

Permitted: Highway Commercial Zone

Special Exception: Downtown Commercial Zone (DC), Office Commercial Zone (OC), General Industrial Zone (GI), Recycling Industrial Zone (RI), and Hospital Special Zone (HS)

These amendments shall take effect upon passage.

*Intentionally
left blank...*

City Clerk's Office



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>

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 CityAttorney 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 CityAttorney to place into legal form.

- F. **Legal Form.** The CityAttorney 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

of first reading (or as may be extended by the City Council) or if it does not make a recommendation, then it shall be deemed a favorable recommendation for the purpose of this paragraph herein. Where the Planning Board initiates an amendment, the proposal shall not be sent to the board for a recommendation.

- I. **Public Hearing.** A public hearing is held, either by the full City Council or by a subcommittee of the City Council. The public notice must be placed in a newspaper of general circulation at least 10 days prior to the public hearing and it must be posted in at least 2 public locations. The full text of the proposed amendment need not be included in the notice if an adequate statement describing the proposal is included. *
- J. **Second Reading.** Second reading is held and the amendment is either adopted or denied. Any proposed amendment shall require a majority affirmative vote of Council members present in order to pass except where the Planning Board has recommended denial (as discussed above). The City Council shall take final action on any petition within 120 days of first reading (except in the case of protest petitions; See Subsection 3, below).

The Council may make minor changes to the proposed amendment at second reading/adoption, provided the amendment remains substantially the same as that which was advertised for the public hearing.

- K. **Filing.** A copy of any approved zoning amendments is placed on file with the City Clerk for public inspection. A copy is also sent to the New Hampshire Office of Energy and Planning.
2. **Types of Amendments.** There are two types of zoning amendments as follows. The procedure for amendments is the same except where noted.
 - A. Map amendment (also called a “rezoning”), where the zoning district for a lot, parcel, multiple lots, or a part of a lot is changed.
 - B. Text amendment where written language in this chapter is changed.

3. **Protest Petition.**

- A. In accordance with RSA 675:5, adoption of an amendment that is the subject of a protest petition shall require a favorable vote of 2/3 of all the members of the City Council present and voting. In order to qualify as a protest petition, a protest against a proposed map amendment must be signed by either:
 - i. The owners of 20% of the gross land area included in the proposed change; or
 - ii. The owners of 20% of the land area situated within 100 feet immediately adjacent to the land contained in the proposed change or land across a road from the land contained in the proposed change.
- B. The address of the subject property must be included on the petition and the property owners signing the petition must identify themselves on the petition by name and address so that the City Clerk may identify them as interested and affected parties.
- C. The protest petition must be submitted to the City Clerk at least 7 days prior to the date at which second reading is scheduled. Copies of the protest petition will be distributed to City Council members.
- D. Any individual protest petition may apply to only one proposed zoning amendment. Separate protest petitions must be submitted for multiple amendments.
- E. In the case of a protest petition, the City Council shall act within 120 days of the date of first reading.

* The City Clerk's Office will notify the petitioner of the Public Hearing

Petition for Zoning Ordinance AmendmentDate: 23 Jan 2020

The fillings of this petition and payment of the required fees, hereby propose a change in Chapter 42, Section _____, 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).

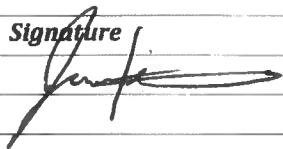
Affected Parcel/area: City wide Re: Conditional/Temp. Emergency Use Shelter

The Proposed Shelter Permit Policy (attached) is a change to the
current 'Inclement Weather Special Event Permit' created on 19 Dec 19.

Key changes: ① Permits for Emergency shelter for a 365 day season
VS. 1 Nov - 31 March. ② Permits for Emergency shelter for up to
7 days (15 if needed) VS. 24 - 48 hrs. ③ Unlimited number of
Permit applications / approvals authorized VS. only 3 per season.

Please see attached 'Policy for Pre-Approving Conditional/Temp
Emergency Use Shelter' draft for all proposed details

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

	Printed Name	Signature	Street Address	Map & Lot Number
1	Councilor Jeremy Hutchinson		7 Collins Circle	
2				
3				
4				
5				
6				
7				
8				
9				
10				

CITY OF ROCHESTER, NH
CONSIDERATION FOR THE PUBLIC SAFETY COMMITTEE

Policy for Pre-Approving Conditional/Temporary Emergency Use Shelter

Scope:

The scope of this policy is to create guidelines intended for pre-approving and permitting the emergency use of buildings as a temporary shelter in adverse weather conditions. Specifically, to ensure facilities used as shelters for a temporary/emergency nature, that are not designed or designated as shelters, provide a reasonable degree of life safety for the occupants.

Definitions:

Conditional/Temporary Use Shelter – A facility whose primary use is for something other than sheltering activities; however, from time to time may end up providing sheltering services for a limited number of persons for a pre-determined period of time.

Approval Required:

Any facility owner requesting use of their facility for conditional/temporary emergency sheltering purposes shall apply for approval from the City of Rochester Inspection Services Division and must meet the provisions outlined below: When operating under approved terms, the Conditional/Temporary Emergency Use Shelter will be allowed to remain open under a timeframe established at the time of application, as defined by the conditions of a specific weather event. Permits will typically not be approved beyond a 7 day timeline. Extensions may be granted by the Fire Chief or designee, upon specific written request by the original applicant. In no case shall the conditional/temporary permitted use exceed 15 days total, unless a State of Emergency has been declared by the Governor and the extended use of the shelter has been approved by the Fire Chief or designee. Application requests must be signed by the recorded owner or legal representative of the property listed on the application. During the shelter activity, the notice of approval (permit) must be conspicuously posted at the entrance to the facility. The notice will indicate the dates and times of operation, the specific location in which occupants are being sheltered and the total number of occupants permitted in the shelter. The allowable occupant load of the shelter will be determined by the Fire Chief or designee after review of the submitted application and inspection of the facility.

Egress:

Any area used for sheltering and/or sleeping must have a primary and secondary means of egress that has the appropriate exit capacity. The emergency egress/emergency rescue opening (5.7 square foot opening) complying with the NFPA 101 Life Safety Code is required unless the building is protected with a fully operational fire sprinkler system and travel distance to an exit does not exceed 75 feet along an accessible route.

The egress route must be clearly identified by exit signs and emergency lighting and maintained clear at all times the building is occupied.

Fire Protection Systems:

An approved automatic fire alarm system with occupant notification shall be provided throughout buildings used as a shelter. The area where sheltering is done must have interconnected smoke detection inside and directly outside all sleeping areas.

Exception: An interconnected smoke detection system is not required where the building is throughout with a fully operational fire sprinkler system, and individual/local smoke alarms are provided inside and directly outside areas used for sleeping purposes. Battery powered devices are permitted.

Carbon monoxide detector(s) are required in the immediate vicinity of the sleeping areas. Combination Smoke/CO alarms are permitted.

Plug in detectors with battery back-up are permitted. In buildings without an approved automatic fire sprinkler system, a trained fire watch detail must be in place the entire time the shelter facility is in use.

For buildings without an approved, automatic fire alarm system, the fire watch detail must consist of a minimum of (2) certified fire watch members.

Cooking:

Cooking will only be allowed in facilities with code compliant commercial cooking facilities that are protected with hood vents and fire protection systems and have required state and local approvals for commercial cooking.

Emergency plans:

A Fire Safety and Evacuation Plan must be presented for review and accepted at the time of application. This plan must be available on site for review by the persons being sheltered.

The Fire Safety and Evacuation Plan shall include the following elements:

1. Emergency egress or escape, including alternate routes.
2. Procedures for accounting for employees and occupants after evacuation has been completed (a current roster of all persons being sheltered, and staff, must be maintained at all times the shelter is in operation). The roster must be available for immediate review upon request by emergency personnel during any emergency.
3. The preferred and any alternative means of notifying occupants of a fire or other emergency.
4. The preferred and any alternative means of reporting fires and other emergencies to the appropriate emergency response department

5. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
6. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.
7. Procedures for the evacuation of the special need occupants.

Evacuation routes must be clearly posted in each area being occupied by persons being sheltered.

When a shelter is activated there must be a review of the fire safety and evacuation plan with each person(s) being admitted to the shelter, and a fire evacuation training drill shall be performed with participation of all persons being sheltered.

This policy is enacted insure that safety of the occupants in a conditional/temporary emergency shelter is maintained. In accordance with this overall objective, other requirements may need to be considered and/or imposed at the sole discretion of the Fire Chief or designee prior to issuance of a permit.

Cassie Givara

From: Lauren Krans
Sent: Thursday, January 16, 2020 2:57 PM
To: Kelly Walters
Cc: Chris Bowlen
Subject: FW: [External] Re: Rec & Arena Commission

Rec & Arena Commission Members Tim Roberts has resigned. We will notify our group to see if there are any interested community members they are aware of.

From: Tim Roberts <tsrlax25@yahoo.com>
Sent: Thursday, January 16, 2020 12:04 PM
To: Lauren Krans <lauren.krans@rochesternh.net>
Subject: [External] Re: Rec & Arena Commission

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Lauren,

I apologize for not getting back to you sooner. I would like to officially resign from the Rec and Arena Commission. I very sorry but I will not be able to go on further with the committee. Many things are changed in my life recently and I feel that I no longer would be able to commit myself to the group and community. Thank you again for all your support.

Sincerely,
 Tim Roberts

Sent from my iPhone

On Jan 16, 2020, at 11:25 AM, Lauren Krans <lauren.krans@rochesternh.net> wrote:

Hi Tim,
 The Commission was asking your status at our January meeting. Please update me so I can pass along any necessary info to board and City Clerks office. Thanks!

Lauren

From: Lauren Krans
Sent: Friday, November 22, 2019 10:10 AM
To: Tim Roberts (tsrlax25@yahoo.com) <tsrlax25@yahoo.com>
Subject: Rec & Arena Commission

Hello Tim,
 I hope this email finds you well. This past Monday we had our Commission meeting. Chris and I decided it made sense to put your question about attendance in front of them. While they certainly understand your situation with work, they felt strongly that consistent attendance was a key component of

01/30/2020

successful membership. To formally resign from the board, you can just send me an email stating your resignation and I can forward to the City Clerk.

Please remember that our meetings are open to the public and you can always email myself or Chris your ideas or thoughts.

Let me know if you have any questions.

Lauren

Lauren Krans
Assistant Director
Rochester Recreation & Arena
www.RochesterRec.com
(603)332-4120

Cassie Givara

From: Timothy Murray <timothystmurray@gmail.com>
Sent: Saturday, December 21, 2019 10:47 PM
To: Matt Wyatt; Michelle Mears; Kelly Walters
Subject: [External] RE: Art & Culture Commission

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Matt,

My apologies for both my absence and delayed response. I'm glad to hear the RACC has more applicants, as it will not be in the cards for me moving into the new year – a shame, since I was looking forward to contributing to the RACC. Would the committee like a acknowledgement of resignation in written form, or will this message suffice?

Regards,

Tim

Timothy S. Murray
(603) 834-5415

From: Matt Wyatt
Sent: Monday, December 16, 2019 9:49 AM
To: timothystmurray@gmail.com; Michelle Mears; Kelly Walters
Subject: Art & Culture Commission

Hey Tim,

I was wondering if you are still interested in being a member of the Arts & Culture Commission. We haven't heard from you in a few months and I wanted to check in. We have a couple of other applicants that are interested in joining but we do not have enough positions available. Just let us know what your thoughts are at this point. If you are not going to continue then we would need an acknowledgment of resignation. Either way, let me know!

Thanks!

Matt Wyatt

Publicist
Rochester Opera House
Rochester Performance & Arts Center (RPAC)
www.rochesteroperahouse.org



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City Clerk's Office



Rochester City Council

Community Development Committee

MEETING MINUTES

Elaine Lauterborn, Chair
Donna Bogan, Vice Chair
Tom Abbott
Jeremy Hutchinson
James Gray

Meeting Date:	Monday, January 13, 2020	
Members Present:	Elaine Lauterborn Donna Bogan Laura Hailey Palana Belken Doug Lanchance	Members Absent:
Guests/Staff:	Jenn Marsh, Community Development Coordinator CDBG Grant applicants	

Councilor Lauterborn called the meeting to order at 6:30 p.m. Motion was made by Councilor Lanchance and seconded by Councilor Bogan to approve the December 9, 2019 Community Development Committee minutes. The minutes were approved unanimously.

PUBLIC INPUT	There was no public input.
FY 2021 GRANT APPLICATION PRESENTATIONS	<p>My Turn is requesting \$10,000 to help with funding for their vocational training for low income youth. They have approximately 50 students with 38 of those being from Rochester. They intend to grow to 70 students with expectations of 50 of those being from Rochester, those numbers do not count the follow services they provide. Last year they were awarded \$4,000 and have allocated all of those funds already.</p> <p>Casa is requesting \$4,000 to help with funding for guardian ad litem training for those serving abused and neglected children. Rochester had 93 cases seen last year and 6 trained volunteers for advocacy services. It takes \$1,460 to train and support one volunteer for a year. They did not make a request for CDBG funds in 2019.</p> <p>Cornerstone VNA is requesting \$28, 826 to assist with funding for home health care for elderly residents and residents with disabilities. Cornerstone currently supports 39 communities with 4,000 patients; 1,700 of those patients reside in Rochester and 17% of those Rochester residents are considered low to moderate income. Their request for funding will most likely change in 2021 as their number are based on the current census. Cornerstone was awarded \$28, 826 last year as part of the municipal funding requests.</p>

East Rochester Library is requesting \$4,000 for electrical upgrades. The library currently has three outlets in the entire building and they would like to add additional outlets. They recently upgraded to a 100 AMP electrical service and can support the needed outlets. The \$10,000 allocated in FY 20 was used towards the foundation improvements.

Rochester Child Care Center is requesting \$10,000 towards upgrading their doors as required by the Fire Department to fire safety doors. The total budget for the replacement of the doors in the center is \$40,000. The FY 20 approved funds of \$20,000 will be used towards upgrades to their sprinkler system, that project will go out to bid soon.

Tri City Coop is requesting \$7,000 to help support funding for peer to peer mental health services. They have 26 new member of which 24 were homeless when they first arrived. Transportation services are free of charge for people requesting their services. Last year they used the \$2,000 in funding towards upgrading computers and counseling services.

Community Partners is requesting \$10,800 to help with funding towards their rental assistance program for clients with mental illnesses and developmental disabilities. 4,200 people have received help from Community Partners as a part of the program in Strafford County. They are essential in providing rental assistance, gap rent, first month's rent for people in need. They provide assistance to ensure the recipients are stable in their environment. Last year they requested \$2,000.

Strafford Nutrition Meals on Wheels is requesting \$5,000 of assistance for funding their meal delivery services for elderly and homebound persons. They served 422 Rochester residents, 181 people a day and over 45, 352 meals in a year. They raise \$385,000 for their programs and received \$2,000 from CDBG last year. Their request is higher due to the demand of their services.

Community Action Partnership of Strafford County is requesting \$10,000 to help with programs they provide to low income residents such as fuel assistance and head start. They serve over 11,000 people in Strafford County with Rochester utilizing their services the most. In 2020 they received \$9,000 which is still being used towards their weatherization program. They have currently helped 29 residents and spent 50% of the award.

Woven Community Development Association is requesting \$22,500 to help support a full time woodworking instructor for their program. They train people who have obstacles to employment such as recovery and homelessness. They run an apprenticeship program 3 times a week and are at max capacity of ten students per class. 9 out of these 10 students live in Rochester and consists of both men and women. This is the first year Woven has requested funding.

Easter Seals/ The Homemakers are requesting \$10,000 towards funding for home health care for elderly residents and residents with disabilities. They

	serve 421 residents in Strafford County in which 38% of those are from Rochester. This year they have 165 Rochester residents and all CDBG funds awarded will go towards Rochester residents. Last year they were awarded \$10,000 to help towards funding.
FY 2020-2025 DRAFT CONSOLIDATED PLAN-Review and Discussion	Councilor Lauterborn gave an overview of the consolidated plan and asked members to have read through the plan for the February 10 th meeting.
FY 2021 DRAFT ANNUAL ACTION PLAN-Review and discussion.	Councilor Lauterborn gave an overview of the annual plan and asked members to have read through the plan for the February 10 th meeting. She explained that this committee makes a recommendation to the full City Councilor to approve and send to HUD.
PROJECTS PROGRAMS REPORT	Julian will update at the February 10 th meeting
79E-APPLICATION- Site tour scheduling	Ms. Marsh updated the committee on the RSA-79E process and requested a special meeting be set up to tour the 10 South Main Street property which is the newest 79E applicant. Ms. Marsh will request the owner to meet the committee at the 10 South Main Street property on Thursday January 23 rd at 3:45 pm for a tour.
OTHER BUSINESS	There was no other business.

The meeting was adjourned at 8:45 p.m.

Special Meeting – Thursday January 23, 2020 at 3:30 pm to view 10 South Main Street, applicant for RSA 79E. A special meeting was called because the committee does not meet before the February City Council when the second reading and resolution will take place.

Next Regular Meeting – Monday, February 10, 2020 at 6:30 p.m. in Isinglass Conference Room in City Hall Annex (33 Wakefield Street)

Topics – FY 2021 Grant Application Presentations, FY 2020-2025 Draft Consolidated Plan Review, FY 2021 Draft Annual Action Plan Review, Projects Program Report

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City Clerk's Office



Rochester City Council

Community Development Committee

MEETING MINUTES

Elaine Lauterborn, Chair
 Donna Bogan, Vice Chair
 Doug Lachance
 Laura Hailey
 Palana Belken

Meeting Date:	Thursday, January 23, 2020	
Members Present:	Donna Bogan Laura Hailey Doug Lachance Elaine Lauterborn	Members Absent: Palana Belken
Guests/Staff:	Julian Long, Community Development Coordinator Blaine Cox, City Manager Michael Scala, Economic Development Director Jennifer Marsh, Economic Development Specialist Michelle Mears, Senior Planner Keith Frizzell, 10 S. Main St. Property Owner	

Councilor Lauterborn called the meeting to order at 3:47 p.m.

PUBLIC INPUT	There was no public input.
TOUR OF 10 SOUTH MAIN STREET FOR RSA 79-E	<p>Mr. Frizzell, the owner of 10 South Main Street, gave a tour of the property for the Community Development Committee members and City staff. He explained that the proposed project would leave commercial space on the first floor of the building while two one-bedroom apartments would be created per floor on the second and third stories. Some first-floor exterior windows will be added, and some upper-story modern windows will be replaced with windows more suitable to the original building style. Mr. Frizzell also discussed the potential benefits for downtown revitalization through the addition of residential units to the downtown.</p> <p>Ms. Mears stated that the proposed project has been reviewed and approved by Planning Department staff and the Historic District Commission.</p> <p><i>Motion was made by Councilor Lachance and seconded by Councilor Bogan to recommend approval of the 79E application for 10 South Main Street for the full seven year period requested.</i> The motion passed unanimously.</p>
OTHER BUSINESS	There was no other business.

The meeting was adjourned at 4:29 p.m.

Next Meeting – Monday, February 10, 2020 at 6:30 p.m. in Isinglass and Cocheco Conference Rooms in City Hall Annex (33 Wakefield Street)

Topics – FY 2021 Grant Application Presentations, FY 2020-2025 Draft Consolidated Plan Review, FY 2021 Draft Annual Action Plan Review, Projects Program Report

Rochester School Board / Rochester City Council
CTE Joint Building Committee Minutes
January 13, 2020
Richard Creteau Technology Center

DRAFT

Members Present: City Council
School Board
Mr. Matthew Pappas, Chair
Mr. Matthew Beaulieu
Mr. Robert Watson
Mrs. Sarah Harrington
Mr. Matthew Munn
Mr. David Camire

Members Absent:
Mayor Caroline McCarley
Mr. Geoffrey Hamann
Mr. Jeremy Hutchinson
Mr. Thomas Abbott
Mrs. Audrey Stevens
Mr. Paul Lynch

Also Present:
Mr. Kyle Repucci, Superintendent
Ms. Michele Halligan-Foley
Ms. Cherie Mann
Ms. Kathy Miskoe
Ms. Anne Ketterer
Mr. Lance Whitehead
Mr. David Totty
Guests

Mr. Pappas appointed Mrs. Harrington, Mr. Munn and Mr. Camire to the committee and called the meeting to order at 7:00 p.m. with a quorum present. Members participated in the pledge of allegiance.

Approval of Minutes

Mr. Beaulieu moved, second by Mrs. Harrington, the Committee approve the minutes of the November 25, 2019 CTE Joint Building Committee meeting. The motion carried unanimously.

Discuss Evening Event Date for Soft Opening

Mrs. Halligan-Foley, CTE Director, gave an update. The event is scheduled for January 22nd 5:30 -7:00 with a snow date of January 23rd. The planning has gone well and everything is all set for the evening event.

Update from Harvey Construction

Ms. Kathy Miskoe from Harvey Construction reviewed the Phases on the Construction Update document and updated the Committee on the progress. Phases 8 and 9 as well as the punch list items were discussed.

Update from Lavallee/Brensinger

Mr. Lance Whitehead, Lavallee/Brensinger, reviewed the Certificate of Substantial Completion. PCCO #011 and the budget sheet were also reviewed and explained. The current unspent balance is contingent on projects that still need to be finished. A subcommittee of the JBC will be assembled if needed.

Next Meeting

The next meeting of the Committee is scheduled for June 1, 2020 at 7:00 p.m.

Other

Mr. Pappas thanked everyone who served on the CTE Joint Building Committee for their dedication and hard work on this rewarding project.

Public Comment

None

Adjournment

Mrs. Harrington moved, second by Mr. Beaulieu, to adjourn at 7:20 p.m. The motion passed unanimously.

Respectfully submitted,

Kyle Repucci
Board Secretary



01/30/2020

PCCO #011

Harvey Construction
10 Harvey Rd
Bedford, New Hampshire 03110
Phone: (603) 624-4600
Fax: 603-668-0389

Project: 2017-018 - Spaulding High School - Creteau Tech Center
130 Wakefield St.
Rochester, New Hampshire 03867

Prime Contract Change Order #011: Misc. Approved PCO's

TO:	Rochester School Department 150 Wakefield Street Suite #8 Rochester, New Hampshire 03867	FROM:	Harvey Construction 10 Harvey Road Bedford, New Hampshire 03110
DATE CREATED:	1/06/2020	CREATED BY:	Ken Lemarier (Harvey Construction)
CONTRACT STATUS:	Pending - In Review	REVISION:	0
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	
INVOICED DATE:		PAID DATE:	
SCHEDULE IMPACT:		EXECUTED:	No
CONTRACT FOR:	2017018:Spaulding High School - Creteau Tech Center Prime Contract	TOTAL AMOUNT:	(\$46,910.92)

DESCRIPTION:
PCO's 127-135

ATTACHMENTS:

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:

PCO #	Title	Schedule Impact	Amount
127	PR-070.3 - Lighting Plan Revisions	0 days	\$7,891.14
128	CE #252 - GMP Shared Savings		\$0.00
129	PR-072 - Dedication Plaque		\$1,860.53
130	New Faucets for ADA Sinks		\$2,118.70
131	Add Intercom Speaker in Admin. Office		\$647.23
132	Machine/Manufacturing Lab 145 Equipment Wiring		\$1,886.87
133	Credit - Interior Window Graphic		(\$2,325.00)
134	Final Cost Reconciliation		(\$61,490.39)
135	Relocate baseboard in toilet room 160E		\$2,500.00
Total:			(\$46,910.92)

CHANGE ORDER LINE ITEMS:

PCO # 127 : PR-070.3 - Lighting Plan Revisions

#	Cost Code	Description	Type	Amount
1	26-010 - ELECTRICAL	IESC - PR-070.3	Subcontract	\$7,486.00
Subtotal:				\$7,486.00
Performance & Payment Bonds: 0.66% Applies to Equipment, Labor, General, Material, and Subcontract.				49.41
General Liability Insurance: = 0.7% Applies to Equipment, Labor, General, Material, and Subcontract.				52.37
Fee: 3.85% Applies to Equipment, Labor, General, Material, and Subcontract.				292.13
Builder's Risk Insurance: 0.15% Applies to Equipment, Labor, General, Material, and Subcontract.				11.23
Grand Total:				\$7,891.14



PCO # 128 : CE #252 - GMP Shared Savings

#	Cost Code	Description	Type	Amount
1	80-001 - GMP SHARED SAVINGS	GMP Savings	Subcontract	\$51,764.83
2	05-100 - STRUCTURAL METAL FRAMING	Credit remaining budget	Subcontract	(\$20,524.08)
3	05-500 - METAL FABRICATIONS	Credit remaining budget	Subcontract	(\$16,240.75)
4	70-007 - ALLOW BRACE EXISTING WOOD TRUS	Credit remaining budget	Subcontract	(\$15,000.00)
Subtotal:				\$0.00
Grand Total:				\$0.00

PCO # 129 : PR-072 - Dedication Plaque

#	Cost Code	Description	Type	Amount
1	10-140 - SIGNAGE	PR-072 - Dedication Plaque	Subcontract	\$1,765.00
Subtotal:				\$1,765.00
Performance & Payment Bonds: 0.66% Applies to Equipment, Labor, General, Material, and Subcontract.				11.65
General Liability Insurance: ≈ 0.7% Applies to Equipment, Labor, General, Material, and Subcontract.				12.35
Fee: 3.85% Applies to Equipment, Labor, General, Material, and Subcontract.				68.88
Builder's Risk Insurance: 0.15% Applies to Equipment, Labor, General, Material, and Subcontract.				2.65
Grand Total:				\$1,860.53

PCO # 130 : New Faucets for ADA Sinks

#	Cost Code	Description	Type	Amount
1	23-020 - HVAC & PLUMBING	New Faucets for ADA Sinks	Subcontract	\$2,009.93
Subtotal:				\$2,009.93
Performance & Payment Bonds: 0.66% Applies to Equipment, Labor, General, Material, and Subcontract.				13.27
General Liability Insurance: ≈ 0.7% Applies to Equipment, Labor, General, Material, and Subcontract.				14.06
Fee: 3.85% Applies to Equipment, Labor, General, Material, and Subcontract.				78.43
Builder's Risk Insurance: 0.15% Applies to Equipment, Labor, General, Material, and Subcontract.				3.01
Grand Total:				\$2,118.70

PCO # 131 : Add Intercom Speaker in Admin. Office

#	Cost Code	Description	Type	Amount
1	26-010 - ELECTRICAL	Add Bogen Speaker to Admin Office	Subcontract	\$614.00
Subtotal:				\$614.00
Performance & Payment Bonds: 0.66% Applies to Equipment, Labor, General, Material, and Subcontract.				4.05
General Liability Insurance: ≈ 0.7% Applies to Equipment, Labor, General, Material, and Subcontract.				4.30
Fee: 3.85% Applies to Equipment, Labor, General, Material, and Subcontract.				23.96
Builder's Risk Insurance: 0.15% Applies to Equipment, Labor, General, Material, and Subcontract.				0.92
Grand Total:				\$647.23

PCO # 132 : Machine/Manufacturing Lab 145 Equipment Wiring

#	Cost Code	Description	Type	Amount
1	26-010 - ELECTRICAL	IESC PCE 90 - Machine Lab Equipment Wiring	Subcontract	\$1,790.00
Subtotal:				\$1,790.00
Performance & Payment Bonds: 0.66% Applies to Equipment, Labor, General, Material, and Subcontract.				11.81
General Liability Insurance: ≈ 0.7% Applies to Equipment, Labor, General, Material, and Subcontract.				12.52
Fee: 3.85% Applies to Equipment, Labor, General, Material, and Subcontract.				69.85
Builder's Risk Insurance: 0.15% Applies to Equipment, Labor, General, Material, and Subcontract.				2.69
Grand Total:				\$1,886.87



PCO # 133 : Credit - Interior Window Graphic

#	Cost Code	Description	Type	Amount
1	08-800 - GLAZING	Credit - Delete Window Film Graphic	Subcontract	(\$2,325.00)
Subtotal:				(\$2,325.00)
Performance & Payment Bonds: 0.00% Applies to Equipment, Labor, General, Material, and Subcontract.				0.00
General Liability Insurance: 0.00% Applies to Equipment, Labor, General, Material, and Subcontract.				0.00
Fee: 0.00% Applies to Equipment, Labor, General, Material, and Subcontract.				0.00
Builder's Risk Insurance: 0.00% Applies to Equipment, Labor, General, Material, and Subcontract.				0.00
Grand Total:				(\$2,325.00)

PCO # 134 : Final Cost Reconciliation

#	Cost Code	Description	Type	Amount
1	80-001 - GMP SHARED SAVINGS	GMP Savings (20% Harvey/80% owner)	Subcontract	\$15,372.60
2	90-100 - CONTINGENCY	Balance of GMP funds returned to RSD	Subcontract	(\$76,862.99)
Subtotal:				(\$61,490.39)
Grand Total:				(\$61,490.39)

PCO # 135 : Relocate baseboard in toilet room 160E

#	Cost Code	Description	Type	Amount
1	09-210 - PLASTER & GYPSUM BOARD	Patch wall after relocation	Subcontract	\$450.00
2	09-900 - PAINTING & COATINGS	Paint wall after relocation	Subcontract	\$421.65
3	23-020 - HVAC & PLUMBING	Relocate Baseboard	Subcontract	\$1,500.00
Subtotal:				\$2,371.65
Performance & Payment Bonds: 0.66% Applies to Equipment, Labor, General, Material, and Subcontract.				15.65
General Liability Insurance: ≈ 0.7% Applies to Equipment, Labor, General, Material, and Subcontract.				16.59
Fee: 3.85% Applies to Equipment, Labor, General, Material, and Subcontract.				92.55
Builder's Risk Insurance: 0.15% Applies to Equipment, Labor, General, Material, and Subcontract.				3.56
Grand Total:				\$2,500.00

The original (Contract Sum)	\$13,808,670.00
Net change by previously authorized Change Orders	\$579,836.61
The contract sum prior to this Change Order was	\$14,388,506.61
The contract sum would be changed by this Change Order in the amount of	(\$46,910.92)
The new contract sum including this Change Order will be	\$14,341,595.69
The contract time will not be changed by this Change Order.	

Lance Whitehead (Lavallee Brensinger Architects)

155 Dow Street, Suite 400
Manchester, New Hampshire 03101

Rochester School Department

150 Wakefield Street Suite #8
Rochester, New Hampshire 03867

Harvey Construction

10 Harvey Road
Bedford, New Hampshire 03110

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE



Document G704™ – 2017

Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> Richard Creteau Technology Center 130 Wakefield Street Rochester, NH 03867	CONTRACT INFORMATION: Contract For: General Construction Date: August 22, 2017	CERTIFICATE INFORMATION: Certificate Number: 002 Date: January 13, 2020
OWNER: <i>(name and address)</i> Rochester School Department 150 Wakefield Street, Suite #8 Rochester, NH 03867	ARCHITECT: <i>(name and address)</i> Lavallee Brensinger Architects 155 Dow Street Manchester, NH 03101	CONTRACTOR: <i>(name and address)</i> Harvey Construction Corp 10 Harvey Road Bedford, NH 03110

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

All phases of project/Final completion

Lavallee Brensinger
Architects

ARCHITECT *(Firm Name)*

SIGNATURE

PRINTED NAME AND TITLE

12/31/2019

DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:
(Identify the list of Work to be completed or corrected.)

Punchlist (copy attached).

Minor change orders including playground work to be completed this Spring.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within ninety (90) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$225,000.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Harvey Construction
Corporation

CONTRACTOR *(Firm Name)*

Rochester School
Department

OWNER *(Firm Name)*

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William E. Stevens,
President

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DATE

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All Punch List Items

56 Items

#	Title	Type	Assignee Company	Assignee Name	Assignee Response	Punch Item Manager	Final Approver	Ball In Court	Closed By	Date Closed	Status	Creator	Date Created	Date Due	Location	Trade	Reference	Priority
7	LBA - AFR #4	Architectural	White Diamond Painting LLC	David Allis	Work Required	Paul Kent	Paul Kent	David Allis (White Diamond Painting LLC)			Work Required	Ken Lemarier	02/07/2019	08/30/2019	Spaulding High School CTE>1st Floor>Engineering 143	Painting		Medium
8	LBA - AFR #4	Architectural	Red Star Building System 1, LLC.	Lou Morissette	Resolved	Paul Kent	Paul Kent	Paul Kent (Harvey Construction)			Ready to Close	Ken Lemarier	02/07/2019	08/30/2019	Spaulding High School CTE>1st Floor>Engineering 143	Drywall		Medium
41	Drywall Patch		Red Star Building System 1, LLC.	Lou Morissette	Work Required	Paul Kent	Paul Kent	Lou Morissette (Red Star Building System 1, LLC.)			Work Required	Anne Ketterer	08/22/2019	09/05/2019	Spaulding High School CTE>1st Floor>Engineering 143	Drywall		
43	General Electrical	Electrical	Interstate Electrical Services	Jamie Pichette	Work Required	Paul Kent	Paul Kent	Jamie Pichette (Interstate Electrical Services)			Work Required	Thomas Batts	08/23/2019	09/06/2019		Electrical		
49	General Electrical	Electrical	Interstate Electrical Services	Jamie Pichette	Work Required	Paul Kent	Paul Kent	Jamie Pichette (Interstate Electrical Services)			Work Required	Thomas Batts	08/23/2019	09/06/2019	Spaulding High School CTE>1st Floor>Kitchen 129	Electrical		
57	General Electrical	Electrical	Interstate Electrical Services	Jamie Pichette	Work Required	Paul Kent	Paul Kent	Jamie Pichette (Interstate Electrical Services)			Work Required	Thomas Batts	08/23/2019	09/06/2019	Spaulding High School CTE>2nd Floor>Student Commons 208	Electrical		
85	Item #15 - Exhaust Hood Confirm operation and balance test		Johnson & Jordan, Inc.	Scott Dumeny	Work Required	Paul Kent	Paul Kent	Scott Dumeny (Johnson & Jordan, Inc.)			Work Required	Ken Lemarier	08/23/2019	09/06/2019	Spaulding High School CTE>1st Floor>Kitchen 129			
118	Heater scratched		Johnson & Jordan, Inc.	Scott Dumeny	Work Required	Paul Kent	Paul Kent	Scott Dumeny (Johnson & Jordan, Inc.)			Work Required	Eric Leblanc	08/27/2019	09/10/2019				
160	Flooring incomplete		Universal Decor	Shaun Gearty	Work Required	Paul Kent	Paul Kent	Shaun Gearty (Universal Decor)			Work Required	Eric Leblanc	08/27/2019	09/10/2019				
171	Flooring not flat, seams show		Universal Decor	Shaun Gearty	Work Required	Paul Kent	Paul Kent	Shaun Gearty (Universal Decor)			Work Required	Eric Leblanc	08/27/2019	09/10/2019		Flooring		
180	Flooring seams show		Universal Decor	Shaun Gearty	Work Required	Paul Kent	Paul Kent	Shaun Gearty (Universal Decor)			Work Required	Eric Leblanc	08/27/2019	09/10/2019		Flooring		
210	Flooring transition		Universal Decor	Shaun Gearty	Work Required	Paul Kent	Paul Kent	Shaun Gearty (Universal Decor)			Work Required	Eric Leblanc	08/27/2019	09/10/2019		Flooring		
229	Flooring Edges. Need transition or should silt flat. Multiple locations.		Universal Decor	Shaun Gearty	Work Required	Paul Kent	Paul Kent	Shaun Gearty (Universal Decor)			Work Required	Eric Leblanc	08/27/2019	09/10/2019		Flooring		
230	Flooring seams visible in some locations		Universal Decor	Shaun Gearty	Work Required	Paul Kent	Paul Kent	Shaun Gearty (Universal Decor)			Work Required	Eric Leblanc	08/27/2019	09/10/2019				
253	Flooring Damage. Hole.		Universal Decor	Shaun Gearty	Work Required	Paul Kent	Paul Kent	Shaun Gearty (Universal Decor)			Work Required	Eric Leblanc	08/27/2019	09/10/2019		Flooring		
256	Flooring, tile base incomplete		Universal Decor	Shaun Gearty	Work Required	Paul Kent	Paul Kent	Shaun Gearty (Universal Decor)			Work Required	Eric Leblanc	08/27/2019	09/10/2019				
271	Wall tile base. shallow grout		Universal Decor	Shaun Gearty	Work Required	Paul Kent	Paul Kent	Shaun Gearty (Universal Decor)			Work Required	Eric Leblanc	08/27/2019	09/10/2019				
315	Base peeling		Universal Decor	Shaun Gearty	Work Required	Paul Kent	Paul Kent	Shaun Gearty (Universal Decor)			Work Required	Eric Leblanc	08/27/2019	09/10/2019		Flooring		
333	Flooring Damage. Edges loose. Edges have wonky cut		Universal Decor	Shaun Gearty	Work Required	Paul Kent	Paul Kent	Shaun Gearty (Universal Decor)			Work Required	Eric Leblanc	08/27/2019	09/10/2019		Flooring		
350	North Elevation - Secure loose vinyl base at left side of School Store		Universal Decor	Shaun Gearty	Work Required	Paul Kent	Paul Kent	Shaun Gearty (Universal Decor)			Work Required	Ken Lemarier	08/29/2019	09/12/2019	Spaulding High School CTE>1st Floor>Lobby 102		Area A	

#	Title	Type	Assignee Company	Assignee Name	Assignee Response	Punch Item Manager	Final Approver	Ball In Court	Closed By	Date Closed	Status	Creator	Date Created	Date Due	Location	Trade	Reference	Priority
	storefront																	
356	East Elevation - Adhere vinyl base at right side of Gym doors		Universal Decor	Shaun Gearty	Work Required	Paul Kent	Paul Kent	Shaun Gearty (Universal Decor)			Work Required	Ken Lemarier	08/29/2019	09/12/2019	Spaulding High School CTE>1st Floor>Lobby 102		Area A	
379	Install Electrical Devices		Interstate Electrical Services	Jamie Pichette	Work Required	Paul Kent	Paul Kent	Jamie Pichette (Interstate Electrical Services)			Work Required	Ken Lemarier	08/29/2019	09/12/2019			Area A	
402	Vent cover damaged		Johnson & Jordan, Inc.	Scott Dumeny	Resolved	Paul Kent	Paul Kent	Paul Kent (Harvey Construction)			Ready to Close	Eric Leblanc	09/10/2019	09/24/2019				
407	What is this felt like material? Can it be trimmed?		S.D. Szetela, LLC	Stanley Szetela	Work Required	Paul Kent	Paul Kent	Stanley Szetela (S.D. Szetela, LLC)			Work Required	Eric Leblanc	09/10/2019	09/24/2019				
409	Junction box screw, cover not flat		Interstate Electrical Services	Jamie Pichette	Work Required	Paul Kent	Paul Kent	Jamie Pichette (Interstate Electrical Services)			Work Required	Eric Leblanc	09/10/2019	09/24/2019				
435	Patio brick, loose		SUR Construction, Inc.	Scott Bonneau	Work Required	Paul Kent	Paul Kent	Scott Bonneau (SUR Construction, Inc.)			Work Required	Eric Leblanc	09/10/2019	09/24/2019				
445	Something stuck under retaining wall		Harvey Construction	Paul Kent	Work Required	Paul Kent	Paul Kent	Paul Kent (Harvey Construction)			Work Required	Eric Leblanc	09/10/2019	09/24/2019				
446	Need more permanent solution for end of pipe		SUR Construction, Inc.	Scott Bonneau	Work Required	Paul Kent	Paul Kent	Scott Bonneau (SUR Construction, Inc.)			Work Required	Eric Leblanc	09/10/2019	09/24/2019				
450	Paint Touch Up, fascia, soffit		White Diamond Painting LLC	David Allis	Work Required	Paul Kent	Paul Kent	David Allis (White Diamond Painting LLC)			Work Required	Eric Leblanc	09/10/2019	09/24/2019		Painting		
462	Flooring Damage		Universal Decor	Shaun Gearty	Work Required	Paul Kent	Paul Kent	Shaun Gearty (Universal Decor)			Work Required	Anne Ketterer	09/30/2019	10/14/2019	Spaulding High School CTE>2nd Floor>Student Commons 208	Flooring		
463	Drywall Patch		Red Star Building System 1, LLC.	Lou Morissette	Work Required	Paul Kent	Paul Kent	Lou Morissette (Red Star Building System 1, LLC.)			Work Required	Anne Ketterer	10/15/2019	10/29/2019	Spaulding High School CTE>1st Floor>Classroom 149	Drywall		
466	Base or Casing Finish Joint		Universal Decor	Shaun Gearty	Work Required	Paul Kent	Paul Kent	Shaun Gearty (Universal Decor)			Work Required	Anne Ketterer	12/20/2019	01/03/2020	Spaulding High School CTE>1st Floor>Automotive Lab 168A	Flooring		
470	Base or Casing Damage		White Diamond Painting LLC	David Allis	Work Required	Paul Kent	Paul Kent	David Allis (White Diamond Painting LLC)			Work Required	Anne Ketterer	12/20/2019	01/03/2020	Spaulding High School CTE>1st Floor>Automotive Lab 163A	Flooring		
472	Base or Casing Damage		Universal Decor	Shaun Gearty	Work Required	Paul Kent	Paul Kent	Shaun Gearty (Universal Decor)			Work Required	Anne Ketterer	12/20/2019	01/03/2020	Spaulding High School CTE>1st Floor>Automotive Lab 168A	Flooring		
477	What does this conduit connect to?		White Diamond Painting LLC Interstate Electrical Services	David Allis Jamie Pichette	Work Required Ready for Review	Paul Kent	Paul Kent	David Allis (White Diamond Painting LLC)			Work Required	Anne Ketterer	12/20/2019	01/03/2020	Spaulding High School CTE>1st Floor>Video Lab 160	Flooring		
479	Signage Missing / Damage		Sousa Signs LLC	Bob Perry	Work Required	Paul Kent	Paul Kent	Bob Perry (Sousa Signs LLC)			Work Required	Anne Ketterer	12/20/2019	01/03/2020	Spaulding High School CTE>1st Floor>Video Lab 160	Specialties		
481	Cored hole in wall		Johnson & Jordan, Inc.	Scott Dumeny	Work Required	Paul Kent	Paul Kent	Scott Dumeny (Johnson & Jordan, Inc.)			Work Required	Eric Leblanc	12/20/2019	01/03/2020				
490	Peeling wall base		Universal Decor	Shaun Gearty	Work Required	Paul Kent	Paul Kent	Shaun Gearty (Universal Decor)			Work Required	Eric Leblanc	12/20/2019	01/03/2020				
496	Diffuser sticks out, hole in decking		N.E. Tech Air, Inc.	Lance Hartley	Work Required	Paul Kent	Paul Kent	Lance Hartley (N.E. Tech Air, Inc.)			Work Required	Eric Leblanc	12/20/2019	01/03/2020				
498	Messy joints at duct connections		N.E. Tech Air, Inc.	Lance Hartley	Work Required	Paul Kent	Paul Kent	Lance Hartley (N.E. Tech Air, Inc.)			Work Required	Eric Leblanc	12/20/2019	01/03/2020				
512	Wall base		Universal Decor	Shaun Gearty	Work Required	Paul Kent	Paul Kent	Shaun Gearty (Universal Decor)			Work Required	Eric Leblanc	12/20/2019	01/03/2020				
532	Meter at ductwork, looks		Johnson & Jordan, Inc.	Scott Dumeny	Work Required	Paul Kent	Paul Kent	Scott Dumeny (Johnson & Jordan, Inc.)			Work	Eric	12/20/2019	01/03/2020				

#	Title	Type	Assignee Company	Assignee Name	Assignee Response	Punch Item Manager	Final Approver	Ball In Court	Closed By	Date Closed	Status	Creator	Date Created	Date Due	Location	Trade	Reference	Priority
	messy										Required	Leblanc						
557	Base missing		Universal Decor	Shaun Gearty	Work Required	Paul Kent	Paul Kent	Shaun Gearty (Universal Decor)			Work Required	Anne Ketterer	12/20/2019	01/03/2020	Spaulding High School CTE>1st Floor>Maker Space 120	Flooring		
558	Missing coverplate		Johnson & Jordan, Inc.	Scott Dumeny	Work Required	Paul Kent	Paul Kent	Scott Dumeny (Johnson & Jordan, Inc.)			Work Required	Eric Leblanc	12/20/2019	01/03/2020				
563	Missing insul, looks unfinished. Heater pipe		Johnson & Jordan, Inc.	Scott Dumeny	Work Required	Paul Kent	Paul Kent	Scott Dumeny (Johnson & Jordan, Inc.)			Work Required	Eric Leblanc	12/20/2019	01/03/2020				
570	Paint Touch Up		White Diamond Painting LLC	David Allis	Work Required	Paul Kent	Paul Kent	David Allis (White Diamond Painting LLC)			Work Required	Anne Ketterer	12/20/2019	01/03/2020	Spaulding High School CTE>2nd Floor>Criminal Justice 210	Painting		
581	Finish design		White Diamond Painting LLC	David Allis	Work Required	Paul Kent	Paul Kent	David Allis (White Diamond Painting LLC)			Work Required	Anne Ketterer	12/20/2019	01/03/2020	Spaulding High School CTE>2nd Floor>Teacher Room 217			
586	Coverplate not flush with wall		Interstate Electrical Services	Jamie Pichette	Work Required	Paul Kent	Paul Kent	Jamie Pichette (Interstate Electrical Services)			Work Required	Eric Leblanc	12/20/2019	01/03/2020				
587	Floor is short of wall base		Universal Decor	Shaun Gearty	Work Required	Paul Kent	Paul Kent	Shaun Gearty (Universal Decor)			Work Required	Eric Leblanc	12/20/2019	01/03/2020				
594	Wall base		Universal Decor	Shaun Gearty	Work Required	Paul Kent	Paul Kent	Shaun Gearty (Universal Decor)			Work Required	Eric Leblanc	12/20/2019	01/03/2020				
595	Wall base		Universal Decor	Shaun Gearty	Work Required	Paul Kent	Paul Kent	Shaun Gearty (Universal Decor)			Work Required	Eric Leblanc	12/20/2019	01/03/2020				
596	Flooring at HM frame		Universal Decor	Shaun Gearty	Work Required	Paul Kent	Paul Kent	Shaun Gearty (Universal Decor)			Work Required	Eric Leblanc	12/20/2019	01/03/2020				
597	ACT damage at second floor corridor		Harvey Construction	Paul Kent	Work Required	Paul Kent	Paul Kent	Paul Kent (Harvey Construction)			Work Required	Anne Ketterer	12/20/2019	01/03/2020		Drywall		
599	Ceiling tiles. Damaged or soiled, many locations		Harvey Construction	Paul Kent	Work Required	Paul Kent	Paul Kent	Paul Kent (Harvey Construction)			Work Required	Eric Leblanc	12/20/2019	01/03/2020				
617	Replace ext. door		KW Management, Inc.	Mark Weissflog	Ready for Review	Paul Kent	Paul Kent	Paul Kent (Harvey Construction)			Ready for Review	Ken Lemarier	12/23/2019	01/06/2020	Spaulding High School CTE>1st Floor>Environmental Science Lab 170			
626	Install waste oil tank once owner receives		Johnson & Jordan, Inc.	Scott Dumeny	Work Required	Paul Kent	Paul Kent	Scott Dumeny (Johnson & Jordan, Inc.)			Work Required	Ken Lemarier	12/23/2019	01/06/2020	Spaulding High School CTE>1st Floor>Automotive Lab 168A			

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City Clerk's Office

Rochester RW Creteau		Overall Budget		13-Jan-20	State	Local
83,233sf of Renovated or Added Space, 543sf of High School Space Project is 99.35% CTE Space, 00.65% High School Space					74.51%	25.49%
Upfront Costs, Utility Charges, and Permit Fees		Pre-Bond Budget	Updated Budget	Notes		
Insurance Fees		\$0	\$0	Jobsite Insurance in CM General Conditions		
Bond and Legal Council and Site Permitting		\$23,500	\$0	Not applicable for State Funding		
Other Permitting and Utility Tie Ins		\$3,000	\$0	Paid directly by Operating Budget		
Subtotal - Upfront Costs, Utility Charges, and Permit Fees		\$26,500	\$0	Verified with RSD 11/21/2019		
				On Budget - Still to be Verified		
Site Data				Not applicable for State Funding		
Survey, Wetlands mapping, Environmental, Traffic Studies		\$20,000	\$8,000	Hayner Swanson		
Geotechnical investigations		\$20,000	\$12,500	SW Cole		
Subtotal - Site Data		\$40,000	\$20,500			
Professional Fees						
Architectural/ Structural / Civil / MEP / FP Engineering Fees		\$997,739	\$1,033,700	Lavallee Brensinger Architects		
A/E Reimbursable expenses (estimate)		\$34,000	\$51,000	Printing, Shipping, Etc.		
Existing Assessment & Drawings, Concept Design, Programming, Equipment Review - PreBond Studies		\$75,000	\$0	\$82,559 Completed under separate contract through previous years operating budget		
Additional Services: Studio Lighting and AV, Intercom, Phone, Security System		\$12,000	\$37,000	Integrated Solutions Group - Awarded by JBC 01/28/2019		
Subtotal - Design and Engineering Costs		\$1,118,739	\$1,121,700			
Independent Consultants						
Commissioning Agent		\$15,000	\$38,500	RFS - Awarded by JBC on 1/28/2019		
Construction Inspection & Testing		\$25,000	\$33,364	SW Cole's		
Owner's Clerk of the Works		\$80,000	\$100,473	Not applicable for State Funding		
Subtotal - Independent Consultants		\$120,000	\$172,337			
Furnishings & Equipment						
Camera And Card Access Systems		\$0	\$0	Part of Construction Budget		
Technology (CPU & Promethean Boards)		\$200,006	\$238,389	CIC Purchases to date per Spreadsheet		
Furniture		\$20,000		Part of CTE Equipment, Furniture, Tech Budget Below		
Digital Television and Streaming Services at the TV Studio			\$29,689	Televue - Awarded by JBC on 1/28/2019 -Atlantic Broadband Funding of \$9685.70 for Local Side of costs		
TV Studio Lighting and AV Equipment			\$157,468	Additional Equipment Approved by JBC 3/25/2019		
CTE Program Equipment, Furniture, and Technology (priorities 1+2)		\$800,000	\$676,539	Includes Priorities 1 & 2 Purchased to date. Includes \$100,000 moved from Contingency August 2019 JBC Meeting		
Furnishings Purchased by JBC 11/25/2019 via City Council Added Funding December 2019			\$195,015	Includes Priority 3 items and other items on list submitted to JBC on 11/25/2019		
Custodial Equipment		\$7,500	\$20,000			
Subtotal - FF&E		\$1,027,500	\$1,317,100			
Construction Costs		\$	\$			
Site construction (Earthwork Bid + Ext Improvements)		\$300,000	\$616,066	Earthwork Bid= \$518,265 Exterior Improvements= \$97,801 Per Harvey Schedule of Values 5/29/2018		
Builders Risk Insurance		\$55,000	\$20,713	Not applicable for State Funding		
Flooring at Bridge - Deduct Alternate - Declined (below)			\$3,528	Based on HCC Contract		
High School renovations		\$50,000	\$50,000	HS Only Area - carried as an Alternate for bidding		
CTE Additions & Renovations		\$13,452,485	\$13,118,363	543 sf Estimated by CM		
Subtotal - Construction Costs		\$13,857,485	\$13,808,670	Based on Bid results and Harvey Construction Guaranteed Maximum Price Contract		
Owners Construction Contingency		\$500,000	\$674,985	Increased to \$700,000 at Bid. \$100,000 moved from Contingency August 2019 JBC Meeting, Increased by \$74,985 via City Council December 2019		
Change Orders / Proposed Change Orders to Date						
Change Order 1		\$	32,450.33			
Change Order 2		\$	(14,703.76)	Credit		
Change Order 3		\$	106,692.16			
Change Order 4		\$	173,095.73			
Change Order 5		\$	18,265.42			
Change Order 6		\$	49,451.63			
Change Order 7		\$	(22,433.75)	Credit		
Change Order 8		\$	32,008.31			
Change Order 9 (less Playground Equipment Allowance)		\$	63,084.81			
Change Order 9 (Playground Equipment Allowance)		\$	65,000.00			
Moving Expenses CTE Equipment		\$	35,871.75			
TV Studio Coax Extension (ISG)		\$	1,983.00	Updated per email on 12/20/19		
Change Order 10		\$	76,925.73	ISG		
Change Order 11		\$	(46,910.92)	Final Change Order, including GMP Savings, Shared Savings, GMP Reconciliation, Misc PCOs, FTA Lighting Changes		
TOTAL - Contingencies		\$600,000	\$570,780	-\$34,953.33		
Total Project Estimate		\$16,690,224	\$17,011,087			
Likely State Funded Portion		\$12,023,793	\$12,000,000	Assuming 75% Maximum applied to Applicable Expenses - Capped Per Budget Request		
Likely Community Funded Portion		\$4,666,431	\$5,011,087	Costs for renovations related to improvements for High School Areas and Sitework		
Local/Community Funding Sources						
Bond Amount Per City Council		\$	4,800,000.00			
Pre-Bond Studies - Previous Year		\$	-	Previous Years Operating Budget		
Atlantic Broadband		\$	9,685.70			
Rebates through Electric Company		\$	100,000.00	From RSD 11/22/2019, added 52,081 for TV Studio		
FTA Contributions for Lighting Changes, PCO-79, Pco-108B, PCO-109, PR-70		\$	50,378.08			
Contributions from HRCU for Change Order 6		\$	11,495.17	For Dedicated Electric Panel		
Contributions from HRCU for Sign Change Order 8		\$	7,465.26	For Exterior Signage		
Contributions from City Council 12/2019		\$	270,000.00			
Total Local Funding Available		\$	5,249,024.21			
Leftover Local Only Funding		\$	(237,937.12)	Below Budget with Rebates and Contributions		

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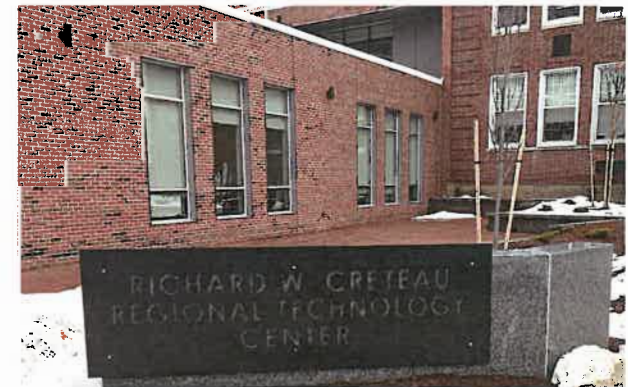
City Clerk's Office



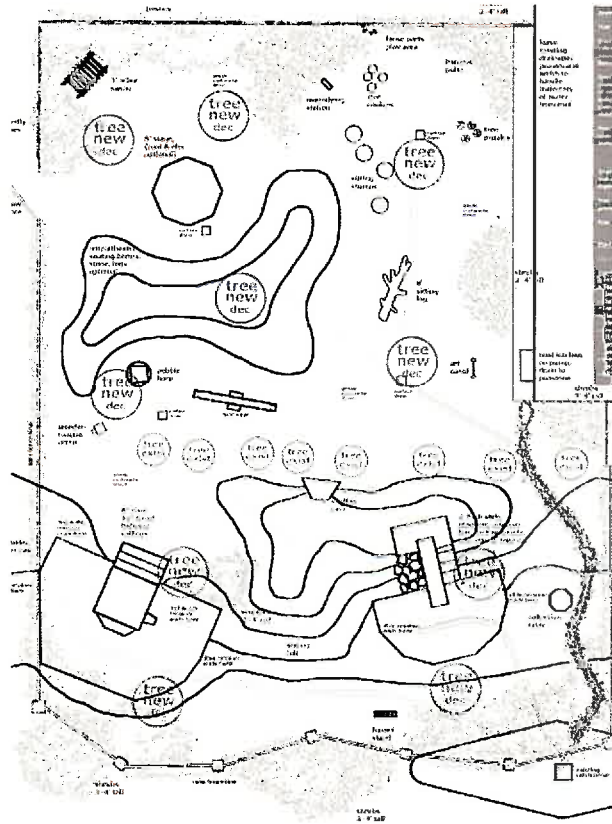
Spaulding HS Creteau TC Final Construction Update



January 13, 2020



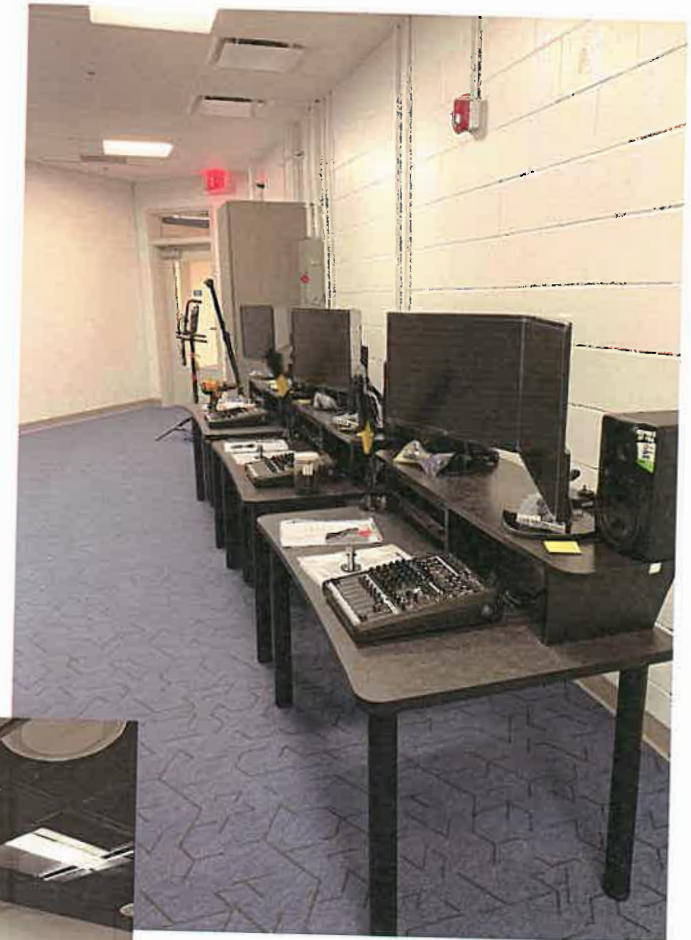
Phase 8 Small Wonders Playground



Phase 9 1st Floor Environmental Science



Phase 9 1st Floor Video Lab

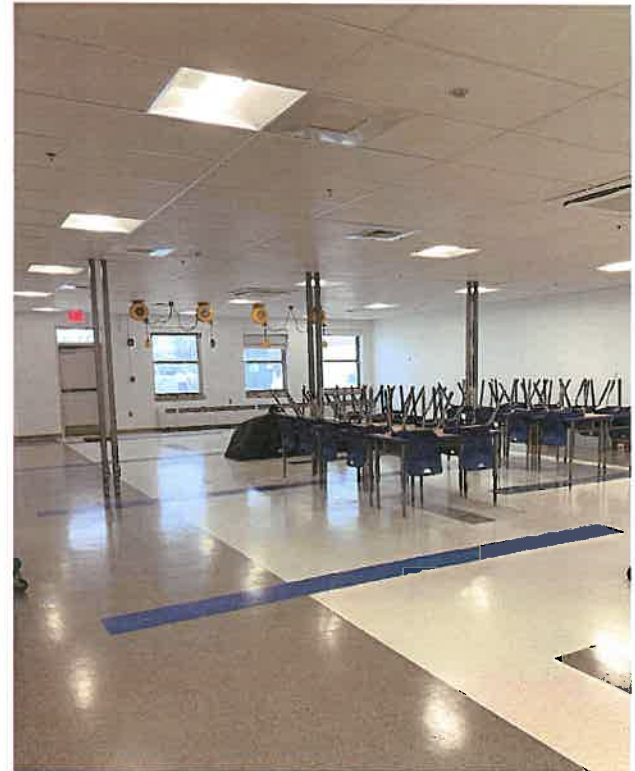


Phase 9 1st Floor Photo Lab

2nd Floor Criminal Justice /SRO Office/Teacher Room



HARVEY



Open items

Open contract work:

Punchlist remaining – 56 items
Duct in HVAC lab – this week
Controls open issues and Cx – ongoing
Inspection walk throughs this week
Special Inspections review - ongoing
Closeout manual turnover – January/February
Summer/Spring Cx to follow

Change Orders:

Install LVT/wall base in Corridors 137 and 151
Sound Attenuation at Dust Collector – attenuator arrived – this week install
HVAC lab connections Refrigeration – ongoing this week
HVAC lab connections Boiler venting – ongoing this week
PR#72 Building plaque – expected next week
PR-058 - School Store Sign – Sousa
Corridor Flooring rework – February vacation
Playground – equipment in fabrication - SUR install spring
Time Capsule install – with above





**Fidelity Committee
of the
Tri-City Joint Mayors' Task Force on Homelessness
Somersworth Middle School, Media Room
Somersworth, NH 03878
January 9, 2020
6:00 PM**

MAYORS

Mayor Caroline McCarley
Mayor Bob Carrier
Mayor Dana Hilliard

Rochester Members

Jeremy Hutchinson
(Chairman)

Barbara Holstein

Dover Members

Charles Reynolds

Betsey Andrews Parker

Somersworth Members

Todd Marsh
(Vice Chairman)

Dina Gagnon

Others Present: Dave Carpenter, Dover Community Development Planner. Dave Abbott, Knights of Columbus. Tory Jennison, Integrated Delivery Network. Rev. Matthew Mirabile, Trinity Church

MINUTES

1. Call to Order

Chairman Hutchinson called the meeting to order at 6:10 PM. Secretary Cassie Givara took a silent roll call. All committee members were present except for Mayor Caroline McCarley of Rochester and Mayor Bob Carrier of Dover.

2. Public Input

Martha Haley, Dover, spoke about her experience volunteering at the Dover warming center and expressed interest in getting more information on the Fidelity Committee and its mission.

3. Communications from the Mayors

Mayor Dana Hilliard, Somersworth, addressed the Committee regarding the developing permit processes in the Tri-Cities; with all three cities having introduced temporary permits to allow non-profits and private organizations to operate warming centers. Mayor Hilliard stated his concern in ensuring that these temporary warming centers and shelters are a collaboration between the City and the organization operating the center/shelter, with the liability being shared.

4. Communications from the Chair

Chairman Hutchinson clarified that the Fidelity Committee meetings would take place on the second Thursday of each month or, in the case of inclement weather, the third Thursday of the month. Any changes to the scheduled meeting time will be posted on the Cities' websites and sent out via the committee distribution email.

5. Discussion: Experience Operating Dover Cold Weather Shelter – Dave Abbott , Knights of Columbus

Dave Abbott, Dover Knights of Columbus, spoke to the Committee about the recent opening of temporary cold weather warming centers in the Dover area and his experiences volunteering at these centers.

Mr. Abbott gave an overview of what is required to establish a temporary warming center or shelter; there must be an inspection by the Fire Chief, there needs to be carbon monoxide detectors present, and if there is not already a sprinkler system in place the property is required to have smoke detectors installed. There needs to be an evacuation plan posted within the property and finally there needs to be a primary contact person listed for the warming center.

Mr. Abbott dispelled some of the common myths and concerns regarding running a warming center and reported that in his experience the temporary residents have not caused any issues or been cause for real concern. If there are residents staying at the center who need additional help or services, there is staff on hand from IDN who is available to assist with issues as they arise.

There was a discussion in Committee regarding the process of organizing for a warming center opening and how the volunteers are sourced. Tory Jennison stated that if an organization would like to open, they need to first speak to the EMDs, get the appropriate permits from the municipality, and then finally if needed the site can ask the IDN for volunteers and/or technical assistance with shelter operations. There is then a Sign Up Genius request that goes out for volunteers as well as social media notifications.

It was clarified that a private entity opening a warming center or shelter is not required to have trained volunteers. The organization can deal directly

with the fire chief if desired. If there were a warming center being opened with assistance from a municipality, trained volunteers would be required. There needs to be a minimum of two volunteers per shift, although Mr. Abbott stated that there has been at least 3 if not more on every available shift.

It was stated that there does not need to be a specific temperature trigger for a private entity to open a warming center.

The Committee discussed the pool of volunteers, which has been the same core group for the recent warming center openings in Dover. There was concern of volunteer burnout if more volunteers are not trained and utilized.

The Committee discussed the possibility of the Tri-Cities coordinating for warming center openings. There was a consensus that it would be preferable for each City to encourage the opening of a warming center within their municipality so there would be easier access for the homeless population regardless of where they reside and so one community would not become the sole provider of warming centers.

Barbara Holstein inquired about the Knights of Columbus building on Columbus Avenue in Rochester and suggested that this might be a viable property for a warming center due to the large size and infrequent use. Mr. Abbott stated that he has an upcoming meeting to discuss this possibility.

Vice Chair Marsh clarified that the Cities are not looking for an organization to take on the responsibility of being the one and only warming center, but rather to start the process and hopefully spur others to step up. Dina Gagnon stated that warming centers are a step closer in the process to having a permanent shelter.

Ms. Jennison stated that there were upcoming volunteer trainings and these would be announced by the Mayors, distribution list and also noticed on social media.

The Committee discussed the differences in the temporary permits between each of the three cities. There was also discussion regarding liability and insurance for these temporary warming centers and how this issue would be handled. Ms. Jennison stated that most sites already carry insurance for events which would be utilized if needed for warming center/shelter purposes. There was concern that if one City's permits are more flexible and less restrictive, it may become a burden on that community where they are continually the one opening warming centers and taking on the responsibility.

Mr. Abbott spoke about the logistics of operating the warming center; it is known as a warming center if there are no beds, although there have been blankets and sleeping bags provided via donation. Mr. Abbott said that there is no law enforcement presence at the warming centers and there has not been the need for it, although it was clarified that the police do stop by for check-

ins and can be requested to visit periodically. Police departments also offer transportation to the warming centers as needed. Depending on the facility being used for a warming center, there is often a kitchen available and food services offered to those in need. There are no names taken of residents staying at the warming centers, but rather a head count each shift.

The Committee discussed the potential of standardizing the permit process so it is similar and uniform in each City, gathering data to show the definitive need for these warming centers in each Community, and the logistics of opening warming centers in each community. Mayor Hilliard spoke about the differences in process and charters between the three cities and the unique DNA of each governing body which would make it difficult to standardize between the three cities. He cautioned in getting too far ahead, stating that the consistency and logistics should not be considered so carefully until there have actually been organizations stepping forward in each of the three communities to open warming centers.

There was a brief discussion on the "Point in Time" count which is coming up in January 29th, 2020 (an annual count to try to determine the amount of sheltered and unsheltered homeless residents within the state).

6. Update: Review of work from December workshop meeting

Betsey Andrews Parker stated that there is a lot of positive progress being made from the Master Plan document accepted by the Cities in May 2019. There is a great deal of good work happening, the Committee just needs to find a better way to figure out what is already being done and where the gaps exist.

Vice Chair Marsh agreed that there was much more going on than the general public might realize and spoke about ways to make this work more evident and to bring light to the progress. Mr. Marsh stated that, at least in Rochester, the budget process was approaching and although there had been an approved line item in the Rochester welfare budget for "Sheltering services," the City Manager would like more solutions on how best to utilize this line item.

There was a discussion in Committee regarding how to best workshop the issue of identifying gaps in coverage and services. It was decided that a subcommittee would be formed to meet in between the full committee meetings and do work on this particular item. The subcommittee will be comprised of Betsey Andrews Parker, Barbara Holstein, Tory Jennison, Dina Gagnon and Todd Marsh.

Mayor Hilliard suggested a presentation be made to each of the three City Councils highlighting the successes which have been achieved, with the presentations being streamed or aired on the government channels if applicable and the local media being invited. Mayor Hilliard emphasized the need to make goals and objectives on which to focus in moving forward to make headway into

the New Year; and getting the word out on the work which has already been done with help change the public perception.

Chairman Hutchinson stated that he would be discussing the issue of zoning and sheltering at the upcoming Rochester Public Safety Committee meeting and this would trigger the discussion to go to the full City Council.

7. Other

The next meeting of the Fidelity Committee will take place on Thursday, February 13, 2020 at 6:00 PM at the Somersworth Middle School.

Ms. Andrews Parker spoke to the Committee regarding available grants which could help the Tri Cities in moving towards the opening of a shelter. Ms. Andrews Parker said there was a planning grant available through CDFA (Community Development Finance Authority) for \$25,000. This grant would not be for a physical shelter or property, but rather to research and discuss such a facility and to collect data; the pre-work which has to be coordinated prior to the inception of a shelter. Ms. Andrews Parker referenced the \$500,000 CDBG grant which had been discussed at previous meetings. She stated that it would not be feasible to be approved for such a grant without a viable plan and infrastructure in place first. This is something which needs to be workshopped further.

8. Closing Public Input

Father Matt Mirabile of Trinity Church asked why there hasn't been a shelter opened in Rochester yet. There was a brief discussion in Committee regarding zoning and variance issues as well as legal and government pushback.

Mr. Carpenter asked if there could be a cover page added to the Master Plan document showing the dates it was accepted by each of the Tri City Councils.

9. Adjournment

Chairman Hutchinson **ADJOURNED** the meeting at 8:02 PM.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk, Rochester

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City Clerk's Office

Public Safety Committee
Council Chambers
January 15, 2020
7:00 PM

MEMBERS PRESENT

Councilor Don Hamann, Chair
Councilor Peter Lachapelle, Vice-chair
Councilor Palana Belken
Councilor Jeremy Hutchinson
Councilor Chris Rice

OTHERS PRESENT

Mayor Caroline McCarley
Councilor David Walker
Michael Bezanson, PE, City Engineer
Gary Boudreau, Deputy Police Chief
Mark Klose, Fire Chief
Dan Camara, GIS Asset Mgmt. Tech.

Minutes

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

1. Public Input

There were no members of the public present for public input.

2. Granite St./William Allen School Traffic Issue (kept in committee)

Councilor Hamann introduced the issue. Councilor Walker summarized the issue by stating that it has been on the agenda of this Committee for a couple of months now, and it involves vehicles cueing for school drop off/pick up that are stopping, standing, and lining up all the way out to Portland Street and blocking Portland Street so emergency vehicles cannot get down Granite or any of the other side streets. Dropping off the children does not seem to be as much of a problem as the afternoon pick up; some of the vehicles line up a half hour early. Councilor Walker stated there is plenty of parking near Woodman Park. He said the Committee will be working with the School Department and the neighbors to come up with a solution to this issue. If another solution is not reached, he suggests installing "no parking" signs up and down the road. Councilor Lachapelle asked Deputy Chief Boudreau if there was verification that someone from the School Department would be at next month's Committee meeting to discuss the issue. Deputy Chief Boudreau said they are working on it. Councilor Lachapelle suggested reaching out to some of the School Board members as well. Councilor Hamann said he would give the School Board Chair a call to see if they would like to come to the next meeting. Councilor Rice wanted to clarify that the vehicles are backing up on Granite Street to Charles

Street and the Committee is looking at recommendation to divert the vehicles to other areas, such as Woodman Street to park. Councilor Walker said that was correct, as it is now an emergency vehicle cannot go down Granite with all the vehicles standing there waiting to pick up children. Councilor Rice wanted to know how many buses service the school. Councilor Walker said the buses really don't present a problem, as they go around Davyanne Locke Lane; it's the parents waiting for the children that are blocking the area. Kept in committee until next month.

3. E911 Update

Councilor Hamann introduced the issue. Deputy Chief Boudreau updated the Committee on the Rochester Neck Road renumbering. He said that Deputy Fire Chief Wilder has been working with Waste Management on the renumbering of Rochester Neck Road. All but 3 properties are owned by Waste Management; he doesn't think this will have to go to the City Council or have a public hearing. Hoping that the 3 land owners will voluntarily renumber their properties. Councilor Lachapelle asked if this would go all the way to the Dover line. Deputy Chief Boudreau said that is where the 3 properties are to his knowledge: Brox Industries, Pike Industries, and the City of Dover. Chief Klose said that there would be a Public Hearing for the Milton Road renumbering near 164-168 Milton Road on January 21, 2020. All but one person has acknowledged the City; they were sent to certified letters, phone calls, and knocks on the door. Councilor Hamann asked if a public hearing only had to be done if not everybody acknowledged the City. Mayor McCarley said yes that's when they have to hold the public hearing, when they didn't get back to the City. Councilor Rice asked how many more addresses needed to be changed. Deputy Chief Boudreau said there was quite the stack. Chief Klose said they have about 27 pages of changes to be made. Councilor Hutchinson asked if there is a completion goal with the changes. Deputy Chief Boudreau said no specific date. Chief Klose said they try to deal with some hard ones that are time consuming and may take months, then they mix in dealing with some easier ones before taking on harder ones again.

4. Emergency Management Update

Councilor Hamann introduced the issue. Chief Klose said it is pretty quiet, there is some inclement weather coming in Thursday and Sunday. There is not much going on at the state level.

5. Season Cold Weather Warming Center

Councilor Hamann introduced the issue. Councilor Hutchinson noted that he chairs the Task Force for Homelessness for the Tri-City. He stated that there is really no update regarding master plan recommendations, but the Task Force did just meet last week. Some of the discussion at that meeting was the successful implementation of permitting for organizations that want to apply for operation of a warming center. He stated that he thinks the permitting process in Rochester might be inadequate for the situations that the City is now dealing with. Councilor Hutchinson went over draft revisions to the City's Ordinance. The current permit recommends up to 48 hours to open a warming center; the climate we live in suggests we will have more than 2 days of cold weather in one period of time, so the proposal includes permitting for 7 days, extendable up to 15 days, similar to Dover's policy. Second, currently only 3 permits are allowed per season. And finally, permits are only issued for November-March, so permitting doesn't allow for relief during hot weather. If a faith-based organization applies for a permit and they have a religious function that day and cannot open the shelter, they have used one of their three allowed permits for the season. There are a lot of gaps in the process. The new policy would change some of these things. Councilor Lachapelle asked if this would be a public hearing. Mayor McCarley said it would need an ordinance change, so it would need to follow the normal procedure for revising an ordinance. Chief Klose went over the State Fire Marshall's draft language, which is less restrictive than our current ordinance. Mayor McCarley has had discussions about cold weather shelters; there are a bunch of folks that have been trying to keep this going for a while. She said that Councilor Walker stopped her in the parking lot in December and asked why they weren't utilizing the 38 Hanson Street building. They have been through the building, and although it would not be free, and they would need to get volunteers, there probably is a way to get the front portion of the building usable for a shelter. It will end up costing the City a little money, not sure how much money, but there's a number of ways to put it all together. Chief Klose said Mike Riley from Building and Grounds will be checking out the Hanson Street building in the morning to evaluate what could be done. Councilor Walker said they should explore both, the City-owned building and religious organizations. ***Councilor Lachapelle made a motion to send the proposed Ordinance changes for Pre-Approving Conditional /Temporary Emergency Use Shelter to the Codes and Ordinances Committee with the Fire Safety backup. The motion was seconded by Councilor Hutchinson. Unanimous voice vote carried the motion.***

Councilor Lachapelle made a motion that the City Council consider using the 38 Hanson Street building for a temporary shelter. The motion was seconded

by Councilor Rice. Unanimous voice vote carried the motion. Councilor Rice asked Councilor Hutchinson with this provision change will requirement be sent on who will open Hanson Street, what is the temp when it will open. Councilor Hutchinson said, in general, if it is a private entity they will decide when to open and if it is the City's building, which 38 Hanson Street is, they will decide. It was generally agreed that the City Manager would decide when to open a City-owned building for a shelter under the guidance of the City Council.

6. Other

"No Parking" by China Palace During Winter Storms

Councilor Hamann said that the China Palace wanted to have "no parking signs" put up during winter storms. There were a few cars that their mirrors were clipped by other vehicles making the turn from Columbus to South Main; the vehicles that struck the mirrors did not appear to be plow trucks. It was agreed that cars parking there should make sure they are parked correctly. **Councilor Lachapelle made a motion to take no action. The motion was seconded by Councilor Rice. Unanimous voice vote carried the motion.**

North Main St Crosswalk – Pedestrian Visibility

Councilor Hamann said he has received a lot of calls from Councilors and citizens regarding crosswalks, most notably the crosswalk on North Main Street near the former The 103 restaurant, now Lilac City Grille. Visibility of pedestrians in the crosswalks has been an on-going problem for at least 6 years. Some of the suggestions received have been rumble strips approaching the crosswalk, flashing lights, and spot lights. Councilor Lachapelle said LED lights have been a suggestion, he asked Mr. Bezanson if he had any information about this. Mr. Bezanson said a lot of this goes back to placement of lights; in the past it was generally agreed that lights should be placed right at crosswalks, now studies have shown that placement of lighting ahead of the crosswalk as traffic approaches allows for optimal illumination of pedestrians. Councilor Lachapelle asked Mr. Bezanson to get prices on lights. Councilor Belken said in Newmarket on Route 108 there are a couple of crosswalk that have a button that pedestrians can push and lights flash to alert motorists that a pedestrian is at the crosswalk. Councilor Rice also mentioned the pedestrian crossing in Epping on Route 125 at the Cumberland Farms. Mr. Bezanson stated that pedestrian-activated crosswalk warning devices called rectangular rapid flash beacons (RRFB) are being considered in the final design of the Strafford Square Roundabout. Councilor Rice suggested that the North Main

Street crosswalk by Lilac City Grille be used as a test case for this application before the roundabout is constructed; Mr. Bezanson will get pricing for RRFB installation at this location. Deputy Chief Boudreau wanted to remind the public that RSA 265:35 Section 2 Pedestrian's Right of Way in Crosswalks, states "no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close as to constitute an immediate hazard. As a pedestrian, you still need to exercise due care and make sure vehicles stop before crossing in a crosswalk." If there is no crosswalk, RSA 265:36 states that "every pedestrian crossing a roadway...other than a marked or unmarked crosswalk...shall yield the right of way to all vehicles upon the roadway." This item was kept in committee.

Blue Hills Drive - Speed Limit

Councilor Lachapelle shared a concern from a resident regarding speeds in the Blue Hills neighborhood and wanted to know if the speed limit was posted. Street View showed a Speed Limit 30 MPH sign on Blue Hills Drive. The resident thought that 90% of the traffic drove the speed limit, but thought this was still too fast considering the pedestrians, especially children, in the neighborhood. Councilor Lachapelle wanted to know if anything could be done to lower the speed limit without opening Pandora's box. Deputy Chief Boudreau said that there are some areas that are posted 25 MPH, so he believed the Council could vote to do that here, but he wouldn't recommend that. Councilor Hamann said in their neighborhood they email the neighbors once in a while to remind them to slow down. Councilor Lachapelle will follow up with the resident.

Crimeline Signs

Councilor Lachapelle said he was approached by a member of the Crime Line; they would like to put signs up, maybe on a stop sign or post. The only cost to the City would be DPW's labor and equipment to put them up. ***Councilor Lachapelle made a motion to have DPW put signs up that the Crime Line purchases. The motion was seconded by Councilor Rice. Unanimous voice vote carried the motion.***

Councilor Rice wanted to know if the Crime Line phone number was specific to Rochester. Deputy Chief Boudreau replied that it is.

Speed Limit Issue on Nottingham Lane

Councilor Hutchinson asked if there was an update to the speed trailer being out on Nottingham Lane. Deputy Chief Boudreau said the speed trailer was out in the area

for 7 days, data was collected on a total of 682 vehicles with the average speed being 17.52 MPH and the 85th percentile being 19.85 MPH. No action was taken.

Councilor Hamann asked the members of the Public Safety Committee if they would be willing to meet at an earlier time; the suggested time was 6 PM. Councilor Rice said he isn't opposed to an early meeting; however, every 3rd month he has a Ward 3 RUN meeting that he'd like to attend and may ask to be excused from the Public Safety Committee during those months. There were no objections to the proposed time change, so the Chair announced that future meetings will be held at 6 PM going forward.

Councilor Lachapelle made a motion to adjourn the meeting at 8:04 PM. Councilor Rice seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Laura Miller, Secretary II.

CITY OF ROCHESTER, NH
CONSIDERATION FOR THE PUBLIC SAFETY COMMITTEE

Policy for Pre-Approving Conditional/Temporary Emergency Use Shelter

Scope:

The scope of this policy is to create guidelines intended for pre-approving and permitting the emergency use of buildings as a temporary shelter in adverse weather conditions. Specifically, to ensure facilities used as shelters for a temporary/emergency nature, that are not designed or designated as shelters, provide a reasonable degree of life safety for the occupants.

Definitions:

Conditional/Temporary Use Shelter – A facility whose primary use is for something other than sheltering activities; however, from time to time may end up providing sheltering services for a limited number of persons for a pre-determined period of time.

Approval Required:

Any facility owner requesting use of their facility for conditional/temporary emergency sheltering purposes shall apply for approval from the City of Rochester Inspection Services Division and must meet the provisions outlined below. When operating under approved terms, the Conditional/Temporary Emergency Use Shelter will be allowed to remain open under a timeframe established at the time of application, as defined by the conditions of a specific weather event. Permits will typically not be approved beyond a 7 day timeline. Extensions may be granted by the Fire Chief or designee, upon specific written request by the original applicant. In no case shall the conditional/temporary permitted use exceed 15 days total, unless a State of Emergency has been declared by the Governor and the extended use of the shelter has been approved by the Fire Chief or designee. Application requests must be signed by the recorded owner or legal representative of the property listed on the application. During the shelter activity, the notice of approval (permit) must be conspicuously posted at the entrance to the facility. The notice will indicate the dates and times of operation, the specific location in which occupants are being sheltered and the total number of occupants permitted in the shelter. The allowable occupant load of the shelter will be determined by the Fire Chief or designee after review of the submitted application and inspection of the facility.

Egress:

Any area used for sheltering and/or sleeping must have a primary and secondary means of egress that has the appropriate exit capacity. The emergency egress/emergency rescue opening (5.7 square foot opening) complying with the NFPA 101 Life Safety Code is required unless the building is protected with a fully operational fire sprinkler system and travel distance to an exit does not exceed 75 feet along an accessible route.

The egress route must be clearly identified by exit signs and emergency lighting and maintained clear at all times the building is occupied.

Fire Protection Systems:

An approved automatic fire alarm system with occupant notification shall be provided throughout buildings used as a shelter. The area where sheltering is done must have interconnected smoke detection inside and directly outside all sleeping areas.

Exception: An interconnected smoke detection system is not required where the building is throughout with a fully operational fire sprinkler system, and individual/local smoke alarms are provided inside and directly outside areas used for sleeping purposes. Battery powered devices are permitted.

Carbon monoxide detector(s) are required in the immediate vicinity of the sleeping areas. Combination Smoke/CO alarms are permitted.

Plug in detectors with battery back-up are permitted. In buildings without an approved automatic fire sprinkler system, a trained fire watch detail must be in place the entire time the shelter facility is in use.

For buildings without an approved, automatic fire alarm system, the fire watch detail must consist of a minimum of (2) certified fire watch members.

Cooking:

Cooking will only be allowed in facilities with code compliant commercial cooking facilities that are protected with hood vents and fire protection systems and have required state and local approvals for commercial cooking.

Emergency plans:

A Fire Safety and Evacuation Plan must be presented for review and accepted at the time of application. This plan must be available on site for review by the persons being sheltered.

The Fire Safety and Evacuation Plan shall include the following elements:

1. Emergency egress or escape, including alternate routes.
2. Procedures for accounting for employees and occupants after evacuation has been completed (a current roster of all persons being sheltered, and staff, must be maintained at all times the shelter is in operation). The roster must be available for immediate review upon request by emergency personnel during any emergency.
3. The preferred and any alternative means of notifying occupants of a fire or other emergency.
4. The preferred and any alternative means of reporting fires and other emergencies to the appropriate emergency response department

5. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
6. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.
7. Procedures for the evacuation of the special need occupants.

Evacuation routes must be clearly posted in each area being occupied by persons being sheltered.

When a shelter is activated there must be a review of the fire safety and evacuation plan with each person(s) being admitted to the shelter, and a fire evacuation training drill shall be performed with participation of all persons being sheltered.

This policy is enacted insure that safety of the occupants in a conditional/temporary emergency shelter is maintained. In accordance with this overall objective, other requirements may need to be considered and/or imposed at the sole discretion of the Fire Chief or designee prior to issuance of a permit.

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City Clerk's Office

Public Works and Buildings Committee

Meeting Minutes

January 16, 2020

Council Chambers

MEMBERS PRESENT

Councilor David Walker, Chairman
Councilor Jim Gray- Vice Chairman
Councilor Don Hamann
Councilor Chris Rice

MEMBERS ABSENT

Councilor Doug Lachance

OTHERS PRESENT

Peter C. Nourse PE, Director of City Service
Daniel Camara, GIS / Asset Management

MINUTES

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

1. Project Updates

Colonial Pines - Mr. Nourse explained the scope of the Colonial Pines Sewer Extension Project to the Councilors. He stated that this is a four phase project. Phase 1 brought the sewer under the Spaulding Turnpike to the neighborhood. Phase 2 is the current phase of construction that is to bring sewer availability to Juniper Street, Towle Street, Vinewood Lane, Susan Lane, Wildwood Lane, Hickory Lane, and a portion of Tingley Street. He stated that the contractor is working on private services through the winter and will be completing the sewer work and the subsurface drainage work that was added to the project by summer of 2020. Mr. Nourse explained that staff will be looking to go on to Phase 3 later in the summer. These streets will be Birch Drive, Old Dover Road, Tingley Street, Hillside and Westview Drive. Mr. Nourse stated that the current funding should take us through Phase 3 and funds will be requested for the remaining Phase 4 work in the FY2021 CIP. Councilor Hamann asked what percentage of the homeowners are tying in. Mr. Nourse stated that most have either tied in or expressed their intent to do so. He stated that he is only aware of one waiver to date. Councilor Gray asked how the old septs are abandoned. Mr. Nourse explained that the contractor is completing the abandonments, they are filled with sand and / or collapsed in place and covered with topsoil per State requirements. .

Granite State Business Park Water Loop – Mr. Nourse explained that this project extend the water line through the business park and out to Shaw Drive. He stated that approximately 4500 feet of 12” water main is to be installed. He stated that the water line extension is necessary in order supply sufficient water for fire flows for the current and future needs of the business park. Mr. Nourse stated that the project is on schedule and the work should be completed by late spring.

202A Water Line Extension – Mr. Nourse explained that this project extends water mains to the western side of the City from Rt 202 through the Highfields Development and running cross country, then down Bickford Road to Rt 202A up to the Crown Point Road area. He stated that this is about an 8 million dollar project that involves the installation of 9000 feet of water mains and a water tank on the back side of the Highfields Development. Mr. Nourse explained that the Highfield Developer is expected to contribute a piece of land for the tank and some land for the maintenance of the cross country section of the main. Mr. Nourse also explained that the funding for the project is through Mtbe Grant Funds, NHDES Groundwater Trust Grant and Water Fund Contribution through SRF and bonding. Mr. Nourse stated that the tank is being constructed to accommodate two possible cell vendors. . He stated that this would be an additional source of revenue.

2. **FY2020 Sidewalks**

Mr. Nourse distributed a handout illustrating the sidewalk condition assessment by wards. He explained that the orange highlights showed the sidewalks in the poorest conditions and where they are located. The Committee discussed areas in East Rochester and Oak Street in Gonic as the areas where we could get the most amount of replacements completed with the available funds. Councilor Walker asked about the cost of asphalt vs. concrete sidewalks Mr. Nourse stated that concrete last much longer. Councilor Rice asked how the grading system for good, fair and poor was determined. Mr. Nourse stated that the DPW had paired up with Strafford Regional Planning and that interns had gone out and walked and evaluated all of the sidewalks using specific criteria determined by the Federal Highways Administration.

Councilor Gray made a motion to recommend that the full City Council approve the sidewalks in the East Rochester area for the sidewalk replacement funds. The motion was seconded by Councilor Hamann. The motion passed unanimously.

3. **EPA NPDES Draft Permit Update**

Mr. Nourse state that the EPA Region 1 has issued the draft general permit and there is a 60 day comment period that will end in early March. He explained that this permit is a significant concern for the City due to the financial impacts. Mr. Nourse stated that the City of Rochester and many other communities will be issuing comments. Mr. Nourse explained that he has asked that the City Council be updated with all of the concerns and he expects that to happen at the February City Council Workshop Meeting. Councilor

Gray stated that due to the proposed limits on nitrogen and phosphorus the necessary plant upgrades will cost in excess of twenty million dollars.

4. **Other**

New DPW Facility – Councilor Rice asked if the project award was completed. Mr. Nourse stated that the project was awarded and a Notice to Proceed and an agreement had been executed. He stated that the preconstruction meeting has been scheduled for January 22, 2020. Councilor Walker asked if any of the work could begin during the winter. Mr. Nourse stated if at all possible the site work would begin as soon as possible.

Councilor Hamann made a motion to adjourn at 7:27 pm. Councilor Varney 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 Granting Community Revitalization Tax Relief to the Property Located at 10 South Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project

Be it Resolved by the Mayor and City Council of the City of Rochester, as follows:

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

Whereas, the City of Rochester adopted the provisions of such Community Revitalization Tax Relief Incentive Program pursuant to RSA Chapter 79-E by Resolution of the City Council on October 7, 2008; and

Whereas, the 10 South Main Street, LLC, owner of the so-called 10 South Main Street in downtown Rochester, is desirous of making use of the benefits of RSA Chapter 79-E and it has, therefore, proposed a substantial rehabilitation project with respect to the structure located upon the so-called 10 South Main Street; and

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

Now, Therefore, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby make the following findings and determinations with respect to the proposed substantial rehabilitation proposal for the so-called 10 South Main Street property contemplated by the owner’s Community Revitalization Tax Relief Application dated December 16, 2019, to wit:

(1) Any tax relief under the provisions of RSA Chapter 79-E or this resolution that is to be accorded with respect to the so-called 10 South Main Street property project shall be accorded only after the property owner grants to the City a covenant pursuant to the provisions of RSA 79-E:8 ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and in accordance with the requirements of RSA 79-E:8; and

(2) The Mayor and City Council find public benefits under RSA 79-E:7 in the proposed revitalization project proposed with respect to the so-called 10 South Main Street property project; and

(3) The proposed substantial rehabilitation project with respect to the aforesaid 10 South Main Street provides the following public benefits to downtown Rochester:

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

(4) The specific public benefit is preserved through a covenant under RSA 79-E:8 if the project is implemented consistent with (a) the aforementioned application; (b) compliance with the recommendation to the City Council approved by the Community Development Committee on December 17, 2019; (c) the terms of this resolution; and (d) any other applicable requirements of Chapter 79-E; and

(5) The Mayor and City Council find that the proposed use is consistent with the City's Master Plan and development regulations.

Furthermore, as a result of making such determinations and findings, and subject to the owner's compliance therewith, and with the provisions of RSA Chapter 79-E, the Mayor and City Council hereby grant the requested tax relief for a period of seven (7) years beginning with the completion of the substantial rehabilitation of the structure upon the so-called 10 South Main Street property.



01/30/2020

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

RECOMMENDED ACTION



01/30/2020

City of Rochester, New Hampshire

Division of Community Development

31 Wakefield Street, Rochester NH 03867

(603) 335-7522 www.thinkrochester.biz

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

Building Name (if any): <u>Ainsley's Drug Store</u> Building Address: <u>10 North Main Street</u> Owner Name(s): <u>Keith Frizzell</u> Owner Address(es): <u>PO Box 310, Dover, NH 03821</u>	Map# <u>120</u> Lot# <u>0392</u> Zoning: <u>DTC</u> Overlay District: <u>Special Downtown</u> Year Built <u>1881</u> Square Footage of Building <u>4,000</u>
Contact Name: <u>Keith Frizzell</u> Phone # <u>603-431-0400</u> Email address: <u>k.frizzell@msprops.net</u>	Applicant Name(s) (if different from owner): <u>SAME</u> Applicant Address: _____ Phone # _____ Email address: _____
	Application Fee Paid: <u>x</u> Yes <u> </u> No
Existing Uses (describe number of units by type and size) Is there a change of use associated with this project? <u> </u> Yes <u> x </u> No If so, please describe: The second floor will change from office into 2 residential units. The third floor will become 2 one bedroom apartments replacing one apartment. The first floor will remain commercial.	Is the building eligible or listed on the State or National Register of Historic Places or located in a Local, State, or Federal Historic District? Yes <u> </u> x <u> </u> No <u> </u> Provide historic district name: <u>Ainsley's Drug Store</u>
Will the project include rehabilitation of residential units? <u> x </u> Yes <u> </u> No If yes, how many: <u> 4 </u> If yes, please describe: The third floor apartment will be renovated to become to one bedroom apartments. The second floor office space will be renovated to add 2 one bedroom apartments.	Will the project involve affordable residential units? <u> </u> Yes <u> x </u> No If yes, please describe:
<u>Other Review & Comment (if necessary)</u> Historic District Review: <u>approved on 12/11/19</u> Special Downtown Review: _____ Minor Site Review: <u>Yes</u> Planning Board Review: <u>No</u> Zoning Board of Adjustment: <u>No</u>	<u>Section 79:E-4</u> Application Date: <u>12/23/2019</u> Complete: Yes Staff Review: <u>12/24/2019</u> City Council First Reading: <u>1/7/2020</u> Post Public Hearing: <u>no later than 1/10/2020</u> Public Hearing Date: <u>1/21/2020</u> *Required within 60 days of receipt of application City Council Second Reading <u>2/4/2020</u> *Required within 45 days of Public Hearing

Does this application meet the appropriate tests?

Is it a qualifying structure located in a designated downtown zone? <u> x </u> Yes <u> </u> No	
Pre-rehabilitation assessed value (from most recent City Assessment): \$184, 700	
Total estimated cost of rehabilitation (from application):	\$300,000 <u> </u>
Percentage of rehabilitation costs to assessment valuation:	<u> 61.5 </u> %
Does the estimated cost of rehabilitation exceed 15% of pre-rehabilitation assessed valuation, or \$75,000, whichever is lower? YES <u> </u> NO <u> </u>	
Is there public benefit? Must satisfy at least 1 of the conditions below. (Section 79-E:7) <u> X </u> It enhances the economic vitality of the Downtown District. <u> X </u> It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district. <u> </u> It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community. <u> X </u> It increases residential housing in urban or town centers. <u> X </u> In a Local, State, or Federal Historic District?	
Are other funding programs being applied to this project? <u> </u> Yes <u> X </u> No Other Programs. – The provisions of this chapter shall not apply to properties whose rehabilitation or construction is subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50 percent of construction costs from state or federal programs.	

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

Name & Title: Jennifer Marsh, ED SpecialistDate: 12/30/19

City Council Review/Decision

Public Hearing Posting: _____ Public Hearing Date: _____

City Council Meeting Date: _____

Does the City Council agree with findings of at least one Public Benefit?

- ☐ Enhances economic vitality of the village ___Yes___No
- ☐ Enhances and improves a culturally or historically important structure? ___Yes___No
- ☐ Promotes development of the downtown, providing for efficiency, safety, and greater sense of community? ___Yes___No
- ☐ Increases residential housing units in downtown? ___Yes___No

The Application was:	() GRANTED () DENIED
Substantial Rehabilitation Tax Relief Incentive granted for (up to 5 years beginning with completion of rehab)	Years
Tax Relief Incentive for New Residential Units granted for (up to an additional 2 years, 4 years if affordable housing)	Years
Tax Relief Incentive for Rehabilitation of Historic Places in accordance with the U.S. Secretary of Interiors Standards for Rehabilitation for (up to additional 4 years)	Years
Total	Years

IF DENIED, REASON(S) FOR DENIAL

Number of Yea: _____ Number of Nay: _____

Follow Up Letters Sent to:

- ☐ Applicant/Owner
- ☐ Assessing Department
- ☐ Economic Development
- ☐ Planning Department
- ☐ City Manager's Office
- ☐ Finance Department

COVENANTS

Completed By: _____ Date: _____

Filed at Strafford County: _____ Date: _____

Copies to:

- ☐ Assessing Dept
- ☐ Finance Dept
- ☐ In File

The Standards (Department of the Interior regulations 36 CFR 67) pertain to all historic properties listed in or eligible for listing in the National Register of Historic Places.

- 1) A property shall be used for its intended historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- 2) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- 3) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- 4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- 5) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- 6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- 7) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- 8) Significant archeological resources affected by a project, shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- 10) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Comments from Historic District Commission:

Name & Title: _____

Meeting Date: _____

**TITLE V
TAXATION
CHAPTER 79-E
COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE
Section 79-E:1**

79-E:1 Declaration of Public Benefit. –

I. It is declared to be a public benefit to enhance downtowns and town centers with respect to economic activity, cultural and historic character, sense of community, and in-town residential uses that contribute to economic and social vitality.

II. It is further declared to be a public benefit to encourage the rehabilitation of the many underutilized structures in urban and town centers as a means of encouraging growth of economic, residential, and municipal uses in a more compact pattern, in accordance with RSA 9-B.

II-a. In instances where a qualifying structure is determined to possess no significant historical, cultural, or architectural value and for which the governing body makes a specific finding that rehabilitation would not achieve one or more of the public benefits established in RSA 79-E:7 to the same degree as the replacement of the underutilized structure with a new structure, the tax relief incentives provided under this chapter may be extended to the replacement of an underutilized structure in accordance with the provisions of this chapter.

II-b. It is further declared to be a public benefit to encourage the rehabilitation of historic structures in a municipality by increasing energy efficiency in the preservation and reuse of existing building stock.

III. Short-term property assessment tax relief and a related covenant to protect public benefit as provided under this chapter are considered to provide a demonstrated public benefit if they encourage substantial rehabilitation and use of qualifying structures, or in certain cases, the replacement of a qualifying structure, as defined in this chapter.

Source. 2006, 167:1. 2009, 200:3, 4, eff. July 15, 2009. 2013, 78:1, eff. April 1, 2013.

Section 79-E:2

79-E:2 Definitions. – In this chapter:

I. "Historic structure" means a building that is listed on or determined eligible for listing on the National Register of Historic Places or the state register of historic places.

II. "Qualifying structure" means a building located in a district officially designated in a municipality's master plan, or by zoning ordinance, as a downtown, town center, central business district, or village center, or, where no such designation has been made, in a geographic area which, as a result of its compact development patterns and uses, is identified by the governing body as the downtown, town center, or village center for purposes of this chapter. Qualifying structure shall also mean historic structures in a municipality whose preservation and reuse would conserve the embodied energy in existing building stock. Cities or towns may further limit "qualifying structure" according to the procedure in RSA 79-E:3 as meaning only a structure located within such districts that meet certain age, occupancy, condition, size, or other similar criteria consistent with local economic conditions, community character, and local planning and development goals. Cities or towns may further modify "qualifying structure" to include buildings that have been destroyed by fire or act of nature, including where such destruction occurred within 15 years prior to the adoption of the provisions of this chapter by the city or town.

III. "Replacement" means the demolition or removal of a qualifying structure and the construction of a new structure on the same lot.

IV. "Substantial rehabilitation" means rehabilitation of a qualifying structure which costs at least 15 percent of the pre-rehabilitation assessed valuation or at least \$75,000, whichever is less. In addition, in the case of historic structures, substantial rehabilitation means devoting a portion of the total cost, in the amount of at least 10 percent of the pre-rehabilitation assessed valuation or at least \$5,000, whichever is less, to energy efficiency in accordance with the U.S. Secretary of the Interior's Standards for Rehabilitation. Cities or towns may further limit "substantial rehabilitation" according to the procedure in RSA 79-E:3 as meaning rehabilitation which costs a percentage greater than 15 percent of pre-rehabilitation assessed valuation or an amount greater than \$75,000 based on local economic conditions, community character, and local planning and development goals.

V. "Tax increment finance district" means any district established in accordance with the provisions of RSA 162-K.

VI. "Tax relief" means:

(a) For a qualifying structure, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on a qualifying structure shall not increase as a result of the substantial rehabilitation thereof.

(b) For the replacement of a qualifying structure, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on a replacement structure shall not exceed the property tax on the replaced qualifying structure as a result of the replacement thereof.

(c) For a qualifying structure which is a building destroyed by fire or act of nature, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on such qualifying structure shall not exceed the tax on the assessed value of the structure that would have existed had the structure not been destroyed.

VII. "Tax relief period" means the finite period of time during which the tax relief will be effective, as determined by a local governing body pursuant to RSA 79-E:5.

Source. 2006, 167:1. 2009, 200:5-7. 2010, 329:1, 2. 2011, 237:1, 2, eff. July 5, 2011. 2013, 78:2, eff. April 1, 2013.

Section 79-E:3

79-E:3 Adoption of Community Revitalization Tax Relief Incentive Program –

I. Any city or town may adopt or modify the provisions of this chapter by voting whether to accept for consideration or modify requirements for requests for community revitalization tax relief incentives. Any city or town may do so by following the procedures in this section.

II. In a town, other than a town that has adopted a charter pursuant to RSA 49-D, the question shall be placed on the warrant of a special or annual town meeting, by the governing body or by petition under RSA 39:3.

III. In a city or town that has adopted a charter under RSA 49-C or RSA 49-D, the legislative body may consider and act upon the question in accordance with its normal procedures for passage of resolutions, ordinances, and other legislation. In the alternative, the legislative body of such municipality may vote to place the question on the official ballot for any regular municipal election.

IV. If a majority of those voting on the question vote "yes," applications for community revitalization tax relief incentives may be accepted and considered by the local governing body at any time thereafter, subject to the provisions of paragraph VI of this section.

V. If the question is not approved, the question may later be voted on according to the provisions of paragraph II or III of this section, whichever applies.

VI. The local governing body of any town or city that has adopted this program may consider rescinding its action in the manner described in paragraph II or III of this section, whichever applies. A vote terminating the acceptance and consideration of such applications shall have no effect on incentives previously granted by the city or town, nor shall it terminate consideration of applications submitted prior to the date of such vote.

Source. 2006, 167:1. 2010, 329:3, eff. July 20, 2010.

Section 79-E:4

79-E:4 Community Revitalization Tax Relief Incentive. –

I. An owner of a qualifying structure who intends to substantially rehabilitate or replace such structure may apply to the governing body of the municipality in which the property is located for tax relief. The applicant shall include the address of the property, a description of the intended rehabilitation or replacement, any changes in use of the property resulting from the rehabilitation or replacement, and an application fee.

I-a. In order to assist the governing body with the review and evaluation of an application for replacement of a qualifying structure, an owner shall submit to the governing body as part of the application, a New Hampshire division of historical resources individual resource inventory form, prepared by a qualified architectural historian and a letter issued by the local heritage commission and if the qualifying structure is located within a designated historic district established in accordance with RSA 674:46, a letter from the historic district commission or, if such local commissions are not established, a letter issued by the New Hampshire division of historical resources that identifies any and all historical, cultural, and architectural value of the structure or structures that are proposed to be replaced and the property on which those structures are located. The application for tax relief shall not be deemed to be complete and the governing body shall not schedule the public hearing on the application for replacement of a qualifying structure as required under RSA 79-E:4, II until the inventory form and the letter, as well as all other required information, have been submitted.

II. Upon receipt of an application, the governing body shall hold a duly noticed public hearing to take place no later than 60 days from receipt of the application, to determine whether the structure at issue is a qualifying structure; whether any proposed rehabilitation qualifies as substantial rehabilitation; and whether there is a public benefit to granting the requested tax relief and, if so, for what duration.

III. No later than 45 days after the public hearing, the governing body shall render a decision granting or denying the requested tax relief and, if so granting, establishing the tax relief period.

IV. (a) The governing body may grant the tax relief, provided:

- (1) The governing body finds a public benefit under RSA 79-E:7; and
- (2) The specific public benefit is preserved through a covenant under RSA 79-E:8; and
- (3) The governing body finds that the proposed use is consistent with the municipality's master plan or development regulations; and
- (4) In the case of a replacement, the governing body specifically finds that the local heritage commission or historic district commission or, if such local commissions are not established, the New Hampshire division of historical resources has determined that the replaced qualifying structure does not possess significant historical, cultural, or architectural value, the replacement of the qualifying structure will achieve one or more of the public benefits identified in RSA 79-E:7 to a greater degree than the renovation of the underutilized structure, and the historical, cultural, or architectural resources in the community will not be adversely affected by the replacement. In connection with these findings, the governing body may request that the division of historical resources conduct a technical evaluation in order

to satisfy the governing body that historical resources will not be adversely affected.

(b) If the governing body grants the tax relief, the governing body shall identify the specific public benefit achieved under RSA 79-E:7, and shall determine the precise terms and duration of the covenant to preserve the public benefit under RSA 79-E:8.

V. If the governing body, in its discretion, denies the application for tax relief, such denial shall be accompanied by a written explanation. The governing body's decision may be appealed either to the board of tax and land appeals or the superior court in the same manner as provided for appeals of current use classification pursuant to RSA 79-A:9 or 79-A:11 provided, however, that such denial shall be deemed discretionary and shall not be set aside by the board of tax and land appeals or the superior court except for bad faith or discrimination.

VI. Municipalities shall have no obligation to grant an application for tax relief for properties located within tax increment finance districts when the governing body determines, in its sole discretion, that the granting of tax relief will impede, reduce, or negatively affect:

- (a) The development program or financing plans for such tax increment finance districts; or
- (b) The ability to satisfy or expedite repayment of debt service obligations incurred for a tax increment financing district; or
- (c) The ability to satisfy program administration, operating, or maintenance expenses within a tax increment financing district.

Source. 2006, 167:1. 2009, 200:8-11, eff. July 15, 2009.

Section 79-E:5

79-E:5 Duration of Tax Relief Period. –

I. The governing body may grant such tax assessment relief for a period of up to 5 years, beginning with the completion of the substantial rehabilitation.

I-a. For the approval of a replacement of a qualifying structure, the governing body may grant such tax assessment relief for a period of up to 5 years, beginning only upon the completion of construction of the replacement structure. The governing body may, in its discretion, extend such additional years of tax relief as provided for under this section, provided that no such additional years of tax relief may be provided prior to the completion of construction of the replacement structure. The municipal tax assessment of the replacement structure and the property on which it is located shall not increase or decrease in the period between the approval by the governing body of tax relief for the replacement structure and the time the owner completes construction of the replacement structure and grants to the municipality the covenant to protect the public benefit as required by this chapter. The governing body may not grant any tax assessment relief under this chapter with respect to property and structures for which an election has been made for property appraisal under RSA 75:1-a.

II. The governing body may, in its discretion, add up to an additional 2 years of tax relief for a project that results in new residential units and up to 4 years for a project that includes affordable housing.

III. The governing body may, in its discretion, add up to an additional 4 years of tax relief for the substantial rehabilitation of a qualifying structure that is listed on or determined eligible for listing on the National Register of Historic Places, state register of historic places, or is located within and important to a locally designated historic district, provided that the substantial rehabilitation is conducted in accordance with the U.S. Secretary of Interior's Standards for Rehabilitation.

IV. The governing body may adopt local guidelines to assist it in determining the appropriate duration of the tax assessment relief period.

Source. 2006, 167:1. 2009, 200:12. 2010, 329:4, eff. July 20, 2010.

Section 79-E:6

79-E:6 Resumption of Full Tax Liability. – Upon expiration of the tax relief period, the property shall be taxed at its market value in accordance with RSA 75:1.

Source. 2006, 167:1, eff. April 1, 2006.

Section 79-E:7

79-E:7 Public Benefit. – In order to qualify for tax relief under this chapter, the proposed substantial rehabilitation must provide at least one of the public benefits, and the proposed replacement must provide one or more of the public benefits to a greater degree than would a substantial rehabilitation of the same qualifying structure, as follows:

- I. It enhances the economic vitality of the downtown;
- II. It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located;
 - II-a. It promotes the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.
- III. It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community,

consistent with RSA 9-B; or

IV. It increases residential housing in urban or town centers.

Source. 2006, 167:1. 2009, 200:13, eff. July 15, 2009. 2013, 78:3, eff. April 1, 2013.

Section 79-E:7-a

79-E:7-a Public Benefit Determinations. – Cities or towns may adopt according to the procedure in RSA 79-E:3 provisions that further define the public benefits enumerated in RSA 79-E:7 to assist the governing body in evaluating applications made under this chapter based on local economic conditions, community character, and local planning and development goals.

Source. 2010, 329:5, eff. July 20, 2010.

Section 79-E:8

79-E:8 Covenant to Protect Public Benefit. –

I. Tax relief for the substantial rehabilitation or replacement of a qualifying structure shall be effective only after a property owner grants to the municipality a covenant ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and as otherwise provided in this chapter.

II. The covenant shall be coextensive with the tax relief period. The covenant may, if required by the governing body, be effective for a period of time up to twice the duration of the tax relief period.

III. The covenant shall include provisions requiring the property owner to obtain casualty insurance, and flood insurance if appropriate. The covenant may include, at the governing body's sole discretion, a lien against proceeds from casualty and flood insurance claims for the purpose of ensuring proper restoration or demolition of damaged structures and property. If the property owner has not begun the process of restoration, rebuilding, or demolition of such structure within one year following damage or destruction, the property owner shall be subject to the termination of provisions set forth in RSA 79-E:9, I.

IV. The local governing body shall provide for the recording of the covenant to protect public benefit with the registry of deeds. It shall be a burden upon the property and shall bind all transferees and assignees of such property.

V. The applicant shall pay any reasonable expenses incurred by the municipality in the drafting, review, and/or execution of the covenant. The applicant also shall be responsible for the cost of recording the covenant.

Source. 2006, 167:1. 2009, 200:14, eff. July 15, 2009.

Section 79-E:9

79-E:9 Termination of Covenant; Reduction of Tax Relief; Penalty. –

I. If the owner fails to maintain or utilize the building according to the terms of the covenant, or fails to restore, rebuild, or demolish the structure following damage or destruction as provided in RSA 79-E:8, III, the governing body shall, after a duly noticed public hearing, determine whether and to what extent the public benefit of the rehabilitation or replacement has been diminished and shall determine whether to terminate or reduce the tax relief period in accordance with such determination. If the covenant is terminated, the governing body shall assess all taxes to the owner as though no tax relief was granted, with interest in accordance with paragraph II.

II. Any tax payment required under paragraph I shall be payable according to the following procedure:

(a) The commissioner of the department of revenue administration shall prescribe and issue forms to the local assessing officials for the payment due, which shall provide a description of the property, the market value assessment according to RSA 75:1, and the amount payable.

(b) The prescribed form shall be prepared in quadruplicate. The original, duplicate, and triplicate copy of the form shall be given to the collector of taxes for collection of the payment along with a special tax warrant authorizing the collector to collect the payment under the warrant. The quadruplicate copy of the form shall be retained by the local assessing officials for their records.

(c) Upon receipt of the special tax warrant and prescribed forms, the tax collector shall mail the duplicate copy of the tax bill to the owner responsible for the tax as the notice of payment.

(d) Payment shall be due not later than 30 days after the mailing of the bill. Interest at the rate of 18 percent per annum shall be due thereafter on any amount not paid within the 30-day period. Interest at 12 percent per annum shall be charged upon all taxes that would have been due and payable on or before December 1 of each tax year as if no tax relief had been granted.

Source. 2006, 167:1. 2009, 200:15, eff. July 15, 2009.

Section 79-E:10

79-E:10 Lien for Unpaid Taxes. – The real estate of every person shall be held for the taxes levied pursuant to RSA 79-E:9.

Source. 2006, 167:1, eff. April 1, 2006.

Section 79-E:11

79-E:11 Enforcement. – All taxes levied pursuant to RSA 79-E:9 which are not paid when due shall be collected in the same manner as provided in RSA 80.

Source. 2006, 167:1. 2007, 42:3, eff. July 20, 2007.

Section 79-E:12

79-E:12 Rulemaking. – The commissioner of the department of revenue administration shall adopt rules, pursuant to RSA 541-A, relative to the payment and collection procedures under RSA 79-E:9.

Source. 2006, 167:1, eff. April 1, 2006.

Section 79-E:13

79-E:13 Extent of Tax Relief. –

I. (a) Tax relief granted under this chapter shall pertain only to assessment increases attributable to the substantial rehabilitation performed under the conditions approved by the governing body and not to those increases attributable to other factors including but not limited to market forces; or

(b) Tax relief granted under this chapter shall be calculated on the value in excess of the original assessed value. Original assessed value shall mean the value of the qualifying structure assessed at the time the governing body approves the application for tax relief and the owner grants to the municipality the covenant to protect public benefit as required in this chapter, provided that for a qualifying structure which is a building destroyed by fire or act of nature, original assessed value shall mean the value as of the date of approval of the application for tax relief of the qualifying structure that would have existed had the structure not been destroyed.

II. The tax relief granted under this chapter shall only apply to substantial rehabilitation or replacement that commences after the governing body approves the application for tax relief and the owner grants to the municipality the covenant to protect the public benefit as required in this chapter, provided that in the case of a qualifying structure which is a building destroyed by fire or act of nature, and which occurred within 15 years prior to the adoption of the provisions of this chapter by the city or town, the tax relief may apply to such qualifying structure for which replacement has begun, but which has not been completed, on the date the application for relief under this chapter is approved.

Source. 2006, 167:1. 2010, 329:6. 2011, 237:3, eff. July 5, 2011.

Section 79-E:14

79-E:14 Other Programs. – The provisions of this chapter shall not apply to properties whose rehabilitation or construction is subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50 percent of construction costs from state or federal programs.

Source. 2006, 167:1, eff. April 1, 2006.

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City Clerk's Office

10 South Main Street; RSA-79:E Application Summary

Applicant: Keith Frizzell

Eligible years: 7 out of the max of 11 years

Project: Repair and renovation of the interior and exterior of the building. Maintaining the first floor retail and creating 4 apartments on the upper floors where there is only 1 apartment now. Installing new electrical, plumbing and HVAC.

Exterior Changes: Replacing existing windows and adding new windows that maintain the character of the original look of the building. Cleaning up graffiti and making any necessary repairs to the façade. See historic application attached to the application. The Historic District has approved the project.

RSA 79-E is a temporary tax relief incentive for property owners who want to make a substantial investment in rehabilitation in a historic district, downtown or village center. The tax relief if granted would consist of a finite period of time during which the property tax on the structure would not increase as a result of a substantial rehabilitation. In exchange for the relief, the property owner grants a covenant ensuring there is public benefit to the rehabilitation.

Qualifications:

1. A qualifying property must provide a public benefit. Public benefits could be restoring a historic building, promoting downtown development, increasing downtown housing, or increasing the economic vitality of downtown. 10 South Main meets all of these criteria.
2. A qualifying project must have substantial rehabilitation costs of at least 15% of the pre-rehabilitated assessed value, or costs of \$75,000 whichever is less. 22 South Main exceeds both of these baselines. Total estimated costs of the project are \$300,000 which is approximately an increase of 61.5% of the pre-assessed value.

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City Clerk's Office



City of Rochester, New Hampshire

Division of Community & Economic Development
31 Wakefield Street, Rochester NH 03867

Application Revised January 1, 2015 Community Revitalization Tax Relief (per RSA 79E) City of Rochester, New Hampshire

Application must be accompanied by \$150 application fee payable to "City of Rochester"

Date of Preparation: Dec 16, 2019

Property information

Property address/location: 10 South Main Street, Rochester NH 03867

Name of building (if any): _____

Tax map & lot #: 120 - 392 Year built: 1881

Square Footage: 4,000 Condition: In need of renovation

Zoning: DTC Vacant, how long: 2 Months to 20 years depending on floor.

Is this structure eligible or listed on the State or National Register of Historic Places, or located in a local, state or federal Historic District? Yes _____ No _____ Unknown

Name of District: _____

Existing Uses: Describe the units by type and size, how many floors Floor 1, 1,500 sq. ft retail

Floor 2 1,500 sq. ft. office/apartment Floor 3 1,000 sq. ft. Apartment

Change of Use?: No

Property Owner

Name (include name of individual): 10 South Main Street LLC, Keith Frizzell

Company: _____

Mailing address: P.O. Box 310, Dover NH 03821

Telephone #: 603-431-0400 Email: k.frizzell@msprops.net

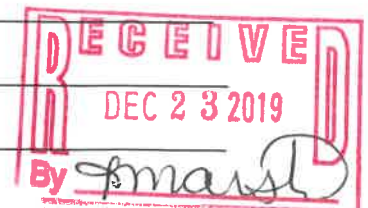
Applicant or Agent Contact:

Name (include name of individual): Same

Company: _____

Mailing address: _____

Telephone #: _____ Email: _____



EXHIBIT**Proposed Project Information**Name of Architect (if known): Jeremiah Johnson, McHenry Architecture

Name of Licensed Contractor (if known): _____

Will the project include rehabilitation of residential units? Yes If yes, how many 4Are the residential units defined as "affordable"? Yes _____ No X*(The current affordable rents in the City of Rochester are available at www.NHHFA.org)*

Describe the commercial space, square footage, uses and conditions: _____

1,500 sq. ft. 1st floor retail

Please describe in detail the public benefits associated with this project? You may attach pages to the application for this and the following question. (RSA 79-E:7)

Repairing and improving an important downtown building. Creating 4 downtown residential units.Replacing existing windows and adding new windows that maintain the character of the original look of the building. Please see the attached, approved HDC application for full information.

Explain the project in your own words:

Repair and renovation of the interior and exterior of the building. Maintaining the first floor retail and creating 4 apartments on the upper floors. Installing new electrical, plumbing & HVAC. Replacing and adding windows.Pre-Rehabilitation Ad Valorem Tax Valuation \$ 184,700



Please obtain a Property Record Card from the Rochester Assessing Department, and include a copy with the application.

Does the estimated cost of rehabilitation exceed 15% of pre-rehabilitation valuation, or

\$75,000, whichever is lower? YES X NO _____ % _____**Note:** This program is available for projects where the rehabilitation cost equals or exceeds 15% of the pre-rehabilitation assessed valuation or \$75,000, whichever is lower. If your project does not meet this standard, it is not eligible for Tax Relief under RSA 79e.

Project costs

Describe work that will constitute the substantial rehabilitation and estimated/projected costs.

Historic Restoration: _____		Cost: \$ _____
Sustainability/Efficiency: _____		Cost: \$ _____
Interior Alterations: _____	Please see HDC application for scale of project	Cost: \$ _____
Exterior Alterations: _____		Cost: \$ _____
Structural: _____		Cost: \$ _____
Electrical: _____		Cost: \$ _____
Plumbing: _____		Cost: \$ _____
Mechanical: _____		Cost: \$ _____
Safety/Fire Protection: _____		Cost: \$ _____
Other: _____	Estimate only, no bids have been solicited yet.	Cost: \$ 300,000

Expected construction dates. Start: Spring / Summer 2020 ; Finish: ASAP

Total project cost: \$ Estimated \$300,000

Please attach written estimates whenever possible.

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

If yes, please provide information in detail on an additional sheet.

Note: *The provisions of this chapter shall not apply to properties whose rehabilitation or construction is subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50 percent of construction costs from state or federal programs.*

Other Approvals and Information

Please include the scheduled date of review or attach the **Notice of Decision** as appropriate:

Project Narrative or Letter of Intent to Planning: _____ Date: _____

Historic District Review: Attached Date: Dec 17, 2019

(Required if Requesting Historic Incentive)

Special Downtown Review: Attached Date: Oct 7, 2019

Minor Site Review: _____ Date: _____

Zoning Board of Adjustment: _____ Date: _____

Conservation Commission: _____ Date: _____

DPW Driveway/Water/Sewer: _____ Date: _____

State Permits or Requirements: _____ Date: _____

Other (please specify): _____ Date: _____

Application Checklist

(Applications are not complete, and review will not be scheduled, until all supporting items are delivered)

- ☒ Completed Application form with signatures.
- ☒ Application Fee made payable to City of Rochester
- ☐ Documentation and photos of Historic Information
- ☒ Copy of Property Record Card
- ☒ Description of Public Benefit
- ☒ Site plans, diagrams, elevations associated with the Project
- ☒ Cost Estimates associated with the Project
- ☐ Documentation of State or Federal Funds
- ☒ Notice of Decision for Other Reviews
- ☒ Request for Tax Relief

Request for Community Revitalization Tax Relief

- ☒ Substantial Rehabilitation Tax Relief Incentive (Up to 5 Years)
- ☒ Additional Tax Relief Incentive for New Residential Units (Up to 2 Years)
- ☐ Additional Tax Relief Incentive for Affordable Housing (Up to 4 Years)
- ☐ Additional Tax Relief for rehabilitation of historic places* (Up to 4 Years)

** Rehabilitation in accordance with the in accordance with Secretary of Interior's Standards for Rehabilitation.*

Please explain your request for the above tax relief categories. You may attach an

additional sheet. Extensive renovations by creating 4 residential units where only 2 exist. Exterior renovations including replacing and adding windows, brick repair, repair and replace wood trim as needed.

Submission of Application

This application must be signed by the property owner. Please submit an electronic version and /or a complete package of information to:

Rochester Community & Economic Development
 Mail: 31 Wakefield St, Rochester, NH 03867
michael.scala@rochesternh.net

A \$150.00 application fee (payable to "City of Rochester") must be submitted in order for this application to be considered complete. Please follow up at 603-335-7522 to insure all information and payments have been received.

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

Signature of property owner (1): Keith Frizzell

Printed Name: Keith Frizzell Date: 12/23/2019

Signature of property owner (2): _____

Printed Name: _____ Date: _____

ATTACHMENT I
City of Rochester RSA 79e Application

The Standards (Department of the Interior regulations 36 CFR 67) pertain to all historic properties listed in or eligible for listing in the National Register of Historic Places.

- 1) A property shall be used for its intended historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- 2) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- 3) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- 4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- 5) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- 6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- 7) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- 8) Significant archeological resources affected by a project, shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- 10) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

ATTACHMENT II
City of Rochester RSA 79e Application

TITLE V
TAXATION

CHAPTER 79-E

COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE

Section 79-E:1

79-E:1 Declaration of Public Benefit. –

I. It is declared to be a public benefit to enhance downtowns and town centers with respect to economic activity, cultural and historic character, sense of community, and in-town residential uses that contribute to economic and social vitality.

II. It is further declared to be a public benefit to encourage the rehabilitation of the many underutilized structures in urban and town centers as a means of encouraging growth of economic, residential, and municipal uses in a more compact pattern, in accordance with RSA 9-B.

II-a. In instances where a qualifying structure is determined to possess no significant historical, cultural, or architectural value and for which the governing body makes a specific finding that rehabilitation would not achieve one or more of the public benefits established in RSA 79-E:7 to the same degree as the replacement of the underutilized structure with a new structure, the tax relief incentives provided under this chapter may be extended to the replacement of an underutilized structure in accordance with the provisions of this chapter.

II-b. It is further declared to be a public benefit to encourage the rehabilitation of historic structures in a municipality by increasing energy efficiency in the preservation and reuse of existing building stock.

III. Short-term property assessment tax relief and a related covenant to protect public benefit as provided under this chapter are considered to provide a demonstrated public benefit if they encourage substantial rehabilitation and use of qualifying structures, or in certain cases, the replacement of a qualifying structure, as defined in this chapter.

Source. 2006, 167:1. 2009, 200:3, 4, eff. July 15, 2009. 2013, 78:1, eff. April 1, 2013.

Section 79-E:2

79-E:2 Definitions. – In this chapter:

I. "Historic structure" means a building that is listed on or determined eligible for listing on the National Register of Historic Places or the state register of historic places.

II. "Qualifying structure" means a building located in a district officially designated in a municipality's master plan, or by zoning ordinance, as a downtown, town center, central business district, or village center, or, where no such designation has been made, in a geographic area which, as a result of its compact development patterns and uses, is identified by the governing body as the downtown, town center, or village center for purposes of this chapter. Qualifying structure shall also mean historic structures in a municipality whose preservation and reuse would conserve the embodied energy in existing building stock. Cities or towns may further limit "qualifying structure" according to the procedure in RSA 79-E:3 as meaning only a structure located within such districts that meet certain age, occupancy, condition, size, or other similar criteria consistent with local economic conditions, community character, and local planning and development goals. Cities or towns may further modify "qualifying structure" to include buildings that have been destroyed by fire or act of nature, including where such destruction occurred within 15 years prior to the adoption of the provisions of this chapter by the city or town.

III. "Replacement" means the demolition or removal of a qualifying structure and the construction of

a new structure on the same lot.

IV. "Substantial rehabilitation" means rehabilitation of a qualifying structure which costs at least 15 percent of the pre-rehabilitation assessed valuation or at least \$75,000, whichever is less. In addition, in the case of historic structures, substantial rehabilitation means devoting a portion of the total cost, in the amount of at least 10 percent of the pre-rehabilitation assessed valuation or at least \$5,000, whichever is less, to energy efficiency in accordance with the U.S. Secretary of the Interior's Standards for Rehabilitation. Cities or towns may further limit "substantial rehabilitation" according to the procedure in RSA 79-E:3 as meaning rehabilitation which costs a percentage greater than 15 percent of pre-rehabilitation assessed valuation or an amount greater than \$75,000 based on local economic conditions, community character, and local planning and development goals.

V. "Tax increment finance district" means any district established in accordance with the provisions of RSA 162-K.

VI. "Tax relief" means:

(a) For a qualifying structure, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on a qualifying structure shall not increase as a result of the substantial rehabilitation thereof.

(b) For the replacement of a qualifying structure, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on a replacement structure shall not exceed the property tax on the replaced qualifying structure as a result of the replacement thereof.

(c) For a qualifying structure which is a building destroyed by fire or act of nature, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on such qualifying structure shall not exceed the tax on the assessed value of the structure that would have existed had the structure not been destroyed.

VII. "Tax relief period" means the finite period of time during which the tax relief will be effective, as determined by a local governing body pursuant to RSA 79-E:5.

Source. 2006, 167:1. 2009, 200:5-7. 2010, 329:1, 2. 2011, 237:1, 2, eff. July 5, 2011. 2013, 78:2, eff. April 1, 2013.

Section 79-E:3

79-E:3 Adoption of Community Revitalization Tax Relief Incentive Program –

I. Any city or town may adopt or modify the provisions of this chapter by voting whether to accept for consideration or modify requirements for requests for community revitalization tax relief incentives. Any city or town may do so by following the procedures in this section.

II. In a town, other than a town that has adopted a charter pursuant to RSA 49-D, the question shall be placed on the warrant of a special or annual town meeting, by the governing body or by petition under RSA 39:3.

III. In a city or town that has adopted a charter under RSA 49-C or RSA 49-D, the legislative body may consider and act upon the question in accordance with its normal procedures for passage of resolutions, ordinances, and other legislation. In the alternative, the legislative body of such municipality may vote to place the question on the official ballot for any regular municipal election.

IV. If a majority of those voting on the question vote "yes," applications for community revitalization tax relief incentives may be accepted and considered by the local governing body at any time thereafter, subject to the provisions of paragraph VI of this section.

V. If the question is not approved, the question may later be voted on according to the provisions of paragraph II or III of this section, whichever applies.

VI. The local governing body of any town or city that has adopted this program may consider rescinding its action in the manner described in paragraph II or III of this section, whichever applies. A vote terminating the acceptance and consideration of such applications shall have no effect on incentives previously granted by the city or town, nor shall it terminate consideration of applications submitted prior to the date of such vote.

Source. 2006, 167:1. 2010, 329:3, eff. July 20, 2010.

Section 79-E:4

79-E:4 Community Revitalization Tax Relief Incentive. –

I. An owner of a qualifying structure who intends to substantially rehabilitate or replace such structure may apply to the governing body of the municipality in which the property is located for tax relief. The applicant shall include the address of the property, a description of the intended rehabilitation or replacement, any changes in use of the property resulting from the rehabilitation or replacement, and an application fee.

I-a. In order to assist the governing body with the review and evaluation of an application for replacement of a qualifying structure, an owner shall submit to the governing body as part of the application, a New Hampshire division of historical resources individual resource inventory form, prepared by a qualified architectural historian and a letter issued by the local heritage commission and if the qualifying structure is located within a designated historic district established in accordance with RSA 674:46, a letter from the historic district commission or, if such local commissions are not established, a letter issued by the New Hampshire division of historical resources that identifies any and all historical, cultural, and architectural value of the structure or structures that are proposed to be replaced and the property on which those structures are located. The application for tax relief shall not be deemed to be complete and the governing body shall not schedule the public hearing on the application for replacement of a qualifying structure as required under RSA 79-E:4, II until the inventory form and the letter, as well as all other required information, have been submitted.

II. Upon receipt of an application, the governing body shall hold a duly noticed public hearing to take place no later than 60 days from receipt of the application, to determine whether the structure at issue is a qualifying structure; whether any proposed rehabilitation qualifies as substantial rehabilitation; and whether there is a public benefit to granting the requested tax relief and, if so, for what duration.

III. No later than 45 days after the public hearing, the governing body shall render a decision granting or denying the requested tax relief and, if so granting, establishing the tax relief period.

IV. (a) The governing body may grant the tax relief, provided:

- (1) The governing body finds a public benefit under RSA 79-E:7; and
- (2) The specific public benefit is preserved through a covenant under RSA 79-E:8; and
- (3) The governing body finds that the proposed use is consistent with the municipality's master plan or development regulations; and

(4) In the case of a replacement, the governing body specifically finds that the local heritage commission or historic district commission or, if such local commissions are not established, the New Hampshire division of historical resources has determined that the replaced qualifying structure does not possess significant historical, cultural, or architectural value, the replacement of the qualifying structure will achieve one or more of the public benefits identified in RSA 79-E:7 to a greater degree than the renovation of the underutilized structure, and the historical, cultural, or architectural resources in the community will not be adversely affected by the replacement. In connection with these findings, the governing body may request that the division of historical resources conduct a technical evaluation in order to satisfy the governing body that historical resources will not be adversely affected.

(b) If the governing body grants the tax relief, the governing body shall identify the specific public benefit achieved under RSA 79-E:7, and shall determine the precise terms and duration of the covenant to preserve the public benefit under RSA 79-E:8.

V. If the governing body, in its discretion, denies the application for tax relief, such denial shall be accompanied by a written explanation. The governing body's decision may be appealed either to the board of tax and land appeals or the superior court in the same manner as provided for appeals of current use classification pursuant to RSA 79-A:9 or 79-A:11 provided, however, that such denial shall be deemed discretionary and shall not be set aside by the board of tax and land appeals or the superior court except for bad faith or discrimination.

VI. Municipalities shall have no obligation to grant an application for tax relief for properties located within tax increment finance districts when the governing body determines, in its sole discretion, that the granting of tax relief will impede, reduce, or negatively affect:

- (a) The development program or financing plans for such tax increment finance districts; or

(b) The ability to satisfy or expedite repayment of debt service obligations incurred for a tax increment financing district; or

(c) The ability to satisfy program administration, operating, or maintenance expenses within a tax increment financing district.

Source. 2006, 167:1. 2009, 200:8-11, eff. July 15, 2009.

Section 79-E:5

79-E:5 Duration of Tax Relief Period. –

I. The governing body may grant such tax assessment relief for a period of up to 5 years, beginning with the completion of the substantial rehabilitation.

I-a. For the approval of a replacement of a qualifying structure, the governing body may grant such tax assessment relief for a period of up to 5 years, beginning only upon the completion of construction of the replacement structure. The governing body may, in its discretion, extend such additional years of tax relief as provided for under this section, provided that no such additional years of tax relief may be provided prior to the completion of construction of the replacement structure. The municipal tax assessment of the replacement structure and the property on which it is located shall not increase or decrease in the period between the approval by the governing body of tax relief for the replacement structure and the time the owner completes construction of the replacement structure and grants to the municipality the covenant to protect the public benefit as required by this chapter. The governing body may not grant any tax assessment relief under this chapter with respect to property and structures for which an election has been made for property appraisal under RSA 75:1-a.

II. The governing body may, in its discretion, add up to an additional 2 years of tax relief for a project that results in new residential units and up to 4 years for a project that includes affordable housing.

III. The governing body may, in its discretion, add up to an additional 4 years of tax relief for the substantial rehabilitation of a qualifying structure that is listed on or determined eligible for listing on the National Register of Historic Places, state register of historic places, or is located within and important to a locally designated historic district, provided that the substantial rehabilitation is conducted in accordance with the U.S. Secretary of Interior's Standards for Rehabilitation.

IV. The governing body may adopt local guidelines to assist it in determining the appropriate duration of the tax assessment relief period.

Source. 2006, 167:1. 2009, 200:12. 2010, 329:4, eff. July 20, 2010.

Section 79-E:6

79-E:6 Resumption of Full Tax Liability. – Upon expiration of the tax relief period, the property shall be taxed at its market value in accordance with RSA 75:1.

Source. 2006, 167:1, eff. April 1, 2006.

Section 79-E:7

79-E:7 Public Benefit. – In order to qualify for tax relief under this chapter, the proposed substantial rehabilitation must provide at least one of the public benefits, and the proposed replacement must provide one or more of the public benefits to a greater degree than would a substantial rehabilitation of the same qualifying structure, as follows:

I. It enhances the economic vitality of the downtown;

II. It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located;

II-a. It promotes the preservation and reuse of existing building stock throughout a municipality by

the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.

III. It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B; or

IV. It increases residential housing in urban or town centers.

Source. 2006, 167:1. 2009, 200:13, eff. July 15, 2009. 2013, 78:3, eff. April 1, 2013.

Section 79-E:7-a

79-E:7-a Public Benefit Determinations. – Cities or towns may adopt according to the procedure in RSA 79-E:3 provisions that further define the public benefits enumerated in RSA 79-E:7 to assist the governing body in evaluating applications made under this chapter based on local economic conditions, community character, and local planning and development goals.

Source. 2010, 329:5, eff. July 20, 2010.

Section 79-E:8

79-E:8 Covenant to Protect Public Benefit. –

I. Tax relief for the substantial rehabilitation or replacement of a qualifying structure shall be effective only after a property owner grants to the municipality a covenant ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and as otherwise provided in this chapter.

II. The covenant shall be coextensive with the tax relief period. The covenant may, if required by the governing body, be effective for a period of time up to twice the duration of the tax relief period.

III. The covenant shall include provisions requiring the property owner to obtain casualty insurance, and flood insurance if appropriate. The covenant may include, at the governing body's sole discretion, a lien against proceeds from casualty and flood insurance claims for the purpose of ensuring proper restoration or demolition of damaged structures and property. If the property owner has not begun the process of restoration, rebuilding, or demolition of such structure within one year following damage or destruction, the property owner shall be subject to the termination of provisions set forth in RSA 79-E:9, I.

IV. The local governing body shall provide for the recording of the covenant to protect public benefit with the registry of deeds. It shall be a burden upon the property and shall bind all transferees and assignees of such property.

V. The applicant shall pay any reasonable expenses incurred by the municipality in the drafting, review, and/or execution of the covenant. The applicant also shall be responsible for the cost of recording the covenant.

Source. 2006, 167:1. 2009, 200:14, eff. July 15, 2009.

Section 79-E:9

79-E:9 Termination of Covenant; Reduction of Tax Relief; Penalty. –

I. If the owner fails to maintain or utilize the building according to the terms of the covenant, or fails to restore, rebuild, or demolish the structure following damage or destruction as provided in RSA 79-E:8, III, the governing body shall, after a duly noticed public hearing, determine whether and to what extent the public benefit of the rehabilitation or replacement has been diminished and shall determine whether to terminate or reduce the tax relief period in accordance with such determination. If the covenant is terminated, the governing body shall assess all taxes to the owner as though no tax relief was granted, with interest in accordance with paragraph II.

II. Any tax payment required under paragraph I shall be payable according to the following

procedure:

(a) The commissioner of the department of revenue administration shall prescribe and issue forms to the local assessing officials for the payment due, which shall provide a description of the property, the market value assessment according to RSA 75:1, and the amount payable.

(b) The prescribed form shall be prepared in quadruplicate. The original, duplicate, and triplicate copy of the form shall be given to the collector of taxes for collection of the payment along with a special tax warrant authorizing the collector to collect the payment under the warrant. The quadruplicate copy of the form shall be retained by the local assessing officials for their records.

(c) Upon receipt of the special tax warrant and prescribed forms, the tax collector shall mail the duplicate copy of the tax bill to the owner responsible for the tax as the notice of payment.

(d) Payment shall be due not later than 30 days after the mailing of the bill. Interest at the rate of 18 percent per annum shall be due thereafter on any amount not paid within the 30-day period. Interest at 12 percent per annum shall be charged upon all taxes that would have been due and payable on or before December 1 of each tax year as if no tax relief had been granted.

Source. 2006, 167:1. 2009, 200:15, eff. July 15, 2009.

Section 79-E:10

79-E:10 Lien for Unpaid Taxes. – The real estate of every person shall be held for the taxes levied pursuant to RSA 79-E:9.

Source. 2006, 167:1, eff. April 1, 2006.

Section 79-E:11

79-E:11 Enforcement. – All taxes levied pursuant to RSA 79-E:9 which are not paid when due shall be collected in the same manner as provided in RSA 80.

Source. 2006, 167:1. 2007, 42:3, eff. July 20, 2007.

Section 79-E:12

79-E:12 Rulemaking. – The commissioner of the department of revenue administration shall adopt rules, pursuant to RSA 541-A, relative to the payment and collection procedures under RSA 79-E:9.

Source. 2006, 167:1, eff. April 1, 2006.

Section 79-E:13

79-E:13 Extent of Tax Relief. –

I. (a) Tax relief granted under this chapter shall pertain only to assessment increases attributable to the substantial rehabilitation performed under the conditions approved by the governing body and not to those increases attributable to other factors including but not limited to market forces; or

(b) Tax relief granted under this chapter shall be calculated on the value in excess of the original assessed value. Original assessed value shall mean the value of the qualifying structure assessed at the time the governing body approves the application for tax relief and the owner grants to the municipality the covenant to protect public benefit as required in this chapter, provided that for a qualifying structure which is a building destroyed by fire or act of nature, original assessed value shall mean the value as of the date of approval of the application for tax relief of the qualifying structure that would have existed had the structure not been destroyed.

II. The tax relief granted under this chapter shall only apply to substantial rehabilitation or replacement that commences after the governing body approves the application for tax relief and the owner grants to the municipality the covenant to protect the public benefit as required in this chapter,

provided that in the case of a qualifying structure which is a building destroyed by fire or act of nature, and which occurred within 15 years prior to the adoption of the provisions of this chapter by the city or town, the tax relief may apply to such qualifying structure for which replacement has begun, but which has not been completed, on the date the application for relief under this chapter is approved.

Source. 2006, 167:1. 2010, 329:6. 2011, 237:3, eff. July 5, 2011.

Section 79-E:14

79-E:14 Other Programs. – The provisions of this chapter shall not apply to properties whose rehabilitation or construction is subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50 percent of construction costs from state or federal programs.

Source. 2006, 167:1, eff. April 1, 2006.

Unofficial Property Record Card - Rochester, NH

General Property Data

Parcel ID **0120-0392-0000**
 Prior Parcel ID
 Property Owner **10 SOUTH MAIN STREET LLC**
 Mailing Address **P O BOX 310**
 City **DOVER**
 Mailing State **NH** Zip **03821-0310**
 ParcelZoning **DTC**

Account Number **219**
 Property Location **10 SO MAIN ST**
 Property Use **RESINCOMM**
 Most Recent Sale Date **4/5/2019**
 Legal Reference **4645-319**
 Grantor **GIA CORPORATION**
 Sale Price **185,000**
 Land Area **0.110 acres**

Current Property Assessment

Card 1 Value Building Value **131,200** Xtra Features Value **4,000** Land Value **49,500** Total Value **184,700**

Building Description

Building Style **MIX USE BLDG**
 # of Living Units **2**
 Year Built **1881**
 Building Grade **AVG. (+)**
 Building Condition **Average**
 Finished Area (SF) **4239**
 Number Rooms **8**
 # of 3/4 Baths **0**

Foundation Type **BRICK/STONE**
 Frame Type **MASON/CONC**
 Roof Structure **FLAT**
 Roof Cover **TAR+GRAVEL**
 Siding **BRICK**
 Interior Walls **AVERAGE**
 # of Bedrooms **4**
 # of 1/2 Baths **1**

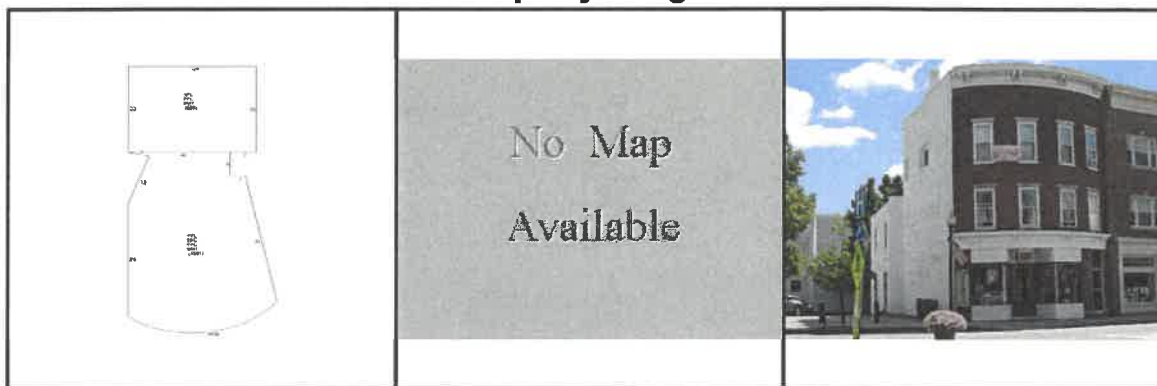
Flooring Type **AVERAGE**
 Basement Floor **CONCRETE**
 Heating Type **STEAM**
 Heating Fuel **GAS**
 Air Conditioning **0%**
 # of Bsmt Garages **0**
 # of Full Baths **2**
 # of Other Fixtures **0**

Legal Description

Narrative Description of Property

This property contains 0.110 acres of land mainly classified as RESINCOMM with a(n) MIX USE BLDG style building, built about 1881 , having BRICK exterior and TAR+GRAVEL roof cover, with 1 commercial unit(s) and 2 residential unit(s), 8 room(s), 4 bedroom(s), 2 bath(s), 1 half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.



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

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

October 7, 2019

Keith Frizzell
PO Box 310
Dover, NH 03821

RE: 10 South Main Street
Tax Map 120 Lot 392 Downtown Commercial Zone

Dear Mr. Frizzell,

I have reviewed your project narrative for a Special Downtown review to change to change the use from two residential units to four resident on the second and third floor.

Following a review of the Zoning Ordinance, this use is an allowed use and will not require further review through the Site Plan Review process. Further review by this Department is not necessary because you are not adding a new building or parking spaces and your proposed use will not have a significantly different impact on the City of Rochester. Please submit a project narrative for the commercial uses for the building before they are established. This project will require Historic District approval for exterior façade changes.

I have received written comments and feedback from the parties listed above and the Planning Board Representative. The concerns and the resolution are listed below:

Source	Comment(s) & Concern(s)	Resolution
Building, Zoning, and Licensing Services	No issues.	NA.
Fire Department	Plans will require fire protection engineer review ahead of permit issuance.	Prior to building permits
Police Department	No issues.	NA
DPW	If fire suppression is required, a separate water service will be required with backflow prevention. Also please check with DPW regarding Road Moratorium.	Condition of approval

Please note that any signage will require the submission of an application for a permit from the Building Zoning Licensing Services Department.

*** It is the applicant's responsibility to obtain any other applicable permits from local, state, and federal agencies. Please contact the City of Rochester Building, Zoning, and Licensing Services Department at 332-**

3508 to apply for any necessary permits or licenses, including a building permit, sign permit, second hand dealer's license, food license, and certificate of occupancy when applicable. You should also contact the Fire Department at 335-7545 to discuss anything they may require.

Congratulations, I wish you the best of luck at this location. Please feel free to call me with any questions or concerns.

Sincerely,



Michelle Mears, AICP
Senior Planner

cc: Viewpermit TPL 19-116
File



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

PLANNING & DEVELOPMENT DEPARTMENT
City Hall - Second Floor
33 Wakefield Street,
Rochester, New Hampshire 03867-1917
(603) 335-1338 - Fax (603) 330-0023
Web Site: www.rochesternh.net

SPECIAL DOWNTOWN REVIEW

TO: Applicants for Review
FROM: Planning Department
DATE: December 2014
SUBJ: Application Process for Special Downtown Review Committee

The Special Downtown Review Committee and the Planning staff would like to make the application process as smooth as possible.

Please review the following and contact the Planning Department with any questions.

Boundaries. The boundaries of the Special Downtown District coincide with the "fire limits" established in Chapter 40.13 of the General Ordinances of the City of Rochester. The district includes those areas classified on the Rochester Zoning Map as Downtown Commercial (DC) and Neighborhood Mixed Use (NMU) adjacent to North Main Street up to Washington Avenue and South Main Streets in Rochester proper and Main Streets in the NMU in Gonic and East Rochester.

(b) **Regulations and Restrictions - Special Downtown District.** The following regulations and restrictions shall apply in the Special Downtown District:

(1) Development within the Special Downtown District shall be exempt from the site plan review process, provided, however, that:

(A) any construction of new structures within the Special Downtown District, and/or

(B) any change to an existing structure or use within the Special Downtown District shall be subject to the site plan review process unless the Planning Director, after consultation with the Code Enforcement Officer, the Commissioner of Public Works, the Fire Chief, the Police Chief, the Economic Development Director, and one representative from the Planning Board appointed by the Board chair certifies in writing to the Planning Board that such proposed construction or change will have no significant adverse impact on the Special Downtown District.

(2) Existing structures and uses are exempt from the parking and loading requirements contained in Article XXVI of this ordinance.

(3) New structures and uses, including changes to existing structures and uses, shall be subject to the parking and loading requirements contained in Article XXVI of this ordinance, provided, however, that where a public parking facility is available within four hundred (400) feet of a structure or use, the specific parking requirements may be determined by the Code Enforcement Officer (or the Planning Board in the case of projects that are referred to the Board) on an individual basis. For the purposes of this section, the term "public parking facility" means a publicly owned off-street parking facility for 10 or more vehicles.

(4) The Planning Board shall be notified within ten (10) days of all projects being reviewed pursuant to this section. At the request of any Planning Board member, any project that has been reviewed, or is being reviewed, under this section may be referred to the full Planning Board for regular site plan review. In the event that a Planning Board member requests in writing that a project be referred to the Planning Board for regular site plan review, the Planning Board shall, within thirty (30) days of the date of the notification provided for in this paragraph, vote as to whether or not regular site plan review of such project shall be required.

(5) There are no Planning application fees or Monumentation fees charged for any projects located in the Special Downtown District (whether reviewed administratively or referred to the Planning Board).

Date: 8/30/19

Tax map #: 120; Lot #(s): 392; Zoning district: DTC; Historic District: yes X no

Property address/location: 10 South Main Street

Project Name: _____

Name (include name of individual): 10 South Main Street LLC - Keith Frizzell

Mailing address: PO Box 310, Dover, NH 03821

Telephone #: _____ Email address: K.frizzell@msprops.net

Name (include name of individual): _____

Mailing address: _____

Telephone #: _____ Email address: _____

Name (include name of individual): Jeremiah Johnson

Mailing address: 4 Market St. Portsmouth, NH 03801

Telephone #: 603-430-0274 Email address: jeremiah@nchenryarchitecture.com

☒ Nonresidential project☒ Residential project

Nonresidential projects (if applicable)

Check all that apply:

- ☒ change of use ☐ new building ☐ building addition
☐ new parking area ☐ expansion of existing parking area
☐ new signage; ☐ exterior lighting ☒ other site changes

Describe current use/nature of property: 1st Floor | Retail Clothing Store - Marilyn's Unique Boutique
2nd Floor | Low office / Apartment 3rd Floor | Apartment

Describe proposed use/activity: Apartments on 2nd + 3rd Floors and
Existing Retail on 1st

Number of employees: 1; Hours of operation: N/A

parking spaces: existing: 9; total proposed: 9;

nearest public parking: Street

Current square footage of building 3,606; Proposed square footage of building 3,606

Residential projects (if applicable)

Number of existing dwelling units: 2 Total number of proposed dwelling units: 4

New building(s)? N/A Addition(s)/modifications to existing building(s)? _____

Describe current use/nature of property: Retail / Low office / Apartments

Describe proposed use/activity: Retail on Ground Floor and Apartments
on 2nd + 3rd

of parking spaces: existing: 9 total proposed: 9

Comments

Please feel free to add any comments, additional information, or requests for waivers here:

Submission of application & acknowledgement about process

This application must be signed by the property owner, applicant/developer (if different from property owner).

**** Please Note:** *All Special Downtown applications are subject to full site plan review at the discretion of the Planning Board.*

Signature of property owner: Keith Triggell

Date: 9/13/19

Signature of applicant/developer: _____

Date: _____

Authorization to enter property

I hereby authorize members of the Rochester Planning Board, Zoning Board of Adjustment, Conservation Commission, Planning Department, and other pertinent City departments, boards and agencies to enter my property for the purpose of evaluating this application including performing any appropriate inspections during the application phase, review phase, post-approval phase, construction phase, and occupancy phase. This authorization applies specifically to those particular individuals legitimately involved in evaluating, reviewing, or inspecting this specific application/project. It is understood that these individuals must use all reasonable care, courtesy, and diligence when entering the property.

Signature of property owner: Keith Triggell

Date: 9/13/19



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

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

City of Rochester
Historic District Commission
CERTIFICATE OF APPROVAL

December 17, 2019

Keith Frizzell
PO Box 310
Dover, NH 03821

RE: 10 South Main Street, Rochester, NH Map 120 Lot 392, Downtown Commercial Zone

Dear: Mr. Frizzell,

I am pleased to inform you that the Historic District Commission (HDC) approved your application for the above referenced project at the meeting on December 11, 2019. The application for Certificate of Approval for window replacements/additions, exterior repairs to brick, new entrance door and transom, and 5 roof mounted heat pump condenser units on the near roof was approved as submitted to the Planning and Development Department.

Please note that this approval is valid for two years from the date of the HDC meeting. Substantial work on the project must commence by December 11, 2021 or this approval will become null and void. Contact the City of Rochester Building, Zoning, Licensing, and Licensing Services Department at 332-3508 for any permits you may need.

It is the applicant's responsibility to obtain any other applicable permits from local, state, and federal agencies. Contact the following City of Rochester Departments:

- Building, Zoning, and Licensing Services Department at 332-3508
- Fire Department at 335-7545
- Department of Public Works at 332-4096.

Thank you for meeting with me and please feel free to contact the Planning and Development Department if you have any questions.

Sincerely,


Michelle Mears, AICP

Senior Planner, City of Rochester

cc: Building, Zoning & Licensing Services
View Permit TPL-19-145
File

Thank you for submitting a great application to the HDC.

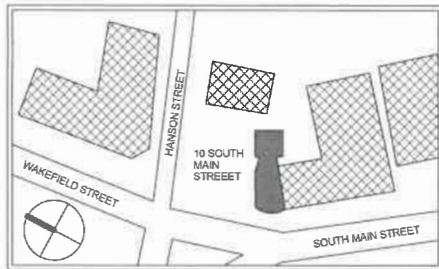
10 SOUTH MAIN STREET

Historic District Commission Work Session - December 2019, Rochester, New Hampshire

General Project Description:

Proposed Work:

- The scope of the proposed project focuses mostly on interior renovations, window replacements/additions, and exterior repairs to brick, trim, headers, sills, and paneling.
- The 1st floor will have minor wall demolition, the 2nd floor will change from 1 larger unit to 2 single bedroom residential units. Interior partition locations will change, the common access corridor has been reconfigured, and there will be new finished throughout. The same treatment applied to the 3rd floor.
- There will be 5 total units in the building: 1 retail unit on the 1st floor and 2 residential apartments per 2nd and 3rd floor.
- All existing windows will be replaced with new double hung units to match the existing South Main Street elevation windows. (24 windows)
- There will be 7 new double hung windows that match the dimensions of the existing South Main Street elevation windows, all new wall penetrations will align vertically and horizontally.
- There will be 1 new fixed square picture window on the Hanson Street elevation to aid in the transition from store front to typical window penetrations.
- There will be a new residential entrance door with a transom above.
- The existing retail AC will be removed and replaced with a transom window.
- There will be 5 roof mounted heat pump condenser units on the rear roof



KEY PLAN

1" = 100'-0"

ANNOTATION LEGEND:

A KEYNOTE REFERENCE LETTER

ELEVATION TAG
10-0 REFERENCE NUMBER
10-0 SHEET NUMBER

ELEVATION KEYNOTES

- A** PATCH AND REPAIR ALL EXISTING HEADERS AND SILLS.
- B** EXISTING WINDOWS ARE TO BE REPLACED WITH WINDOWS TO MATCH SIZE, SHAPE, AND SILL HEIGHT AS EXISTING SOUTH MAIN STREET ELEVATION WINDOWS, WINDOWS BY ANDERSEN, REFER TO SHEET A8
- C** NEW WINDOWS TO MATCH SIZE, SHAPE, AND SILL HEIGHT AS EXISTING SOUTH MAIN STREET ELEVATION WINDOWS, REFER TO SHEET A8
- D** NEW WOOD STOREFRONT WINDOW WITH COMPOSITE PANELING TO MATCH EXISTING STORE FRONT
- E** PATCH AND REPAIR STOREFRONT AND WINDOW TRIM WITH COMPOSITE TRIM WHERE NEEDED
- F** PATCH AND REPAIR CORNICE AND TRIM WITH COMPOSITE TRIM WHERE NEEDED
- G** REPAINT HANSON STREET ELEVATION
- H** PATCH, REPAIR, AND REPOINT MASONRY WHERE NEEDED
- J** INFILL EXISTING WINDOW OPENING WITH MASONRY AND PAINT TO MATCH
- K** EXISTING MURALS TO REMAIN
- L** EXISTING RUBBER ROOF TO BE REPLACED WITH NEW RUBBER MEMBRANE
- M** REPAIR EXISTING AWNING ROOF
- N** NEW WINDOW TO MATCH EXISTING WINDOWS. TO BE PLACED ON CENTER WITH EXISTING INFILLED OPENING, LOCATION VIF, REFER TO SHEET A8
- P** EXISTING WALL AC UNIT TO BE REMOVED AND REPLACED WITH FIXED WOOD TRANSOM WINDOW BY ANDERSEN, REFER TO SHEET A8
- Q** NEW WOOD ENTRY DOOR WITH FIXED WOOD TRANSOM TO MATCH ADJACENT STOREFRONT, REFER TO 2/A7
- R** 5 HEAT PUMP CONDENSER UNITS, REFER TO 1/A7 FOR CUT SHEETS

HDC SHEET LIST

Sheet Number	Sheet Name
C	COVER
A1	EXISTING ELEVATIONS & PICTURES
A2	EXISTING ELEVATION PICTURES
A3	PROPOSED ELEVATIONS
A4	PROPOSED ELEVATIONS
A5	FLOOR PLANS
A6	FLOOR PLANS
A7	CUT SHEETS
A8	WINDOW CUT SHEETS

HISTORIC POSTCARD OF SOUTH MAIN STREET



10 SOUTH MAIN STREET



10 SOUTH MAIN STREET

ROCHESTER, NH

COVER

HISTORIC DISTRICT COMMISSION, DECEMBER 2019

McHENRY ARCHITECTURE

4 Market Street

Portsmouth, New Hampshire

C

DECEMBER 2019

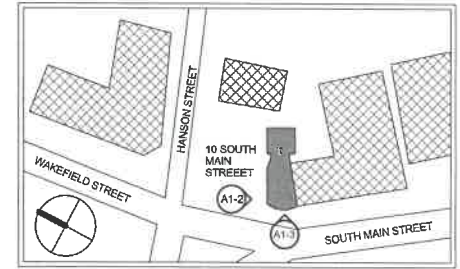
McHA: RD / JJ

Scale: As Indicated

Locus



1 HANSON STREET ELEVATION
NTS



KEY PLAN
1" = 100'-0"



2 HANSON STREET ELEVATION
1/8" = 1'-0"



3 SOUTH MAIN STREET ELEVATION
NTS

10 SOUTH MAIN STREET EXISTING ELEVATIONS & PICTURES

ROCHESTER, NH

HISTORIC DISTRICT COMMISSION, DECEMBER 2019

McHENRY ARCHITECTURE

4 Market Street
Portsmouth, New Hampshire

A1

DECEMBER 2019

McHA: RD / JJ

Scale: As Indicated

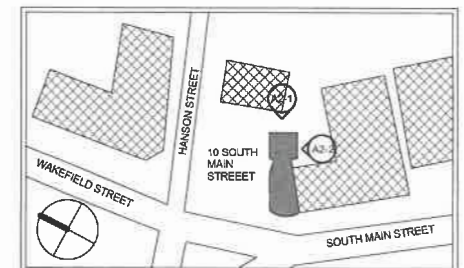
E



1 REAR ELEVATION
NTS



2 REAR SIDE ELEVATION
NTS



KEY PLAN
1" = 100'-0"

10 SOUTH MAIN STREET
ROCHESTER, NH

EXISTING ELEVATION PICTURES
HISTORIC DISTRICT COMMISSION, DECEMBER 2019

McHENRY ARCHITECTURE
4 Market Street
Portsmouth, New Hampshire

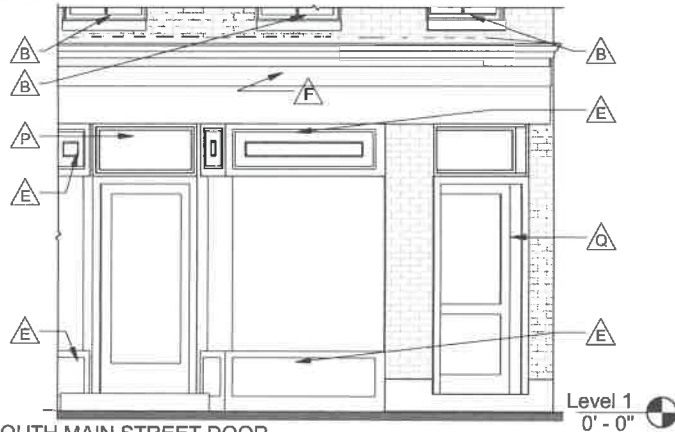
A2
DECEMBER 2019
McHA: RD / JJ
Scale: NTS
E



1 HANSON STREET ELEVATION
1/8" = 1'-0"



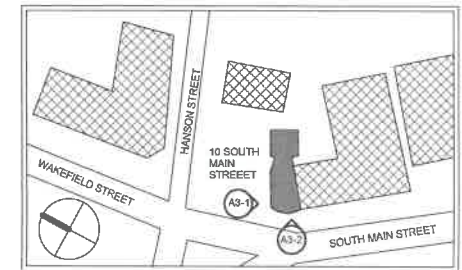
2 SOUTH MAIN STREET ELEVATION
NTS



3 SOUTH MAIN STREET DOOR
1/4" = 1'-0"



4 EXISTING MURALS
NTS



KEY PLAN
1" = 100'-0"

NOTE: REFER TO
ELEVATION
KEYNOTES ON
SHEET C

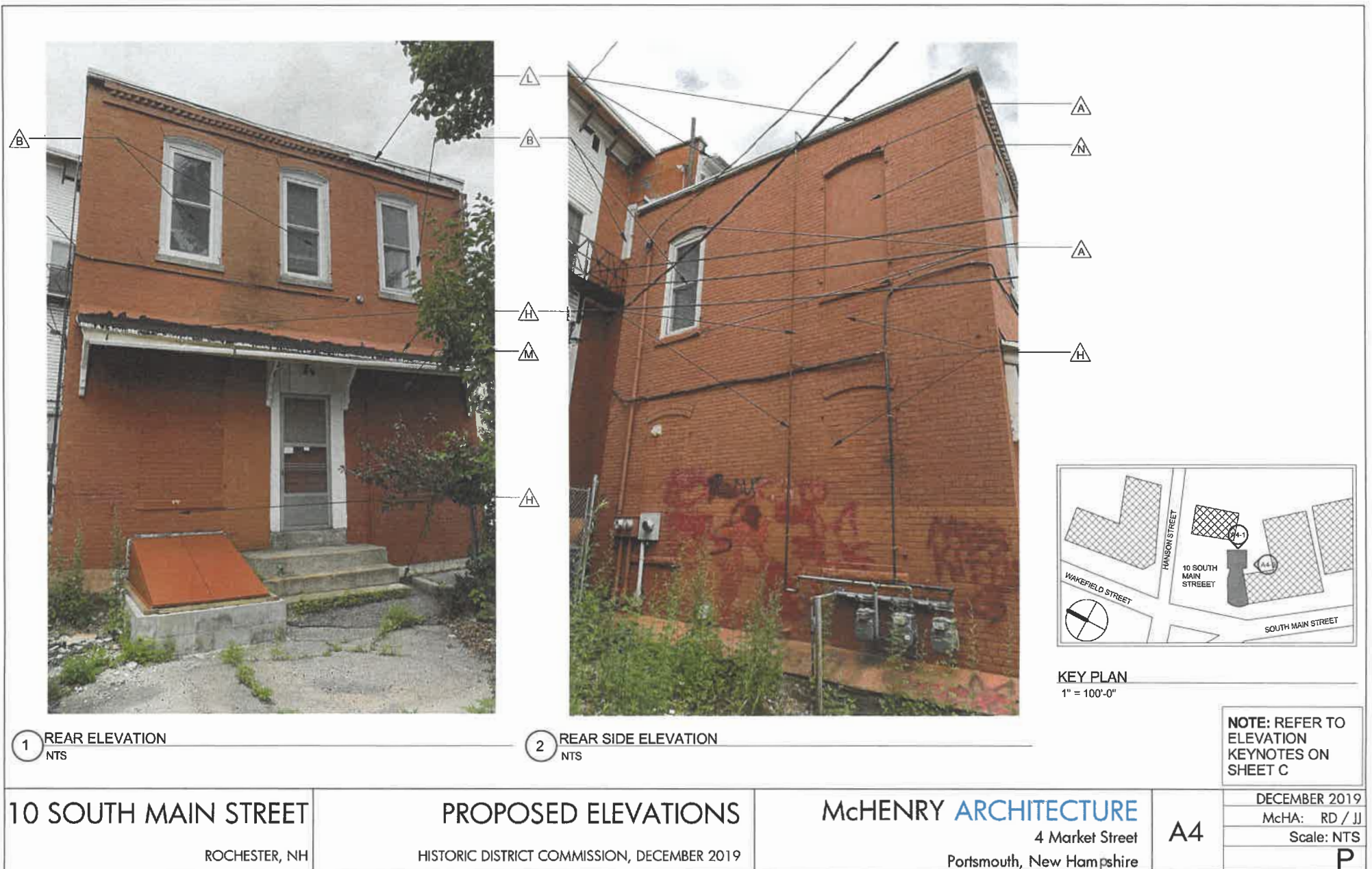
10 SOUTH MAIN STREET
ROCHESTER, NH

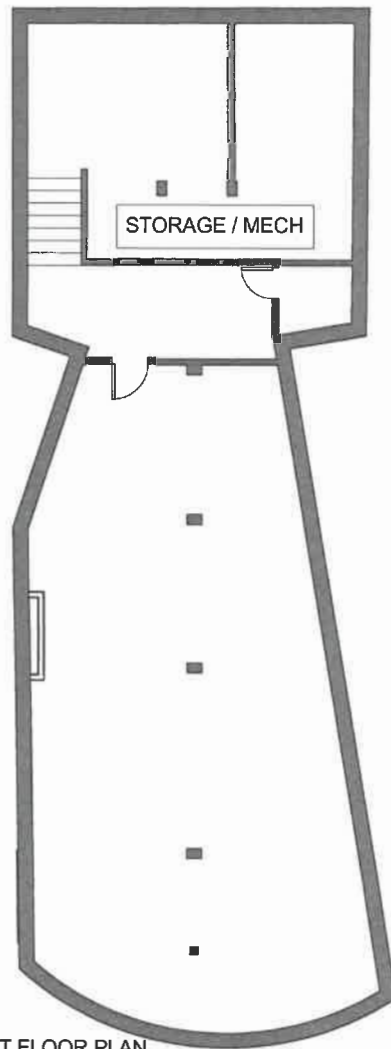
PROPOSED ELEVATIONS
HISTORIC DISTRICT COMMISSION, DECEMBER 2019

McHENRY ARCHITECTURE
4 Market Street
Portsmouth, New Hampshire

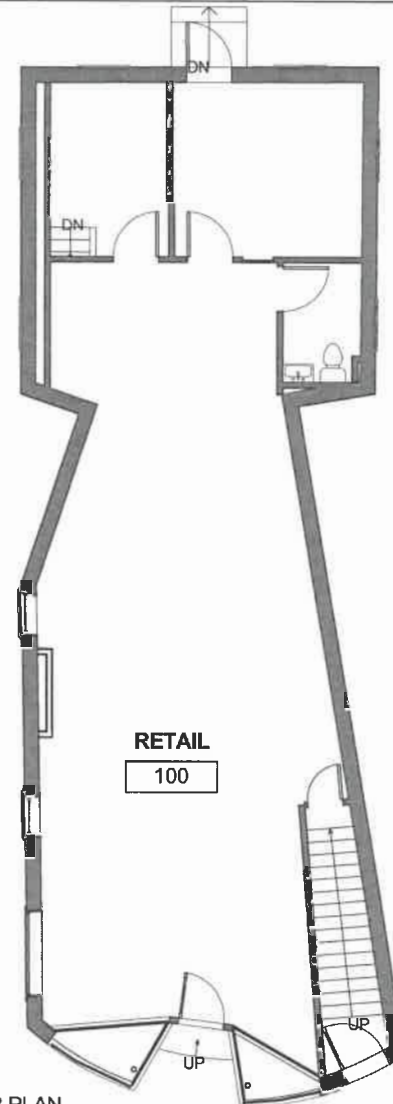
A3

DECEMBER 2019
McHA: RD / JJ
Scale: As Indicated
P





1 BASEMENT FLOOR PLAN
1/8" = 1'-0"



2 FIRST FLOOR PLAN
1/8" = 1'-0"

10 SOUTH MAIN STREET

ROCHESTER, NH

FLOOR PLANS

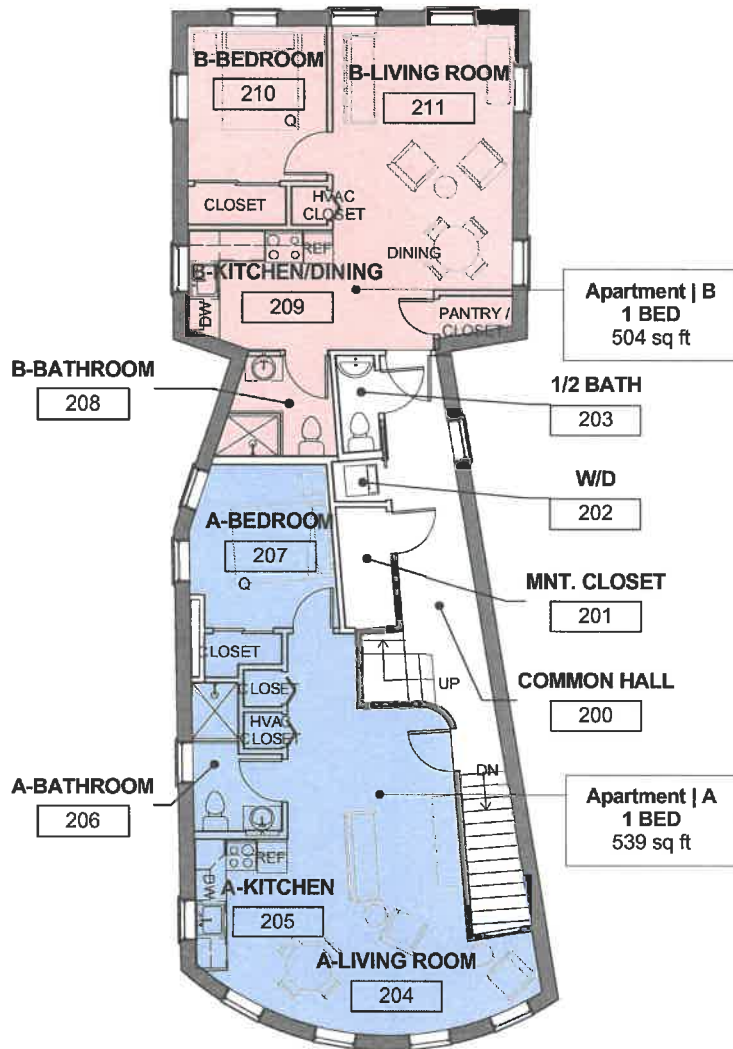
HISTORIC DISTRICT COMMISSION, DECEMBER 2019

McHENRY ARCHITECTURE

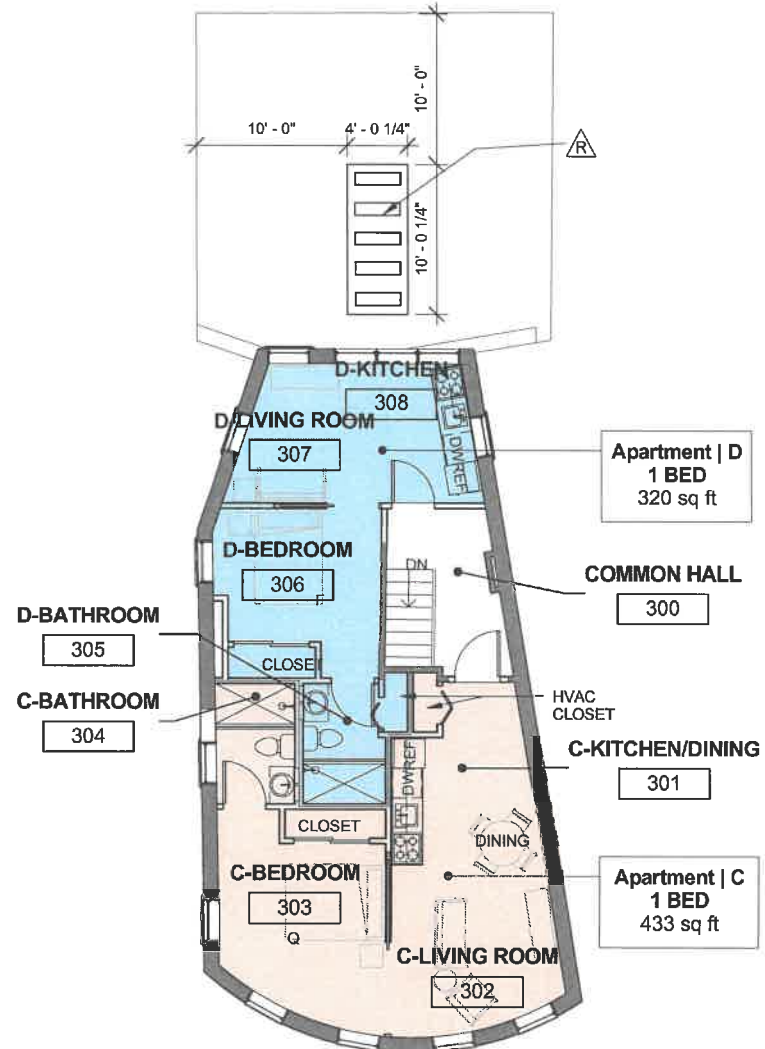
4 Market Street
Portsmouth, New Hampshire

A5

DECEMBER 2019
McHA: RD / JJ
Scale: 1/8" = 1'-0"
P



1 SECOND FLOOR PLAN
1/8" = 1'-0"



2 THIRD FLOOR PLAN
1/8" = 1'-0"

10 SOUTH MAIN STREET

ROCHESTER, NH

FLOOR PLANS

HISTORIC DISTRICT COMMISSION, DECEMBER 2019

McHENRY ARCHITECTURE

4 Market Street
Portsmouth, New Hampshire

A6

DECEMBER 2019
McHA: RD / JJ
Scale: 1/8" = 1'-0"

P

SERIES

SUBMITTAL DATA: MXZ-8C48NAHZ
4-TON MULTI-INDOOR INVERTER HEAT PUMP SYSTEM

Reference:

Data:



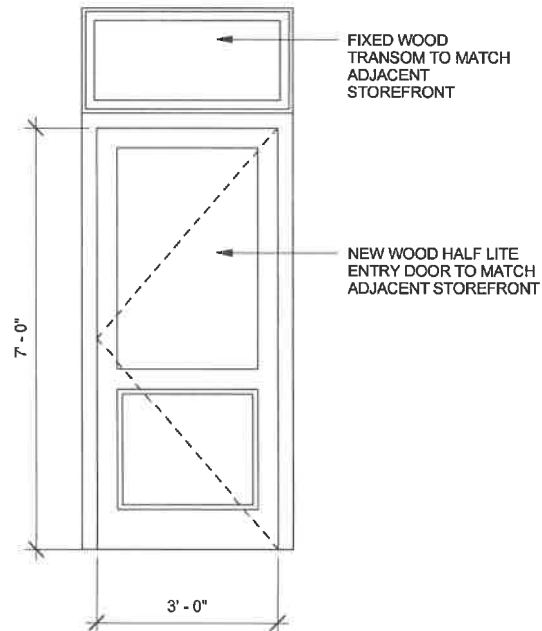
Climate Unit MXZ-8C48NAHZ

ACCESSORIES:

- 1) Three-port Branch Box (PAC-MKA308C)
- 1) Five-port Branch Box (PAC-MKA508C)
- 1) Distribution Pipe for Flare Connection (MSDD-55AR; necessary for installing two branch boxes)
- 1) Distribution Pipe for Brazed Connection (MSDD-50BR; necessary for installing two branch boxes)
- 1) 3/8" x 1/2" Port Adapter (MAC-A45AP)
- 1) 1/2" x 3/8" Port Adapter (MAC-A45AP)
- 1) 1/2" x 5/8" Port Adapter (MAC-A45AP)
- 1) 1/4" x 3/8" Port Adapter (PAC-403P)
- 1) 3/8" x 5/8" Port Adapter (PAC-5078RJ)
- 1) Airflow Guide (PAC-SH903G-E)

(For data on specific indoor units, see the MXZ-G Technical and Service Manual)

Specifications			Model Name
Unit Type			MXZ-8C48NAHZ
Cooling* (Non-ducted / Ducted)	Rated Capacity	Btu/h	48,000 / 48,000
	Capacity Range	Btu/h	8,000 - 48,000
	Rated Total Input	W	4,000 / 5,050
Heating at 47°F* (Non-ducted / Ducted)	Rated Capacity	Btu/h	54,000 / 54,000
	Capacity Range	Btu/h	7,200 - 54,000
	Rated Total Input	W	4,230 / 4,990
Heating at 17°F* (Non-ducted / Ducted)	Rated Capacity	Btu/h	40,000 / 43,000
	Maximum Capacity	Btu/h	54,000 / 54,000
	Rated Total Input	W	4,340 / 5,250
Heating at 8°F*	Maximum Capacity	Btu/h	54,000
Electrical Requirements	Power Supply	Voltage, Phase, Hertz	208 / 230V, 1-Phase, 60 Hz
	Recommended Fuse/Breaker Size	A	50
	MCA	A	43
NTS _{gpo}	Indoor - Outdoor 51-52	V	AC 208 / 230
	Indoor - Outdoor 52-53	V	DC 224
Compressor			Hermetic
Fan Motor (ECM)			F.L.A.
			0.4/0.4
Sound Pressure Level	Cooling	dB(A)	51
	Heating	dB(A)	54
External Dimensions (H x W x D)		In / mm	63-110 1/8 x 41-1/32 x 13-1/8
Net Weight		Lbs / kg	1336 x 1050 x 330+25 275 / 125



1 HEAT PUMP UNIT CUT SHEET

2 RESIDENTIAL ENTRY DOOR

1/2" = 1'-0"

10 SOUTH MAIN STREET

ROCHESTER, NH

CUT SHEETS

HISTORIC DISTRICT COMMISSION, DECEMBER 2019

McHENRY ARCHITECTURE

4 Market Street

Portsmouth, New Hampshire

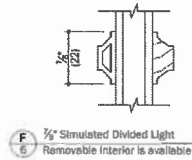
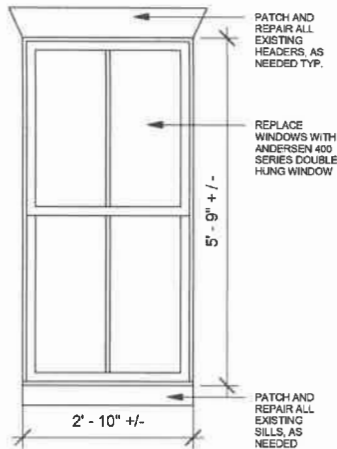
A7

DECEMBER 2019

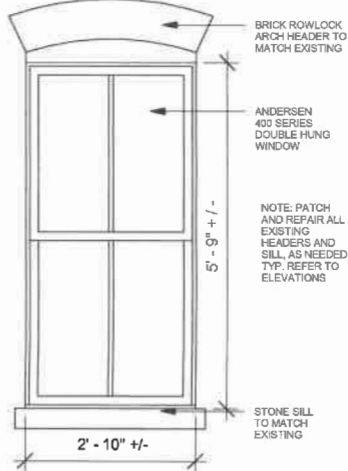
McHA: RD / JJ

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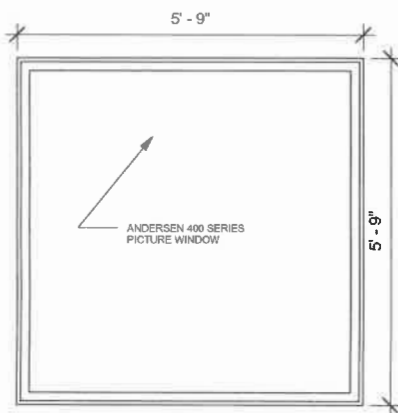
SOUTH MAIN STREET
ELEVATION WINDOWS

2 400 SERIES MUNTIN
6" = 1'-0"

REPLACEMENT AND
NEW WINDOWS

1 WINDOW ELEVATIONS
1/2" = 1'-0"

NEW PICTURE WINDOW



10 SOUTH MAIN STREET
ROCHESTER, NH

WINDOW CUT SHEETS

HISTORIC DISTRICT COMMISSION, DECEMBER 2019

TILT-WASH DOUBLE-HUNG FULL-FRAME WINDOWS

FEATURES

Frame

1 Exterior outer frame members are covered with a Penna-Seal® and vinyl cladding, minimizing maintenance and providing an attractive appearance.

2 For exceptional long-lasting performance, sill members are constructed with a wood core and a Fibrex® material exterior. Sill ends are protected and sealed with weather-resistant covers.

3 Natural wood slats are available in pine and prefinished white, dark bronze and black. A new, taller sill step increases performance to P604 while still maintaining access on our most popular sizes.

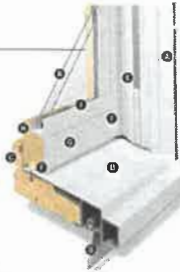
4 A factory-applied rigid vinyl anchoring flange on the head, sill and sides of the outer frame helps secure the unit to the structure.

5 An extruded rigid vinyl jamb liner and fin provide a protective seal against the outer frame members. Exclusive slide wash assists make it easy to tilt sash into wash mode position.



Unique block-and-tackle balances feature sized-to-the-unit, non-resistant springs that require no adjustment. Glass-reinforced nylon balancers provide smooth, reliable sash operation. Sash can be removed, without tools, for drywall pass-through. Jamb liners are available in white or gray and must be specified when ordering. Contact your Andersen supplier for details.

6 Weatherstrip throughout the unit provides a long-lasting, energy-efficient, weather-resistant seal. For the top and bottom rails, an encased foam material is used. The head jamb liner and sill have a rigid vinyl rib that the weatherstrip material compresses against. At the meeting rail, compressible vinyl bulb material is used. Side jamb liners use leaf-type weatherstrip with foam inserts.



Sash

Wash assists make it easy to tilt the sash into wash mode.

1 Wood sash members are treated with a water-repellent preservative for long-lasting protection and performance. Interior surfaces are unfinished pine. Low-maintenance prefinished white interiors are also available.

2 A polyester-stabilized coat with a Fluorocarbon® finish is electrostatically applied to penetrate all exterior surfaces for maximum protection and a lustrous finish.

3 Sash joints simulate the look of traditional mortise-and-tenon construction inside and out.

Glass

1 Silicone bed glazing provides superior weather-tightness and durability.

2 High-Performance glass options include:

- Low-E4® glass
- Low-E4 HeatLock® glass
- Low-E4 Sun glass
- Low-E4 SmartSun® glass
- Low-E4 SmartSunHeatLock glass

Tempered glass and other glass options are available. Contact your Andersen supplier. A removable translucent film helps shield the glass from damage during delivery and construction and simplifies finishing at the jobsite.

Patterned Glass

Patterned glass options are available. See page 12 for more details.

EXTERIOR



INTERIOR



Naturally occurring variations in grain, color and texture of wood make each window one of a kind. All wood interiors are unfinished unless a prefinished option is specified.

HARDWARE FINISHES



Distressed (bronze and oil rubbed bronze are "living" finishes that will change with time and use.

DOUBLE-HUNG HARDWARE

STANDARD

Look & Keeper



Black | Gold Dust | Stone | White
Stone is standard with natural interior rails. White cranes with prefinished white interiors. Other finishes optional.

OPTIONAL DOUBLE-HUNG HARDWARE*

ESTATE®

Look & Keeper



Optional Estate look & keeper reduces the clear opening height by 1/2" (14). Check with local building code officials to determine compliance with egress requirements.

CONTEMPORARY

Rise Lift



Antique Brass | Black | Bright Brass
Brushed Chrome | Distressed Bronze
Distressed Nickel | Gold Dust
Oil Rubbed Bronze | Polished Chrome
Satin Nickel | Stone | White



Antique Brass | Black | Bright Brass | Brushed Chrome | Distressed Bronze | Distressed Nickel
Gold Dust | Oil Rubbed Bronze | Polished Chrome | Satin Nickel | Stone | White

Bold name denotes finish shown.

* Visit andersenwindows.com/interior for details.

** Dark bronze and black finishes are only available with dark exterior and black exterior respectively.

*Fluorocarbon® is a registered trademark of PPG Industries, Inc.

Dimensions in parentheses are in millimeters.

Printing limitations prevent exact replication of colors and finishes. See your Andersen supplier for actual color and finish samples.

76

4 400 SERIES CUT SHEET

McHENRY ARCHITECTURE
4 Market Street
Portsmouth, New Hampshire

A8

DECEMBER 2019
McHA: RD / JJ
Scale: As Indicated

P

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left blank...*

City Clerk's Office

Resolution Authorizing Certain Renumbering on Milton Road

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

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

66 Milton Road becomes 68 Milton Road

68 Milton Road becomes 70 Milton Road

70 Milton Road becomes 72 Milton Road

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

*Intentionally
left blank...*

City Clerk's Office



01/30/2020

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

RECOMMENDED ACTION



City of Rochester, New Hampshire

E-911 Committee

E911 Committee Representatives

Tim Wilder – Chairman
Assistant Fire Chief

Julia Libby – Clerical / Secretary
Building, Zoning, & Licensing Svcs

Gary Boudreau – Committee
Member
Deputy Police Chief

Jonathan Rice - Committee
Member
Chief Assessor

January 24, 2019

RE: Request for Address Change (Map 210 / Lot 1)

Dear Property Owner:

This letter is to request a change to your address number. It was recently brought your attention that due to past changes to the intersection of Old Milton Road and Milton Road a property with only access to Milton Road has an Old Milton Road address. For life safety reasons this parcel is required to have a Milton Road address. Unfortunately, there is no available address number on Milton Road in this particular section. In order to assign a new address to this property, that complies with State E-911 regulations, we must assign new addresses to a few parcels on the same side of the road as the property in question, yours being one of them. These regulations are in place for **safety** and ensure expedient response to your property, and others, by the community's emergency response providers.

We are proposing that your street address be changed from **66 Milton Rd** to **68 Milton Rd**.

State law allows this change to be done voluntarily, if the property owner consents to the renumbering. Please sign your name below, and return this letter to us at a suitable time in the self-addressed, stamped envelope. The other copy is for your records. If we have not heard back by **February 15, 2018** the E-911 committee will initiate the public hearing process to change the numbers.

As soon as we receive your signature, we will notify the post office of this change, and send you a confirmation letter with an effective date and more information. If you have any questions please feel free to contact us.

Sincerely,
City of Rochester E911 Committee

X
Signature

JEAN LANCIANO

Printed Name

Date

2/5/19

33 Wakefield Street
Rochester, NH 03867

Ph: (603) 332-3976 or (603) 330-7184

Fax: (603) 330-0023

saferochester@rochesternh.net



City of Rochester, New Hampshire E-911 Committee

E911 Committee Representatives

Tim Wilder – Chairman
Assistant Fire Chief

Julia Libby – Clerical / Secretary
Building, Zoning, & Licensing Svcs

Gary Boudreau – Committee
Member
Deputy Police Chief

Jonathan Rice - Committee
Member
Chief Assessor

February 21, 2019

RE: Request for Address Change (Map 210 / Lot 3)

Dear Property Owner:

This letter is to request a change to your address number. It was recently brought to our attention that due to past changes to the intersection of Old Milton Road and Milton Road a property with only access to Milton Road has an Old Milton Road address. For life safety reasons this parcel is required to have a Milton Road address. Unfortunately, there is no available address number on Milton Road in this particular section. In order to assign a new address to this property, that complies with State E-911 regulations, we must assign new addresses to a few parcels on the same side of the road as the property in question, yours being one of them. These regulations are in place for **safety** and ensure expedient response to your property, and others, by the community's emergency response providers.

We are proposing that your street address be changed to 72 Milton Rd.

State law allows this change to be done voluntarily, if the property owner consents to the renumbering. Please sign your name below, and return this letter to us at a suitable time in the self-addressed, stamped envelope. The other copy is for your records. If we have not heard back by **March 20, 2019** the E-911 committee will initiate the public hearing process to change the numbers.

As soon as we receive your signature, we will notify the post office of this change, and send you a confirmation letter with an effective date and more information. If you have any questions please feel free to contact us.

Sincerely,
City of Rochester E911 Committee

x Elmer T Robertshaw
Signature

3-7-2019
Date

33 Wakefield Street
Rochester, NH 03867

Ph: (603) 332-3976 or (603) 330-7184

Fax: (603) 330-0023

saferochester@rochesternh.net

ELMER T ROBERTSHAW
Printed Name



Rochester, NH

CAI Technologies
 Precision Mapping. Geospatial Solutions.

January 24, 2019

1 inch = 100 Feet

www.cai-tech.com



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

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City Clerk's Office

**Supplemental Appropriation to the Rochester School Department in
the amount of \$1,336,000.00**

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

That the amount of One Million Three Hundred Thirty Six Thousand Dollars (\$1,336,000.00) is hereby appropriated as a supplemental appropriation to the Rochester School Department for the purpose of paying costs associated with unanticipated special education costs. The funding for this supplemental appropriation shall be derived from the following two sources:

- \$1,038,000.00 from the General Fund Unassigned Fund Balance
- \$298,000.00 from additional anticipated State Education Aid

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

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City Clerk's Office

01/30/2020

City of Rochester
Draft

Regular City Council Meeting
January 7, 2020

11.1 Supplemental Appropriation to the Rochester School Department in the amount of \$1,335,993 *second reading and consideration for adoption*

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

Supplemental Appropriation to the Rochester School Department in the amount of \$1,335,993.00

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

That the amount of One Million Three Hundred Thirty Five Thousand Nine Hundred Ninety Three Dollars (\$1,335,993.00) is hereby appropriated as a supplemental appropriation to the Rochester School Department for the purpose of paying costs associated with unanticipated special education costs. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

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

Councilor Lachapelle **MOVED** to read the Amendment by title only for the second time. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Lachapelle **MOVED** to **ADOPT** the Amendment. Councilor Hutchinson seconded the motion.

Councilor Lachapelle **MOVED** to **AMEND** the resolution to be reduced to a new amount of \$1,038,000 due to a reimbursement of Catastrophic State Aid.

Councilor Gray asked specific questions about students transitioning in/out of the School District. Kyle Repucci, Superintendent of Schools, replied that some students are transitioning in/out of the School District for only part of the day, so there is still an out of district cost. Councilor Gray asked more specific questions about two students in particular who were placed in out-of-district placements by DCYF or the Juvenile Justice System. Additionally, he asked about another student who moved to Rochester and was already at an out-of-district placement. He expressed concerns about what money had been budgeted prior to this transition for that individual student. He said specifically

the term “transitioning back” sounds like there should have been an IEP in place with funding set aside in each of these cases. It seems there should have been decreases in funding request and not increasing request for such cases. Mr. Repucci briefly explained that it is part of the IEP process and if the individual students in question had their IEP’s amended prior to transitioning back to the Rochester School District, the City of Rochester is responsible for those costs increases. He reiterated that these transitions are for partial times of the day/week and the School District is responsible for amended IEPs.

Councilor Gray expressed concern that the School Department only sent the District’s Special Education snapshot which does not include other significant changes to the School Department’s budget such as the \$270,000 the City Council authorized to purchase new equipment for the CTE facility and other state related funding increases. It seems a better decision could have been made if those other increase/decreases were included with an overview of the School Department’s budget rather than just what is happening in the Special Education portion of their budget. He spoke against voting on this resolution this evening.

Mayor McCarley called for a vote on the Amendment to reduce the cost of the Supplemental Appropriation to \$1,038,000. The **MOTION CARRIED** by a unanimous voice vote. **The amended version is as follows:**

Supplemental Appropriation to the Rochester School Department in the amount of \$1,038,000.00

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

That the amount of One Million Three Hundred Thirty Eight Thousand Dollars (\$1,038,00.00) is hereby appropriated as a supplemental appropriation to the Rochester School Department for the purpose of paying costs associated with unanticipated special education costs. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

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

Mayor McCarley called for a vote on the main motion as Amended. The **MOTION CARRIED** by a majority voice vote.



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

Supplemental Appropriation

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☐ NO ☒

* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	February 4, 2020	
DEPT. HEAD SIGNATURE	<i>Kathleen L. Anderson</i>	
DATE SUBMITTED	January 29, 2020	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	\$1,336,000.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT

At the January 7th City Council meeting, City Council voted to adopt an amended resolution for a supplemental appropriation to the School (to be funded from the General Fund Unassigned Fund Balance). The amendment reduced the appropriation from \$1,335,993 to \$1,038,000 following new information provided from the School that additional Special Education Aid was available. Since this aid came in \$298,000 higher than what was budgeted for and the City is required to gross appropriate, the amount to be funded from unassigned fund balance in the resolution should have been reduced rather than the total amount of the appropriation. This appropriation needs to be voted on again for the full amount of \$1,336,000 in order to appropriate the additional aid that was provided to the School.

RECOMMENDED ACTION

Council approval recommended

1/7 Agenda Item 11.7

City of Rochester School Department

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

Dr. Sandie MacDonald
Assistant Superintendent of Schools
e-mail: macdonald.s@rochesterschools.com

Mrs. 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



District Special Education Snapshot

EVENT	COST
<i>August 2019:</i>	
10 Identified Students have moved into the school system or been placed in an out of district placement through DCYF or the Juvenile Justice System	\$458,000
<i>September 2019</i>	
2 students placed in out of district placements by DCYF or the Juvenile Justice System	\$100,000
1 student moved to Rochester and was already at an out of district placement	\$54,000
<i>October 2019:</i>	
3 students placed in out of district placements by DCYF or the Juvenile Justice System.	\$150,000
Notified by the Courts that Rochester will become the LEA for a student in December. The student is placed in an Out of District Placement.	\$160,000
1 Student who is in an out of district placement moved from Rochester to another LEA.	-\$60,000
<i>August to October 2019 Transitioning back to Rochester Schools:</i>	
3 students have successfully transitioned back into Rochester public schools from Out of District Placements.	-\$94,000
2 students are currently in the process of transitioning back.	\$59,000
3 students are presenting as ready to begin the transition process. Starting slowly in December 2019.	\$59,000
Transportation costs are an estimate.	\$450,000
Total	\$ 1,336,000

→ ~~Special Education Aid - originally budgeted \$606,000, came in at \$904,000 - a difference of \$ 298,000~~

Net Difference \$ 1,038,000

~ Read to a Child 20 Minutes a Day ~ ~

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City Clerk's Office

Resolution Deauthorizing Bonding Authority in the Amount of \$71,420.00 for the City Hall Bathroom Renovation Project

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

In accordance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter, the Mayor and City Council of the City Rochester, hereby withdraw borrowing authority in the amount of Seventy One Thousand Four Hundred Twenty Dollars (\$71,420.00) from the FY2018 CIP budget and the FY2019 budget for the so-called City Hall Bathroom Renovation Project.

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.

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City Clerk's Office



01/30/2020

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

RECOMMENDED ACTION

CIP FUND 1501 PROJECTS READY FOR DE-AUTHORIZATION

Account Number	Project Name	Revised Budget	Expended	Deauthorize			Total De-authorization	To Be Bonded	Comment
				Cash	Bond	Grant/other			
15011090-772000-19506	City Hall Bathroom Renovations	\$ 75,000.00	\$ 3,580.00		\$ 71,420.00		\$ -	\$ 3,580.00	Project Completed
							\$ -		
				\$ -	\$ 71,420.00	\$ -	\$ -	\$ 3,580.00	

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City Clerk's Office

Resolution Deauthorizing Bonding Authority in the Amount of \$16,337.87 for the Franklin Street-Adams Street Improvements Project

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

In accordance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter, the Mayor and City Council of the City Rochester, hereby withdraw borrowing authority in the amount of Sixteen Thousand Three Hundred Thirty Seven and 87/100 Dollars (\$16,337.87) from the General Fund CIP budget for the so-called Franklin Street-Adams Street Improvements Project.

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.

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City Clerk's Office



01/30/2020

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

RECOMMENDED ACTION

CIP FUND 1501 PROJECTS READY FOR DE-AUTHORIZATION

Account Number	Project Name	Revised Budget	Expended	2017 Previously Bonded	Deauthorize			Total	To Be Bonded	Comment
					Cash	Bond	Grant/other	De-authorization		
15011090-772000-19506	Franklin Adams Improvements	\$ 560,000.00	\$ 543,662.13	\$ 253,025.72		\$ 16,337.87		\$ 16,337.87	\$ 290,636.41	Project Completed
								\$ -		
					\$ -	\$ 16,337.87	\$ -	\$ 16,337.87	\$ 290,636.41	

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City Clerk's Office

Resolution Changing Funding Source of \$104,992.77 Appropriated for the Strafford Square Project from Borrowing to New Hampshire Department of Transportation (NHDOT) Grant

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

WHEREAS, by virtue of various resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the sum of Five Hundred Thousand Dollars (\$500,000.00) to the FY2015 CIP to fund the so-called Strafford Square Project; and

WHEREAS, the Mayor and City Council of the City of Rochester have determined that the best interests of the City are served by changing the funding source for One Hundred Four Thousand Nine Hundred Ninety Two and 77/100 Dollars (\$104,992.77) of the previous appropriation from Borrowing to a NHDOT Grant received by the City;

NOW THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby change the funding source for the Strafford Square Project in the amount reference above from Borrowing to NHDOT Grant.

FURTHER, in accordance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter, the Mayor and City Council of the City Rochester, hereby withdraw borrowing authority in the amount of One Hundred Four Thousand Nine Hundred Ninety Two and 77/100 Dollars (\$104,992.77).

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.

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City Clerk's Office



01/30/2020

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

RECOMMENDED ACTION

**Resolution Authorizing the Rochester Police Department (RPD) to accept a \$27,693.00
United States Department of Justice (USDOJ) Justice Assistance Grant (JAG)**

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

That the RPD is hereby authorized to accept a Twenty Seven Thousand Six Hundred Ninety Three Dollars (\$27,693.00) USDOJ JAG Grant which the Council had previously authorized the RPD to apply for.

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.

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT


Seeking permission from Council to accept JAG grant funds in the amount of \$27,693.00.

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☒ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	Next February 2020 meeting	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	1/22/20	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Federal
ACCOUNT NUMBER	Fund 6128 Project 205XX
AMOUNT	\$27,693.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Seeking permission from Council to accept JAG funding in the amount of \$27,693.00 to purchase equipment for department/officer use. We intend to purchase Safariland V1 external load bearing carriers with associated pouches for all officers. These carriers will help to distribute the weight and placement of equipment typically found on officer's duty belts.

RECOMMENDED ACTION

Accept funds in the amount of \$27,693.00.

AGENDA BILL - FUNDING RESOLUTION**EXHIBIT**Project Name: Date: Fiscal Year:

Fund (select):

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

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	61282010	561010	205XX	\$27,693.00	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6128002	402148	205XX	\$27,693.00	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

Resolution Authorizing Acceptance of \$1,348.36 from the State of New Hampshire

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

That One Thousand Three Hundred Forty Eight and 36/100 Dollars (\$463.14) is hereby accepted from the State of New Hampshire as part of State forfeiture funds due to the Rochester Police Department.

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.

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

Seeking permission from Council to accept State forfeiture funds in the amount of \$1,348.36.

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☒ NO ☐

* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE

Next February 2020 meeting

DEPT. HEAD SIGNATURE

[Handwritten Signature]

DATE SUBMITTED

01/23/20

ATTACHMENTS YES ☐ NO ☒

* IF YES, ENTER THE TOTAL NUMBER OF
PAGES ATTACHED

COMMITTEE SIGN-OFF

COMMITTEE

CHAIR PERSON

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER

CITY MANAGER

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL

SOURCE OF FUNDS

State of NH

ACCOUNT NUMBER

61032010-561032-205XX

AMOUNT

\$1,348.36

APPROPRIATION REQUIRED YES ☒ NO ☐

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Seeking permission from Council to accept forfeiture funds in the amount of \$1,348.36. These funds were seized from a drug arrest and awarded to us from the State of NH.

RECOMMENDED ACTION

Accept funds in the amount of \$1,348.36.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Requesting Council accept State forfeiture funds in the amount of \$1,348.36 from the State of NH.

Date: 01/23/20

Fiscal Year: FY20

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	61032010	561032	205XX	-	\$1,348.36	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6103002	402148	205XX	-	\$1,348.36	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # N/A

CFDA # N/A

Grant # N/A

Grant Period: From N/A
To N/A

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

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

**RESOLUTION AUTHORIZING APPLICATION FOR A VICTIMS OF CRIME ACT
(VOCA) CONTINUING GRANT APPLICATION**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the submission by the Legal Department and the Office of Economic and Community Development of a grant application in an amount up to Thirty-Two Thousand Two Hundred Ninety-Five Dollars (\$32,295) to the Victims of Crime Act (VOCA) grant program in order to continue to fund the City of Rochester's victim-witness advocacy program.

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City Clerk's Office



01/30/2020

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

COUNCIL ACTION ITEM <input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
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RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input type="checkbox"/>
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AGENDA DATE			
DEPT. HEAD SIGNATURE			
DATE SUBMITTED			
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

RECOMMENDED ACTION

AGENDA BILL - FUNDING RESOLUTION**EXHIBIT**Project Name: Date: Fiscal Year:

Fund (select):

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

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

Appropriation

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

Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned

*Intentionally
left blank...*

City Clerk's Office

**CITY OF ROCHESTER NH, OFFICE OF VITAL RECORDS
THE LILAC CITY NO-FEE ID
FOR ROCHESTER RESIDENTS EXPERIENCING HOMELESSNESS**

21 January 2020

MEMORANDUM FOR: Rochester NH City Council

FROM: Councilor Jeremy Hutchinson, Chairman, Tri-City Mayor's Homelessness Task Force

SUBJECT: Lilac City No-Fee ID Proposal

Overview:

Of the many obstacles the homeless community face as they maneuver the state and federal systems, one is the lack of identification (ID). Without an ID, escaping homelessness is virtually impossible. It means being shut out of federal, state and county buildings, where social services agencies that help the homeless are often located. It makes it much harder to secure employment, find a place to live, open a bank account, get Federal Supplemental Nutrition Program (food stamps) and disability benefits — or in some instances, even stay at a homeless shelter and access medical services.

The main impediment to obtaining a proper ID is straightforward--to get an ID, you need an ID. The complication to obtaining the vital records required to get an ID is clear—homeless residents simply cannot afford the fees to obtain their records. For most homeless residents, food insecurity, financial instability, safe shelter and basic survival needs take a higher priority to securing proper identification.

Definition:

He-M 314.02(b) of the New Hampshire State Administrative Rules defines someone who is homeless as:

An individual or family that lacks a fixed, regular, and adequate nighttime residence; or an individual or family that has a primary nighttime residence that is:

1. a supervised publicly or privately-operated shelter or transitional housing;
2. an institution other than a penal facility that provides temporary residence for individuals intended to be institutionalized; or
3. a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.

Scope:

In accordance with the Tri-City Mayors' Task Force Master Plan on Homelessness, *Strategy #5- Enhance access to quality healthcare, mental health and education* accepted/adopted by the City of Rochester NH, 21 April 2019, this proposal seeks to eliminate the fees associated with obtaining certain vital records for Rochester NH residents who are verified to be experiencing homelessness.

The Lilac City No-Fee ID proposal offers Rochester's homeless residents the ability to obtain their vital records at no cost to them. This initiative is a vital tool that when used in conjunction with other social services has the potential to allow home-insecure residents climb out of homelessness, one step at a time.

No-Fee Vital Records for Homeless Residents:

1. Birth Certificate
2. Marriage Certificate
3. Divorce Certificate

No-Fee Vital Records Process:

- No Fee vital records for persons experiencing homelessness must be initiated through the Rochester Municipal Welfare Department located at the Rochester Community Center.
- Once verified, a representative from the Rochester Municipal Welfare Department must request in writing, on behalf of a client a no-fee birth certificate or other approved no-fee vital record to the Rochester City Clerk's Office.
- The Rochester City Clerk's Office will initiate the no-fee vital record request upon receipt of the written verification from the Rochester Municipal Welfare Department.
- The disposition of the Lilac City No-Fee ID vital records requests will be maintained and reportable through the Rochester Department of Municipal Welfare Office.

Cost Appropriation:

The cost associated with the Lilac City No-Fee ID for persons experiencing homelessness will be insignificant, accounting for less than 10% of all requests for Rochester vital records annually. Currently the cost associated for a single vital record (birth, marriage and divorce certificate) is \$15. There is an additional \$10 charge for each additional copy requested. In most cases, only a single copy of the vital record is required to secure a state ID (driver's license, non-driver identification card).

Any fees the City of Rochester incurs with respect to the Lilac City No-Fee ID initiative will be paid for utilizing the Rochester Department of Municipal Welfare "Sheltering Services" budget line item as adopted, City of Rochester Fiscal Year 2020 budget.