



**Rochester City Council Public Hearing
April 2, 2019
Council Chambers
7:00 PM**

- 1. Call to Order**
 - 2. Supplemental Appropriation to the 2018-2019 Water Capital Improvements Plan Fund in an amount of \$8,766,000.00 for Route 202A Water Main Extension Project and Bonding Authority pursuant to RSA 33:9 P. 11**
 - 3. Resolution Authorizing Transfer from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund in the amount of \$824,762.00 P. 17**
 - 4. Amendments to Chapter 42 of the General Ordinances of the City of Rochester regarding the location and boundaries of Zoning Districts P. 23**
 - 5. Adjournment**
-

**Regular City Council Meeting
April 2, 2019
Council Chambers
*Immediately following the Public Hearing***

- 1. Call to Order**
- 2. Opening Prayer**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Acceptance of Minutes**

**5.1 Regular City Council Meeting: March 5, 2019
consideration for approval P. 29**

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City Clerk's Office

- 5.2 Special City Council Meeting: March 19, 2019
consideration for approval P. 47
- 6. Communications from the City Manager
 - 6.1 Employee of the Month Award P. 51
 - 6.2 City Manager's Report P. 53
- 7. Communications from the Mayor
- 8. Presentation of Petitions and Council Correspondence
- 9. Nominations, Appointments, Resignations, and Elections
 - 9.1 **Appointment:** Joe Boudreau – Strafford Regional Planning Commission P. 75
 - 9.2 **Appointment:** Barbara Holstein – Strafford Regional Planning Commission P. 77
- 10. Reports of Committees
 - 10.1. Appointments Committee P. 79 & 81
 - 10.1.1 **Re-appointment:** Robert Gates – Zoning Board of Adjustments, Term to Expire 1/02/2022
 - 10.1.2 **Re-Appointment:** Leo Brodeur – Zoning Board of Adjustments, Term to Expire 1/02/2022
 - 10.1.3 **Re-Appointment:** Lori-Jean Chick – Library Trustees, Term to Expire on 1/02/2021
 - 10.1.4 **Re-Appointment:** Richard Clough – Recreation and Arena Commission, Term to Expire on 1/02/2022
 - 10.1.5 **Re-Appointment:** Sheila Colson – Recreation and Arena Commission, Term to Expire 1/2/2022
 - 10.1.6 **Re-Appointment:** Joe Boudreau – Utility Advisory

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City Clerk's Office

Board, Term to Expire 1/2/2022

10.1.7 Appointment: Daniel Rines – Planning Board
Alternate, Term to Expire 1/2/2022

10.1.8 Re-Appointment: Dave Colson – Recreation and
Arena Commission, Term to Expire 1/2/2022

10.2. Codes & Ordinances Committee P. 83

10.2.1 Committee Recommendation: Amendment to
Chapter 75 of the General Ordinances of the City
of Rochester Regarding Knox-Box® Installation
*first reading, second reading and consideration
for adoption* P. 87

10.3. Community Development Committee P. 89

**10.3.1 Resolution Adopting a 2019-2020 Rochester
CDBG "Action Plan for the City of Rochester, NH"
and approving and appropriating the 2019-2020
Community Development Budget for the city of
Rochester** *first reading and refer to a public
hearing* P. 95

10.4 CTE Joint Building Committee *minutes forthcoming*
P. 173

10.5 Finance Committee P. 187

10.5.1 Committee Recommendation: To Approve
the City Manager signing a Factory Court
Lease with Revolution *consideration for
approval* P. 187

10.6 Public Safety P. 189

10.6.1 Committee Recommendation: To paint
crosshatch markings for no parking within 20
feet of the crosswalk on Fairway Avenue and
within 20 feet of the crosswalk on Washington
Street by Goodfellas *consideration for approval*
P. 190

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City Clerk's Office

10.6.2 Committee Recommendation: To install blinking stop signs at the Cumberland Street/Franklin Street intersection *motion to deny* P. 191

10.6.3 Committee Recommendation: To replace one "Slow School Zone" sign, which is currently out of compliance, with signs in each direction for school speed limit 20 MPH with the times and end school speed limit signs on Chamberlain Street at the discretion of DPW *consideration for approval* P. 192

10.7 Public Works *minutes forthcoming*

10.7.1 Committee Recommendation: To Approve the installation of the high resolution PTZ camera on the Dewey Street Bridge *consideration for approval*

10.8 Tri-City Mayors' Task Force on Homelessness

11. Old Business

11.1. Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding the Location and Boundaries of Zoning Districts (*petition submitted by landowners of two parcels*) *second reading and consideration for adoption, 2/3 majority vote required* P. 195

11.2. Resolution Authorizing Transfer from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund in the amount of \$824,762.00 *second reading and consideration for adoption* P. 17

12. Consent Calendar

13. New Business

13.1 Resolution Deauthorizing \$123,587.62 from the School Department Capital Improvements Plan (CIP) Fund *first reading, consideration for second*

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City Clerk's Office

reading and adoption P. 205

13.2 Updated Equal Employment Opportunity Plan for the City of Rochester *consideration for adoption*
P. 211

13.3 Resolution Authorizing Acceptance of an Emergency Management Performance Grant and Supplemental Appropriation To the 20108-2019 Fire Department Capital Improvement Plan Fund in the Amount of \$50,806 *first reading, consideration for second reading and adoption*
P. 229

14. Non-Meeting/Non-Public Session

15. Other

16. Adjournment

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City Clerk's Office

Supplemental Appropriation to the 2018-2019 Water Capital Improvements Plan Fund in an amount of \$8,766,000.00 for Route 202A Water Main Extension Project and Bonding Authority pursuant to RSA 33:9

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

That the amount of Eight Million Seven Hundred Sixty Six Thousand Dollars (\$8,766,000.00) is hereby appropriated as a supplemental appropriation to the 2018-2019 Department of Public Works Water Capital Improvements Plan fund for the purpose of paying costs associated with the Route 202A Water Main Extension.

The cash funds for this supplemental appropriation shall be derived as follows: Two Million Two Hundred Seven Thousand Dollars (\$2,207,000.00) from an MtBE Remediation Bureau Grant and Three Million Eight Hundred Thousand Dollars (\$3,800,000.00) from an NHDES Drinking Water & Groundwater Trust Fund (DWGTF) Grant.

In accordance with the provisions of RSA 33:9 and in conjunction with this supplemental appropriation, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Two Million Seven Hundred Fifty Nine Thousand Dollars (\$2,759,000.00) 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. One Million Two Hundred Ninety Three Thousand Dollars (\$1,293,000.00) of the borrow authority shall be exercised in regards to a DWGTF loan.

Further, One Hundred Thousand Dollars (\$100,000.00) of borrowing authority previously authorized for this project is hereby deauthorized and the source of those funds is changed to the MtBE Grant.

Still further, the City Manager and/or the Finance Director is hereby authorized to execute all grant and loan documents necessary to complete the above transactions on behalf of the City.

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



03/28/2019

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**RT 202A Water Main Extension Project
Supplemental Appropriation and Designated AuthoritiesCOUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☒ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☒ NO ☒

AGENDA DATE	March 5, 2019		
DEPT. HEAD SIGNATURE	Peter C. Nourse, Director of City Services-original on file		
DATE SUBMITTED	February 25, 2019		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Funding Form	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

COMMITTEE SIGN-OFF

COMMITTEE	Public Works & Buildings Committee
CHAIR PERSON	Councilor Ralph Torr

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Water Fund
ACCOUNT NUMBER	Project # 55016010-772000-19532
AMOUNT	\$8,766,000.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

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

SUMMARY STATEMENT

The Department of Public Works submitted a grant application to NHDES Drinking Water & Groundwater Trust Fund (DWGTF) and to the MtBE Remediation Bureau for the Rt. 202A Water Line Extension project.

This project will address water supply issues at the Highfield Common Development and the water quality issues in the area of Rt 202A, including Winkley Farm Road, Fiddlehead Lane and Dustin Homestead Condominiums.

NHDES has accepted and approved funding for the project as it will also address the documented MtBE contamination at several homes along Rt. 202A.

The total project value is estimated at \$8,866,000 and will be funded as follows:

MTBE Grant Funds	\$2,307,000.00 (\$100,000 Previously appropriated)
DW GWTF Grant	\$3,800,000.00
DW GWTF Loan	\$1,293,000.00
Private Cont & Water Fund borrowing	\$1,466,000.00

This agenda bill is for a supplemental appropriation for the project and to designate the authorities for grants and loan execution as well as all other documents necessary for the processing of these grants and loans. We are also requesting a funding source change for the original \$100,000 that was appropriated for the project as part of the FY2019 CIP Budget.

At this time we will request that the \$1,466,000.00 be appropriated as Water Fund borrowing as the private contribution amount has not yet been determined and may involve both cash and land contributions. We may need to change a portion of this funding once that is determined. In order to proceed with the project the funding appropriation must be completed by NHDES Deadline in May.

RECOMMENDED ACTION

1. City Council resolution appointing the City Manager and the Finance Director as the designated authorities for execution of the grant and loan documents associated with the Rt. 202A Water Main Extension Project.

2. City Council Resolution for the supplemental appropriation of eight million, seven hundred and sixty-six thousand dollars (\$8,766,000.00) to the water fund project account 55016010-772000-19532. The funding sources as follows:

MTBE Grant	\$2,207,000
DW GWTF	\$3,800,000
DW GWTF Loan	\$1,293,000
Water Fund Borrowing	\$1,466,000

3. City Council Resolution to change the funding source of the FY2019 \$100,000 appropriation to Mtbe Grant funding.

AGENDA BILL - FUNDING RESOLUTION**EXHIBIT**Project Name: Date: Fiscal Year:

Fund (select):

GF ☐ Water ☐ Sewer ☐ Arena ☐CIP ☐ Water CIP ☒ Sewer CIP ☐ Arena CIP ☐Special Revenue ☐Fund Type: Annual Lapsing ☐ Multi-year Non-Lapsing ☒**Deauthorization**

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	55016010	772000	19532	-	100,000.00	(100,000.00)
2	55016010	772000	19532	-	2,207,000.00	-
3	55016010	772000	19532	-	3,800,000.00	-
4	55016010	772000	19532	-	1,293,000.00	-
5	55016010	772000	19532	-	-	1,466,000.00

Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced ☐Funds will be returned ☐

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City Clerk's Office

Resolution Authorizing Transfer from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund in the amount of \$824,762.00

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

Pursuant to New Hampshire RSA Chapter 34, that Eight Hundred Twenty Four Thousand Seven Hundred Sixty Two Dollars (\$824,762.00) be, and hereby is, transferred from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund, which was created by the City Council by way of Resolution on December 15, 2015.

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



03/28/2019

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 - School Building Capital Reserve Fund

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

AGENDA DATE	03/05/2019		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	02/27/2019		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

COMMITTEE SIGN-OFF

COMMITTEE	NA
CHAIR PERSON	NA

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	General Fund Unassigned Fund Balance
ACCOUNT NUMBER	17040051-593011-195xx
AMOUNT	\$824,762.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITYCity Council Action Required
Public Hearing Required

RSA 34:1 (Capital Reserve Funds) and School Building Fund resolution adopted by City Council on December 15, 2015.

SUMMARY STATEMENT

Transfer of funds from the City's General Fund "Unassigned Fund Balance" to the City's School Building Capital Reserve Fund.

The General Fund Unassigned Fund Balance "surplus" for Fiscal Year 2018 was \$1,649,525 as confirmed by the Independent Auditor.

The School Building Fund stipulates "The City Council ... may ... transfer to such fund ...not more than 1/2 of its ... surplus ... after the annual audit presentation by the independent auditor ...

1/2 of the Fiscal Year 2018 surplus is \$824,762.

RECOMMENDED ACTION

Recommend that the Council consider a transfer of up to \$824,762 to the School Building Capital Reserve Fund account held by the Trustees of the Trust Funds.

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 ☒ **School Building Capital Reserve Fund**Fund Type: Annual Lapsing ☒ Multi-year Non-Lapsing ☐**Deauthorization**

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	17040051	593011	195xx	-	-	824,762.00
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	11081	406101		-	-	824,762.00
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

Ordinance No. ___, 2018

**AN ORDINANCE OF THE CITY OF ROCHESTER CITY COUNCIL ADOPTING
AMENDMENTS TO CHAPTER 42 OF THE GENERAL ORDINANCES OF THE CITY
OF ROCHESTER REGARDING ZONING AND DEVELOPMENT STANDARDS FOR
DEVELOPMENT OF LANDS WITHIN THE DOWNTOWN COMMERCIAL ZONE
DISTRICT**

Whereas, The City of Rochester received a Municipal Technical Assistance Grant from Plan NH and Community Block Grant funds through the U.S. Department of Housing and Urban Development; and,

Whereas, such funding enabled the analysis of regulatory barriers to private-sector investment in Rochester's downtown properties; and,

Whereas, this ordinance seeks to lessen regulatory barriers and encourage residential, commercial, and mixed-use development within the Downtown Commercial Zone District; and,

Whereas, text to be stricken from the Chapter appear as ~~text to be stricken~~; text to be added to Chapter 42 appears as text to be added; and, scrivener's notes appear as [notes]; and,

Whereas, this ordinance supports the public interest and safeguards the health and welfare of the residents and businesses of the City of Rochester.

Therefore; THE CITY OF ROCHESTER ORDAINS:

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

Amendment 1: Section 42.2.b, which section describes terms used within the Chapter, is amended to add two definitions as follows:

no changes to definitions 1 through 189]

190. Parking Facility, Commercial: A Parking Lot or Parking Garage used as an independent business venture for the short-term parking of automobiles on an hourly, daily, weekly, or monthly basis for a fee.

191. Parking Facility, Public: A Parking Lot or Parking Garage, owned by a municipal or public entity, used for the short-term parking of automobiles on an hourly, daily, weekly, or monthly basis, and which may require permitting or usage fees.

[Permanent Foundation renumbered to 192 and remaining definitions renumbered accordingly]

Ordinance No. ___, 2018.

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Amendment 2: Section 42.19.b.8, which section defines minimum lot size requirements for various areas within Rochester, is amended as follows:

8. Density Rings. The density rings are shown on the Official City of Rochester Zoning Map that is adopted as part of this Ordinance and only apply to multi-family dwellings/developments. The rings are defined as follows:

There is no minimum lot area per dwelling unit applicable within the Downtown Commercial (DC) Zone District. For areas outside of the DC Zone District, the minimum lot area per dwelling unit within a one (1) mile radius of the center of Rochester, shall be 5,000 square feet. The minimum lot area per dwelling unit outside of the one (1) mile radius of the center of Rochester, shall be 7,500 square feet.

The minimum lot area per dwelling unit within a one-half (½) mile radius of the center of Gonic and East Rochester, shall be 5,000 square feet. The minimum lot area per dwelling unit outside of the one-half (½) mile radius of the center of Gonic and East Rochester, shall be 7,500 square feet.

Any lot that is partially within the radius of a density ring shall be treated as if it were entirely within the radius of the density ring.

Amendment 3: Section 42.20.b.7, which section defines development standards for Lodging Facilities, is amended as follows:

7. ~~Lodging- Motel- Facility.~~ For a Lodging Facility, the minimum lot size shall be 30,000 square feet plus 1,000 square feet per unit. Minimum lot size for a Bed and Breakfast shall be the minimum lot size for a single-family home according to the applicable zone district. The minimum lot size for a Hotel in the Downtown Commercial (DC) Zone District shall be 7,500 square feet.

Amendment 4: Section 42.20.b.11, which section defines standards for Multi-Family Dwellings/Development, is amended as follows:

11. Multifamily -Dwellings/Development. ~~The following requirements shall apply to multifamily dwellings/developments of 3 or more dwelling units:~~
 - A. Buffers from Roads. Except for parcels within the Downtown Commercial (DC) Zone District, a 50-foot buffer shall be established from all neighboring roads, including roads from which access is taken. The Planning Board shall determine treatment of the buffer area, whether it is to be left undisturbed, to have supplemental plantings installed, to be designated part of the overall open space plan for the development, and/or to be part of an individual lot but protected from construction. No roofed structures may be erected in the buffer

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area. This buffer shall not be required for parcels in the DC Zone District.

- B. ~~Buffers from Single Family. Except for parcels within the Downtown Commercial (DC) Zone District, a 100-foot buffer shall be established adjacent to any existing single-family house or any vacant lots less than 3 acres that are zoned residential. This buffer shall not be required for parcels in the DC Zone District.~~

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- C. Access. Any new multifamily development must take access from an existing collector or arterial road rather than an existing local road. The Planning Board may waive this requirement by conditional use upon a finding that it is preferable to take access from a local rather than a collector road and that taking access from the local road will have no significant adverse impact upon residents or property owners located on the local road.

- D. Commercial Districts. Within any commercial districts, multifamily is allowed only as a secondary use:

- i. it must be situated on the second floor or on higher floors of a commercial building or in a separate building behind the commercial building; and
- ii. at no time may the area of the multifamily dwellings exceed 80% of the square footage of the on-site commercial space.

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Commented [MM6]: Change at the 11-19-18 PB

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

- i. Multifamily units are prohibited on the ground floor and only permitted non-residential uses within the Downtown Commercial District shall be located on the ground floor. However, parking shall be allowed on the ground floor except within for parcels fronting any of the following Streets:

- Union Street
- North Main Street south of the North Main Street Bridge
- South Main Street north of Columbus Avenue
- Wakefield Street south of Columbus Avenue
- Hanson Street
- Museum Way

- ii. Ancillary ground floor multifamily use, such as entryways, lobbies, utility areas and similar functional spaces shall be minimized to the extent practical. Remaining ground floor space within the first 50 feet of building depth shall be reserved for non-residential uses, as permitted in the DC Zone District, unless otherwise required to comply with the state building code and/or fire codes. Applicants may apply for a Conditional Use Permit to locate these uses between 20 ft and 50 ft.

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Page 3

iii. DC Zone District parcels not fronting on the above-listed Streets may contain multifamily use and units on all floors without restriction.

E.F. Sewer and Water. Any new multifamily dwellings/developments must connect to the City of Rochester's public sewer and water systems.

Amendment 5: Section 42.20.b.14, which section defines development standards for Public Parking Facilities, is added as follows:

14. Parking Facility, Public. For a Public Parking Facility, the following standards shall apply:

- A. Sizing and capacity of the facility shall be based on current and forecasted use patterns and demand for publicly accessible parking.
- B. Frontages along a primary commercial street shall, to the extent practicable, incorporate commercial business as a means of minimizing extended expanses of blank walls.
- C. An operations plan shall define the basic functions of the facility including signage, offsite wayfinding, hours of operation, access and control points, payment systems, and lighting and landscape installation.
- D. Rate schedules shall be subject to establishment and change by the City of Rochester and shall not be required for approval or conditioned by the Notice of Decision.

[Small Wind Energy Systems renumbered to 15. Remaining items renumbered accordingly.]

Amendment 6: Section 42.21.d.7, which section defines conditional use standards for Lodging Facilities, is amended as follows:

- 7. ~~Lodging, Motel Facility.~~ For a Lodging Facility, tThe minimum lot size shall be 30,000 square feet plus 1,000 square feet per unit. Minimum lot size for a Bed and Breakfast shall be the minimum lot size for a single-family home according to the applicable zone district. The minimum lot size for a Hotel in the Downtown Commercial (DC) Zone District shall be 7,500 square feet.

Amendment 7: Section 42.21.d.10, which section defines conditional use standards for Parking Lots, is added as follows:

10. Parking Lot. For properties within the Downtown Commercial (DC) Zone District, Parking Lots shall be limited to twenty (20) parking spaces for any single tenant unless otherwise approved by the Planning Board pursuant to the standards below:

Ordinance No. ____, 2018.

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- A. The applicant demonstrates a unique commercial or market-based need for additional parking.
- B. There is a lack of publicly accessible parking in the immediate vicinity.
- C. Sharing parking with an adjacent use or property is impractical or not possible.
- D. Negative visual effects of a large parking lot are minimized to the extent practicable through site design, breaking-up large expanses of paving, shielding parking from direct public view, or placing parking to the side or behind buildings. Where possible, buildings in the DC District should front a primary street with parking placed to the side or rear.
- E. The Planning Board may impose operational parameters regarding signage, limiting access points, and may require specific lighting and landscaping installation.

Amendment 8: Section 42.21.d.11, which section defines conditional use standards for Commercial Parking Facilities, is added as follows:

- 11. Parking Facility, Commercial.** The Planning Board may approve a Commercial Parking Facility based on the following standards:
- A. Sizing and capacity of the facility is based on current and forecasted use patterns and demand for publicly accessible parking.
 - B. Frontages along a primary commercial street, to the extent practicable, incorporate commercial business on the ground floor as a means of providing pedestrian interest and minimizing extended expanses of blank walls.
 - C. An acceptable operations plan defines the basic functions of the facility including signage, offsite wayfinding, hours of operation, access and control points, payment systems, and lighting and landscape installation.
 - D. Rate schedules and changes thereto shall remain the prerogative of the owner and shall not be required for approval or conditioned by the Notice of Decision.

[Porkchop Subdivision renumbered to item 12 and remaining items renumbered accordingly.]

Amendment 9: Article III, Section 10, of the City of Rochester Site Plan Regulations, which section defines the number, placement, and other stipulations for required parking, was amended.

Amendment 10: Section 42.6 (c) (3) (A) (i), which describes the development standards in the Downtown Commercial District, is amended as follows:

~~**i. First Floor. Residential uses are allowed on the first floor by conditional use only. They are allowed on the upper floors by right.**~~

[following page]

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Page 5

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Amendment 10: Section 42.6 (c) (3) (C) (i) (ii), which describes the development standards in the Downtown Commercial District, is amended as follows:

i. See Site Plan Regulations. Nonresidential Uses. There are no off street parking requirements for nonresidential uses in the DC District.

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ii. Residential Uses. For residential uses a parking plan must be approved by the Planning Board (see Site Plan Regulations).

Commented [JC11]: All parking requirements are located in the Site Plan Regulations.

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**Regular City Council Meeting
March 5, 2019
Council Chambers
7:00 PM**

COUNCILORS PRESENT

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

OTHERS PRESENT

Blaine Cox, City Manager
City Attorney Terence O'Rourke

Minutes

1. Call to Order

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

2. Opening Prayer

Mayor McCarley asked all those present to observe a moment of silence for peace in the world.

3. Pledge of Allegiance

Mayor McCarley led Council in the Pledge of Allegiance.

4. Roll Call

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

5. Acceptance of Minutes

5.1 Regular City Council Meeting: February 5, 2019 ***consideration for approval***

Councilor Lachapelle **MOVED** to accept the minutes from the February 5, 2019 Regular City Council Meeting. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

5.2 Special City Council Meeting: February 19, 2019 ***consideration for approval***

Councilor Lachapelle **MOVED** to accept the minutes from the February 19, 2019 Special City Council Meeting. 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 the Employee of the Month Award for March, 2019 has been postponed until the March 19, 2019, Workshop.

6.2 City Manager's Report

City Manager Cox announced that there shall be a winter parking ban in effect for this evening, March 7, 2019.

The City Manager's Report has been included in the Council packet as follows:

Contracts and documents executed since last month:

• Department of Public Works

- Colonial Pines Sewer Extension Project, Phase II – Notice of Award
- Colonial Pines – Underwood Engineers CWSRF Contract - Construction Engineering
- Four Rod Road – Bridge/Culvert Project - Engineering Design through Bidding Contract
- Franklin Street Area Construction Project – Northeast Earth Mechanic Change Order # 4 – Final Balancing Change
- Envirovantage – PD Fire Range HVAC Project – Change Order #1
- Route 125 Pump Station Project – NHDES SAG Grant Application

- Route 202A Water Main Extension Project – Conceptual Design Services
- River Street Pump Station Engineering – Final Design & Bidding
- Water Treatment Plant Low/Raw Water Pump Upgrade Project – Keypoint Construction – Change Order #1
- WasteWater Treatment Facility Programmable Logic Controller Replacement Project – Task Order #1
- **Economic/Community Development**
 - CDBG – CAP Weatherization – Hot Water Heater – Gonic
 - CDBG – CAP Weatherization – under-house insulation – East Rochester
 - Victims of Crime Act (VOCA) Assistance Grant application
- **Planning Department**
 - Drainage Easement – 685 Salmon Falls Road

Standard Reports:

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

7. Communications from the Mayor

Mayor McCarley thanked the City Council members who were able to attend the City Council Retreat. This was an opportunity to discuss the direction of the City over the next twelve months. She added that there would be follow-up discussions as a result of that meeting.

Mayor McCarley appointed Katie O'Connor as the Poet Laureate for another two year term.

8. Presentation of Petitions and Council Correspondence

No Discussion.

9. Nominations, Appointments, Resignations, and Elections

9.1. Resignation: Matt Wyatt, Arts & Culture Commission

9.2. Resignation: Matt Wyatt, Historic District Commission

Councilor Lachapelle **MOVED** to **ACCEPT** the resignations, with regret, from the Commissions as stated above. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice.

10. Reports of Committees

10.1 Appointments Committee

10.1.1 **Re-appointment: Barbara Soley – Conservation Committee, Term to Expire 1/02/2022**

Councilor Keans reviewed the Committees recommendation of Barbara Soley. Mayor McCarley nominated Barbara Soley to be reappointed to the Conservation Commission, with a term to expire on 1/02/2022. Councilor Lachapelle seconded the nomination. Councilor Walker **MOVED** that nomination cease and the City Clerk cast one ballot for Ms. Soley. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Ms. Soley has been reappointed to the Conservation Commission with a term to expire on 1/02/2022 by a unanimous voice vote.

10.1.2 **Re-Appointment: Mark E. Jennings – Conservation Commission, Term to Expire 1/02/2022**

Councilor Keans reviewed the Committees recommendation of Mark Jennings. Mayor McCarley nominated Mark Jennings to be reappointed to the Conservation Commission, with a term to expire on 1/02/2022. Councilor Lachapelle seconded the nomination. Councilor Walker **MOVED** that nomination cease and the City Clerk cast one ballot for Mr. Jennings. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Jennings has been reappointed to the Conservation Commission with a term to expire on 1/02/2022 by a unanimous voice vote.

10.1.3 **Re-Appointment: Robert May – Planning Board, Term to Expire on 1/02/2022**

Councilor Keans reviewed the Committees recommendation of Robert May. She said that Mr. May is now the Vice Chair of the Planning Board. Mayor McCarley nominated Robert May to be reappointed to the Planning Board, with a term to expire on 1/02/2022. Councilor Lachapelle seconded the nomination. Councilor Walker **MOVED** that nomination cease and the City Clerk cast one ballot for Mr. May. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. May has been reappointed to the

Planning Board with a term to expire on 1/02/2022 by a unanimous voice vote.

**10.1.4 Re-Appointment: Timothy Fontneau –
Planning Board, Term to Expire on
1/02/2022**

Councilor Keans reviewed the Committees recommendation of Timothy Fontneau. Mayor McCarley nominated Timothy Fontneau to be reappointed to the Planning Board, as a Regular Member, with a term to expire on 1/02/2022. Councilor Lachapelle seconded the nomination. Councilor Walker **MOVED** that nomination cease and the City Clerk cast one ballot for Mr. Fontneau. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Fontneau has been reappointed to the Planning Board with a term to expire on 1/02/2022 by a unanimous voice vote.

Councilor Lachapelle informed the City Clerk that there is one error on the Appointments Committee meeting minutes, which is that Mr. Brown's name should be corrected to Mr. May. The City Clerk agreed to make this correction.

10.2 Codes and Ordinances Committee

Councilor Lachapelle informed the Council that there are no action items for this evening. He announced that the next Codes and Ordinances Committee meeting is scheduled for Thursday, March 7, 2019 at 6:00 PM.

10.3 Community Development

**10.3.1 Committee Recommendation: To formalize the
City's Ad Revenue Sharing Agreement with
COAST *consideration for approval***

Councilor Lauterborn said the Committee is continuing to work on the CDBG Block Grant recommendations. The Committee will discuss the "facilities" portion of the CDBG Block Grant at the next Community Development Committee.

Councilor Lauterborn said that Rad Nichols, COAST Executive Director, attended the Community Development Committee meeting. She said the idea of an "ad" revenue agreement had already been to the City Council last year; however, City staff has not been able to confirm the agreement had been properly presented and approved by the City Council. Having such an

agreement would allow the City to receive a percentage of the ad revenue, which could equate to approximately \$7,000 to \$8,000 for the City this year.

Councilor Lauterborn **MOVED** to **APPROVE** the Committee's action item relative to formalizing the City's Ad Revenue Sharing Agreement with COAST. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.4 CTE Joint Building Committee

Councilor Varney said the Committee met on February 18th and shall meet again on March 25th. The project is on schedule and within the budget. Councilor Keans asked when the completion date is expected. Mayor McCarley recalled that the completion date had been set for beginning of September, 2020.

Mayor McCarley said the first hearing of the Governor's Capital Budget took place earlier this morning. She attended the hearing along with Superintendent Hopkins and the Architect of the CTE project, in order to voice their concerns about a significant reduction in State funding. They voiced support of the Capital budget with a recommended amendment. She informed the Council that the amount of money set aside for the City of Rochester's CTE project is only \$3,600,000 opposed to the \$4,000,000 previously committed to the City of Rochester by the State. She gave reasons why the Governor has requested an across-the-board reduction. Mayor McCarley said that the response from the State was overall responsive and understanding of the impact this would have to the City of Rochester. She agreed to keep the City Council updated on this process.

10.5 Finance Committee

10.5.1 Committee Recommendation: To Approve the Hiring of Recreation Department Summer Staff *consideration for approval*

Councilor Lachapelle **MOVED** to **APPROVE** the hiring of the summer staff for the Recreation Department. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.5.2 Committee Recommendation: To Approve the Creation of the Accountant II Position for the Finance Department *consideration for approval*

Councilor Lachapelle **MOVED** to **APPROVE** the creation of the Accountant II Position for the Finance Department. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.5.3 Committee Recommendation: To Approve the Elimination of the Senior Accountant Position for the Finance Department *consideration for approval*

Councilor Lachapelle **MOVED** to **APPROVE** the elimination of the Senior Accountant Position for the Finance Department. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

City Manager Cox briefed the City Council about the discussion which had been held at the Finance Committee relative to re-organizing the Finance Department. He said part of this discussion included the need for a second Deputy Finance Director position. City Manager Cox sought the City Council's approval prior to proceeding with the hiring of a second Deputy Finance Director even though the position currently exists. Councilor Walker **MOVED** to support the City Manager's request of hiring a second Deputy Finance Director. Councilor Lachapelle seconded the motion. Councilor Gray gave reasons why he did not support the motion. He said it is not a good business practice to have a supervisor responsible to supervise only one person. Councilor Lauterborn said she had some of the same concerns that Councilor Gray brought up at the Finance Committee, however, City Manager Cox subsequently submitted a memorandum detailing the need for a second Finance Director. She expressed mixed feeling but stated she will support the City Manager's request. The **MOTION CARRIED** by a majority voice vote.

10.6 Public Safety

10.6.1 Committee Recommendation: To Install two School Zone signs on Eastern Avenue, one southbound and one northbound, at the discretion of DPW *consideration for approval*

Councilor Walker reviewed the Committee's recommendation as outlined above. He **MOVED** to **APPROVE** the installation of two School Zone signs on Eastern Avenue: *one northbound and one southbound, both at the discretion of DPW*. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.6.2 Committee Recommendation: To Place another

20 mph School Speed Limit sign with times, two End School Speed Limit signs, and School Crossing signs on Winter Street *consideration for approval*

Councilor Walker reviewed the Committee's recommendation as outlined above. He **MOVED** to **APPROVE** the request for the placement of the following signs: one 20 mph "school speed limit" sign, two "end school speed limit" signs, and one school "crossing" sign on Winter Street. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Keans referred to the Committee meeting minutes about a problem with the Washington Street/Brock Street area. She did not agree with comments made at the meeting that speeding in that area was the problem. She said it seems to be more of a distraction issue with all of the businesses and entrances/exits. The area is too close to the off ramp to be a speeding issue. Councilor Walker agreed and said the Committee is seeking more data prior to making a recommendation. Councilor Walker stated that this is the intersection where a crossing guard was hit by a car.

10.7 Public Works

10.7.1 Committee Recommendation: Supplemental Appropriation to the 2018-2019 Water Capital Improvements Plan Fund in an amount of \$8,766,000.00 for Route 202A Water Main Extension Project and Bonding Authority pursuant to RSA 33:9 *first reading and refer to public hearing*

Councilor Torr reviewed the Committee report. The Committee discussed a delay on the Strafford Square roundabout. Peter Nourse, Director of City Services, said the project is moving along. The Department of Transportation has agreed with the City's recommendations for the classifications of the different types of abutters in that area. Per the Uniform Act property owners are to be compensated fairly for any temporary or permanent easements obtained by the City of Rochester. The DOT is requesting that the City of Rochester submit a revised market analysis of what the properties in that area are worth. Once that has been completed a public information meeting can be scheduled. A tentative date for the public information meeting is May 22, 2019.

Councilor Torr said the Committee discussed the sewer project on the

south end of the City. He said this has been an ongoing problem for some time, especially for residents on Tingley Street. Councilor Walker said there is currently a Sewer/Drainage project (Colonial Pines) occurring in that area. He suggested that Wildwood Street be added to Phase II of that project, which would take care of at least two complaints received by the City in that particular area. Councilor Torr said the City Council should keep in mind an issue that Ms. Crowley explained to the Public Works Committee. Councilor Varney said a suggestion had been made to authorize funding for Phase III of the Colonial Pines Project, which would include the particular street being discussed. The idea was to have Mr. Nourse speak with the developer and try to fit that portion of the project into the schedule at the end of Phase II, which should be completed by the end of the summer. Mr. Nourse said this is the Colonial Pines Project Phase II, which is the first portion of the neighborhood to have sewer installation. This part of the project is scheduled between April and July of this year. He agreed to speak with the contractor about scheduling; however, authorizing additional funds at this time may not be possible because of the SRF funding. He agreed to speak to the contractor about including Wildwood Street, which would bring the sewer installation closer to the problem area. The public informational meeting for Colonial Pines is Tuesday, March 6, 2019, at Frisbie Memorial Hospital. Councilor Varney suggested that Phase III of the project could be funded through "cash" now, and then the funding source could be updated to SRF Loan later.

Councilor Keans recalled that at least four lots in that area were not supposed to be built upon; however, in the last 10 years they have been developed, and this development is part of the problem. Councilor Torr said lot 27 was not one of the lots that was supposed to be left vacant.

Councilor Torr spoke about the Committee's recommendation relative to installing a camera near the Dewey Street Bridge.

City Manager Cox said that he previously requested that the City Council postpone the purchase of cameras. The IT Department is conducting research on different camera options available and plan to report back to the Public Works Committee with some sample video footage.

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

Supplemental Appropriation to the 2018-2019 Water Capital Improvements Plan Fund in an amount of \$8,766,000.00 for Route 202A Water Main Extension Project and Bonding Authority pursuant

to RSA 33:9

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

That the amount of Eight Million Seven Hundred Sixty Six Thousand Dollars (\$8,766,000.00) is hereby appropriated as a supplemental appropriation to the 2018-2019 Department of Public Works Water Capital Improvements Plan fund for the purpose of paying costs associated with the Route 202A Water Main Extension.

The cash funds for this supplemental appropriation shall be derived as follows: Two Million Two Hundred Seven Thousand Dollars (\$2,207,000.00) from an MtBE Remediation Bureau Grant and Three Million Eight Hundred Thousand Dollars (\$3,800,000.00) from an NHDES Drinking Water & Groundwater Trust Fund (DWGTF) Grant.

In accordance with the provisions of RSA 33:9 and in conjunction with this supplemental appropriation, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Two Million Seven Hundred Fifty Nine Thousand Dollars (\$2,759,000.00) 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. One Million Two Hundred Ninety Three Thousand Dollars (\$1,293,000.00) of the borrow authority shall be exercised in regards to a DWGTF loan.

Further, One Hundred Thousand Dollars (\$100,000.00) of borrowing authority previously authorized for this project is hereby deauthorized and the source of those funds is changed to the MtBE Grant.

Still further, the City Manager and/or the Finance Director is hereby authorized to execute all grant and loan documents necessary to complete the above transactions on behalf of the City.

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 Torr **MOVED** to refer the matter to a public hearing. Councilor

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

Councilor Torr mentioned the Water Tower Project which is estimated at \$8,000,000 and is across from Lowes Department store. It seems that 10 to 12 years ago, there was an understanding that the developer was supposed to contribute at least half of the funding for this water tower. Mr. Nourse replied that the City will be approaching the developer in the next week to discuss contributions for this project. As of right now, the City is looking at land at the backside of Highfields Commons as a potential donation and starting point. Mr. Nourse confirmed that this water tank will be a necessity.

10.8 Tri-City Mayors' Task Force on Homelessness

Councilor Hutchinson referred to the meeting minutes in the packet. The Committee will meet again this coming Thursday to finalize the draft Master Plan. The next step in the process would be to submit the Plan for a legal sufficiency review to the attorneys in each of the three cities. The Task Force hopes to present the Master Plan to each of the three Councils. At that point, a meeting shall be set to accept public comments. The next meeting is scheduled for March, 7, 2019, at 6:00 PM at the Somersworth Middle School.

11. Old Business

11.1 An Ordinance of the City of Rochester City Council Adopting Amendments to Chapter 42 of the General Ordinances of the City of Rochester Regarding Zoning and Development Standards for the Development of Lands within the Downtown Commercial Zone District. *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 for a second time by title only.

See Addendum B

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

Councilor Walker indicated that some of the street names should be removed from this Amendment prior to adoption. Mayor McCarley agreed and stated that it is wise for the City Council to carefully take a closer look into

this zoning amendment. She said Councilor Abbott has brought up some valid concerns (see Addendum A).

Councilor Abbott cautioned the City Council about simply adopting the Amendment now as it is currently written and then making changes after adoption to avoid unintended consequences. Mayor McCarley agreed with Councilor Abbott's comment and mentioned that one of the topics of discussion at the City Council Retreat had been about supporting the best kind of development for the downtown.

Mayor McCarley reviewed a few options for the City Council to proceed, which would include sending any proposed changes back to the Planning Board. The City Council discussed several options. Jim Campbell, Director of the Planning Department, addressed the City Council. He said the Planning Department is not objecting to the recommendations to which Councilor Abbott has referred; however, it seems that some of the changes are "new" changes and could be dealt with separately after the Amendment has been adopted.

Councilor Gray recalled that minor changes could be made after the Public Hearing. City Attorney O'Rourke replied that these proposed changes are substantial changes and would require that the City Council send the matter back to the Planning Board for a recommendation. Councilor Walker **MOVED** to **TABLE** the motion. Councilor Torr seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Gray said a motion to refer the matter to a Committee (Planning Board) may have been a better option. City Attorney O'Rourke agreed. Councilor Gray **MOVED** for **RECONSIDERATION** of the **MOTION** to **TABLE**. Councilor Lauterborn seconded the motion. The City Council debated the matter and other options to proceed. Councilor Gray **WITHDREW** his motion. Councilor Lauterborn **WITHDREW** her second to the motion.

Councilor Lauterborn **MOVED** to **REMOVE** the Amendment from the **TABLE**. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Walker **MOVED** to send the matter to the Planning Board with "Addendum A" attached for consideration. Councilor Bogan seconded the motion. Mayor McCarley clarified that the City Council did not review and is not recommending "Addendum A". The City Council is simply sending the Amendment back to the Planning Board with the attached Addendum for them to make a formal recommendation back to the City Council. The **MOTION CARRIED** by a unanimous voice vote.

11.2 Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding the Historic Overlay District *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 for a second time by title only.

See Addendum C

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

11.3 Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Conservation Overlay District

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 for a second time by title only.

See Addendum D

Councilor Lachapelle **MOVED** to **ADOPT** the proposed amendment. Councilor Walker seconded the motion. The **MOTION CARREID** by a unanimous voice vote.

11.4 Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding the Location and Boundaries of Zoning Districts (*petition submitted by landowners of two parcels*)

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

See Addendum E

Councilor Lachapelle **MOVED** to **ADOPT** the proposed amendment.

Councilor Lauterborn seconded the motion. Councilor Lauterborn questioned why a 2/3 vote is required. Councilor Walker replied that this Amendment was not recommended by the Planning Board and that is why a 2/3 vote from City Council is necessary. He said this is a proposed amendment to rezone a portion of the Agriculture Zone into an Office Commercial Zone, which is a potential problem. He shared a story about a similar situation which ended with a developer able to subdivide his lot into multifamily units. Councilor Varney stated that there is already a large set of apartment building next to this proposed lot. Councilor Keans agreed that there are apartment buildings in this area; however, there are also some nice single-family homes close to this lot. Councilor Varney did not see a problem with the change; however, he requested that this matter be tabled to gather more information.

Councilor Varney **MOVED** to **TABLE** the motion. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

11.5 An Ordinance to Revise and Consolidate, Amend, Supplement, and Codify the Ordinances of the City of Rochester

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

See Addendum F

Councilor Lachapelle **MOVED** to **ADOPT** the Amendment as further amended (schedule A with Clerk notes). Councilor Walker seconded the motion. The **MOTION CARRIED** by a majority voice vote (*Councilors Hamann and Torr voted against the motion*).

12. Consent Calendar

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

12.1. Resolution Deauthorizing \$59,050.07 from the Arena Department Capital Improvements Plan Fund first reading, consideration for second reading and adoption

Resolution Deauthorizing \$59, 050.07 from the Arena Department Capital Improvements Plan Fund

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

That Fifteen Nine Thousand Fifty and 07/100 Dollars (\$59,050.07) of funds previously appropriated to the Recreation and Arena Department is hereby deauthorized.

Pursuant to RSA 33:9, Fifty One Thousand Sixty Five and 73/100 Dollars (\$51,065.73) of the deauthorized funds were from previous bond authority and that authority is deauthorized from the Arena Department Capital Improvements Plan Fund.

Further, Seven Thousand Three Hundred Seventy Dollars (\$7,370.00) of the funds deauthorized herein shall be returned to the General Fund Unassigned Fund Balance and Six Hundred Fourteen and 34/100 Dollars (\$614.34) of the funds deauthorized shall be returned to the Arena Fund Retained Earnings Balance.

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.

13. New Business

13.1 Resolution Deauthorizing \$39,058.00 of a Previous Supplemental Appropriation for the Replacement of a Fire Department SUV and Changing the Source of Funds of \$1,000.00 of the Remaining Amount *first reading, consideration for second reading and adoption*

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

Resolution Deauthorizing \$39,058.00 of a Previous Supplemental Appropriation for the Replacement of a Fire Department SUV and Changing the Source of Funds of \$1,000.00 of the Remaining Amount

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

That Thirty Nine Thousand Fifty Eight Dollars (\$39,058.00) of funds previously appropriated as a supplemental appropriation to the Fire Department Capital Improvements Plan Fund to replace a Fire Department SUV are hereby deauthorized.

Further, when the City Council approved the supplemental appropriation the entirety of the appropriation was to be derived from a Primex Reimbursement. Based upon Primex not having recovered the City's One Thousand Dollar (\$1,000.00) deductible, the City Council now changes the source of funds from the Primex Reimbursement to the General Fund Unassigned Fund Balance for that One Thousand Dollar (\$1,000.00) amount.

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 for a second time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a majority 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. The **MOTION CARRIED** by a majority voice vote.

Councilor Keans questioned why this resolution was necessary. Fire Chief Klose explained what had happened to the first SUV and the need for this resolution. Councilor Keans expressed frustration that it seems the resolution is unnecessary, the City still has to keep ccount for that funding. City Manager Cox clarified that the City has to account for the \$1,000 now, which will subsequently be deposited into the General Fund Balance once it's received.

Councilor Walker noted that a typo on the Agenda should be corrected: ~~\$1,000,00~~ to \$1,000.00.

13.2 Resolution Authorizing Transfer from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund in the amount of \$824,762.00 *first reading and refer to public hearing*

Councilor Lachapelle **MOVED** to read the resolution for the first time by

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

Resolution Authorizing Transfer from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund in the amount of \$824,762.00

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

Pursuant to New Hampshire RSA Chapter 34, that Eight Hundred Twenty Four Thousand Seven Hundred Sixty Two Dollars (\$824,762.00) be, and hereby is, transferred from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund, which was created by the City Council by way of Resolution on December 15, 2015.

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.

14. Non-Meeting/Non-Public Session

No non-public session held this evening.

15. Other

Mayor McCarley announced that Dan Hussey unexpectedly passed away. He was a devoted citizen and devoted to the local Rotary Club. She added that it will be a great loss for the City.

16. Adjournment

Councilor Lachapelle **MOVED** to **ADJOURN** the meeting at 7:51 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully Submitted,

Kelly Walters, CMC
City Clerk

*Intentionally
left blank...*

City Clerk's Office

**Rochester Special City Council Meeting
March 19, 2019
Council Chambers
7:00 PM**

COUNCILORS PRESENT

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

OTHERS PRESENT

Blaine Cox, City Manager
Terence O'Rourke, City Attorney
Julian Long, Economic Development

COUNCILORS EXCUSED/ABSENT

Councilor Keans

Minutes

1. Call to Order

Mayor McCarley called the City Council Special Meeting to order at 7:00 PM. Deputy City Clerk Cassie Givara took a silent roll call. All Councilors were present except for Councilor Keans.

2. Resolution Authorizing Acceptance and Appropriation of Victims of Crime Act (VOCA) Grant Award for FY 2020

Councilor Lachapelle **MOVED** to read the resolution for the first time by title only. Councilor Walker 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 ACCEPTANCE AND APPROPRIATION OF
VICTIMS OF CRIME ACT (VOCA) GRANT AWARD FOR FY 2020**

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

WHEREAS, that a Victims of Crime Act (VOCA) grant in the amount of Twenty-Five Thousand Eight Hundred and Thirty-Six Dollars (\$25,836.00) awarded to the City of Rochester's Legal Department is hereby accepted by the City of Rochester;

WHEREAS, the aforesaid grant requires a 20% cash match by the City of Rochester in the amount of Six Thousand Four Hundred Fifty Nine Dollars (\$6,459.00), to the Victims of Crime Act (VOCA) grant by City of Rochester's Legal Department;

FURTHER, that the sum of Twenty-Five Thousand Eight Hundred and Thirty-Six Dollars (\$25,836.00) be, and hereby is, appropriated to a non-lapsing Special Revenue Fund to be created for the purpose of carrying out the purposes of the Victims of Crime Act grant;

FURTHER, that the transfer of Six Thousand Four Hundred Fifty Nine Dollars (\$6,459.00) from the FY 2020 Legal Department Operating Budget to the non-lapsing Special Revenue fund stipulated above is hereby authorized;

FURTHER, that the City Manager is authorized to enter into a grant agreement and any other contracts with the New Hampshire Department of Justice that are necessary to receive and administer the grant funds detailed above; and

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

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

3. Adjournment

DRAFT
City of Rochester

03/28/2019
Rochester Special City Council Meeting
February 19, 2019

Councilor Lachapelle **MOVED** to **ADJOURN** the Special City Council Meeting at 7:01 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk

*Intentionally
left blank...*

City Clerk's Office

EMPLOYEE OF THE MONTH NOMINATION FORM

EMPLOYEE'S NAME Jim Quinn

DEPARTMENT Public Works

Provide examples of how the employee has performed actions that were above and beyond those normally expected for the employee's position. The more examples you can give adds to the strength of the nomination. If more room is needed, please use reverse side.

SERVICE TO THE COMMUNITY

(Example: Volunteering at a blood drive, actively participating in the Adopt-a-Spot Program, chairing or sponsoring programs such as Toys for Tots or the Summer Fun Festival.)

Providing interactive and comprehensive GIS maps and tools to better allow for the public to see and access open information

QUALITY CUSTOMER SERVICE (EXTERNAL/INTERNAL)

(Example: A City employee helping the elderly to their car in bad weather, creating special events for staff such as the Christmas party or the Chili Cook-Off.)

Great internal service in creating comprehensive and complex informational tools in GIS that are instrumental in making everyone at DPW jobs easier and more streamlined. Doing a great job of pulling resources from multiple areas into one, singular and up to date file system.

PROFESSIONALISM AND COMMITMENT BEYOND WHAT IS EXPECTED FOR THE EMPLOYEE'S POSITION

(Example: He/she gives extra hours to the job when necessary to get the job done.)

Creating the tools and widgets for GIS are above and beyond his job description and he has taken on a large increase in work volume and done a phenomenal job at it.

YOUR NAME: Owen Friend-Gray

DATE: 1/7/19

PLEASE NOTE: You may use either this form or a letter, whichever is more convenient for you. Thank you for your time and interest in the Employee of the Month Program!

***ANY OF THE ABOVE ITEMS IS ENOUGH TO NOMINATE AN EMPLOYEE.**

*Intentionally
left blank...*

City Clerk's Office



City of Rochester, New Hampshire

OFFICE OF THE CITY MANAGER
31 Wakefield Street • Rochester, NH 03867
(603) 332-1167
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CITY MANAGER'S REPORT P. 53 **April 2, 2019**

The Employee of the Month is: Jim Quinn, Department of Public Works **P. 51**

Contracts and documents executed since last month:

- Department of Public Works
 - 213 Chestnut Hill Road – proposal for building demolition **P. 54**
 - Colonial Pines Sewer Extension Project, Phase II – Construction Agreement **P. 55**
 - Colonial Pines – Notice to Proceed **P. 56**
 - Community Center Alarm Panel Project – Change Order **P. 57**
 - Cupola Repair and Replacement – Groen Construction **P. 58**
 - Geosyntec – MS4 Permitting **P. 59**
 - Geosyntec – Nutrient Control Plan **P. 60**
 - Granite Ridge Development District Phase II – HTA Engineering Contract **P. 61**
 - Strafford Square – 2-4 Walnut Street – Historical Artifacts Conveyance to Middle School **P. 62**
- Economic/Community Development
 - CDBG – Victims of Crime Act (VOCA) Grant Award Acceptance **P. 63**
 - CDBG – CAP Weatherization – Door Assistance Grant application **P. 64**
 - JOB Loan – environmental review **P. 65**
- Fire Department
 - Apparatus Replacement – Toyne Contract – Change Order #1 **P. 66**
- IT Department
 - Systems Engineering – Virtual Environment Additional RAM – server review **P. 67**
 - Twinstare – Phone System Replacement Bid Quote **P. 68**
 - Twinstare – Phone System Replacement – Service Agreement **P. 69**
 - Tyler Technologies – MUNIS Hub **P. 70**
- Recreation Department
 - Fireworks MOU Rochester Main Street **P. 71**

The following standard reports have been enclosed:

- Monthly Overnight Travel Summary **P. 72**
- Permission & Permits Issued **P. 73**
- Personnel Action Report Summary **P. 74**



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
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03/28/2019



INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

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

DATE: March 1, 2019

SUBJECT: SUR Construction
213 Chestnut Hill Road Proposal for Building Demolition \$22,706.50

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

Attached please one copy of SUR Construction Proposal for the demolition of the building at 213 Chestnut Hill Road site. SUR Construction was selected to for this demolition project per the time and materials pricing in the Construction and Emergency Services Bid #17-19 which is good through 12/31/19

The funds are available in the following CIP Account Associated with the Construction of the new DPW Facility located on Chestnut Hill Rd. This facilities expenditures per the FY18 appropriation are split 50%Gen 25%Water & 25%Sewer Fund.

Gen Fund 15013010-772000-18526 = \$11,353.24
Water Fund 55016010-772000-18526 = \$5,676.63
Sewer Fund 55026020-772000-18526 = \$5,676.63

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.

Roland Connors, Interim Finance Director

03/28/2019



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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CITY OF
Received
FEB 28 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager

FROM: Michael Bezanson, PE, City Engineer 

DATE: February 28, 2019

SUBJECT: **Colonial Pines Sewer Extension – Phase 2 (#19-19)
Construction Agreement**

CC: Peter Nourse, PE, Director of City Services

Attached please find five (5) originals of the Agreement between SUR Construction, Inc. and the City of Rochester for the construction of the Colonial Pines Sewer Extension – Phase 2 project. This project was publicly bid and awarded to SUR Construction, Inc. on February 26, 2019.

Please sign all five (5) originals of the Agreement and return the entire package to me at Public Works.

Please contact me with any questions. Thank you.



City of Rochester, New Hampshire

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MAR 11 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager

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

DATE: March 8, 2019

SUBJECT: Colonial Pines Sewer Extension – Phase 2 (#19-19)
Notice To Proceed

CC: Peter Nourse, PE, Director of City Services

Attached please find five (5) originals of the Notice To Proceed to SUR Construction, Inc. for the construction of the Colonial Pines Sewer Extension – Phase 2 project. This project was publicly bid and awarded to SUR Construction, Inc. on February 26, 2019; the Agreement was signed both parties and executed on February, 28, 2019. According to the Notice To Proceed document, SUR Construction will commence performing its obligations under the Contract by April 1, 2019.

Please sign and date all five (5) originals of the Notice To Proceed and return the executed documents to me at Public Works.

Please contact me with any questions. Thank you.



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03/28/2019



INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

FROM: LISA J. CLARK, ADMIN SUPERVISOR

DATE: March 14, 2019

SUBJECT: Community Center Alarm System & Panel Project
Scarponi Electric Change Order \$7,505.29

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

Attached please (1) once copy of the Change Order for Scarponi Electric. The amount of the change is \$7,505.29 and it is for the addition of four mounted speakers and strobe and a connection to the Honeywell system that was outside the original scope of services.
The funds are available from the following accounts:

15011090-772000-19551 = \$1,181.41
6070572-572000-19562 = \$6,323.88

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.

Roland Connors, Interim Finance Director



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03/28/2019



CITY OF
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MAR 25 2019

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

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

DATE: March 14, 2019

SUBJECT: City Hall Annex Cupola Temp Emergency Service & Permanent Repair
Groen Construction Proposal \$14,894.33
Insurance Claim & Reimbursement

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

Attached please (1) one copy of the Groen Construction's proposal for Temporary Emergency Repairs and the permanent repair and replacement cost of the cupola structure that was damaged on the City Hall Annex.

The funds will be from the following Buildings & Grounds O&M Budget and will be reimbursable less the \$1000 deductible.

11090050-543500 = \$13,894.33 Bldg Expense Account
11090050-543000 = \$1,000.00 (deductible) Repair & Maintenance Account

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.

Roland Connors, Interim Finance Director



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03/28/2019



CITY OF
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MAR 4 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

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

DATE: March 1, 2019

SUBJECT: Geosyntec Consultants
Stormwater /MS4 Permitting Assistance. \$123,498.00

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

Attached please one copy of Geosyntec Consultants Scope of services for approval and signature. This Scope of service is for technical support associated with the NH General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4 Permit). This scope of work includes support for year 1 of the MS4 Requirements and minimum control measures by the June 30, 2019 deadline through preparation and implementation of required plans plus permit compliance tracking and reporting assistance.

Geosyntec was selected for Capital Improvement Project including Stormwater and MS4 compliance and permit projects per City of Rochester RFQ 14-35.

The funds are available in the following accounts:

15013010-771000-16522 = \$97,035.31
15013010-771000-17522 = \$26,462.69

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.

Roland Connors, Interim Finance Director

03/28/2019



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CITY OF
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City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

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

DATE: March 1, 2019

SUBJECT: Geosyntec Consultants
Nutrient Control Plan Support \$19,766.00

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

Attached please one copy of Geosyntec Consultants Scope of services for approval and signature. This Scope of service is for technical support associated with assessing the implication of EPA's proposed nitrogen control general permit (NCGP) and continued Nitrogen Control Planning support..

Geosyntec was selected for Capital Improvement Projects including Permit Compliance for Stormwater / MS4 projects per City of Rochester RFQ 14-35.

The funds are available in the following accounts:

15013010-771000-17522 = \$19,766.00

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.

Roland Connors, Interim Finance Director



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03/28/2019



CITY OF
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City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

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

DATE: March 1, 2019

SUBJECT: Granite Ridge Phase II
Hoyle Tanner & Associates Engineers Contract
Project Meeting, Data Evaluation & Scoping Svc \$10,000

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

Attached please one copy of HTA Engineers contract for the Granite Ridge Phase II Project. As discussed previously with the PWC, HTA is being brought in as the engineering firm to design and manage the City's portion of the Granite Ridge Phase II project. This task order is for the initial project meetings, data evaluation and scoping services required to bring this firm up to date on the project. HTA was selected for this project based on the RFQ14-35 and DPW has extensive experience with this firm and we have been

The funds are available in the following TIF District Account

61083010-771000-16577 = \$10,000

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.

Roland Connors, Interim Finance Director



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03/28/2019



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City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER

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

DATE: February 26, 2019

SUBJECT: Strafford Square
2-4 Walnut Street – Formerly Wentworth House Historical Artifacts
Conveyance of Glass Exhibit & Contents to Rochester Middle School

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

Attached please one copy of the NHDOT required letter that acknowledges the transfer of the glass exhibit case and contents from the 2-4 Walnut Street excavation done as part of the Archaeological Survey at the 2-4 Walnut Street site. The contents are listed as glass medicine bottles, personal items and toys. As part of the required public outreach this is glass exhibit and the informational posters will be displayed at the Rochester Middle School and then passed on to the Rochester Historical Society.

If you have any questions please call, if not please sign and return to me at the Rochester DPW for distribution.

03/28/2019

Date: March 20, 2019
To: Blaine Cox
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
MAR 20 2019
City Manager
ROCHESTER

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

Please see attached the completed award acceptance documents that will be submitted to the New Hampshire Department of Justice for the awarded VOCA Grant. City Council voted to approve acceptance of the awarded grant at the March 19, 2019 special City Council meeting.

The grant award acceptance requires the signature of the City Manager *before a notary* before submittal. Please sign the attached acceptance *before a notary* as the authorized official and return the signed documents to Julian. The attachments to the grant award acceptance also require the signature of the City Manager as the authorized official but do not require notarization. *Please also initial and date all pages of the grant acceptance package.*

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

Date: February 28, 2019

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
FEB 28 2019
City Manager
ROCHESTER

Re: FY 2018-2019 CDBG Environmental Review – CAP Weatherization

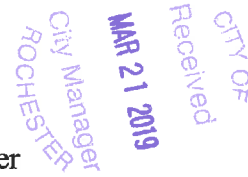
Please see attached the completed FY 2018-2019 Community Development Block Grant (CDBG) environmental review for a proposed project site under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The proposed project will replace a door in a manufactured home located in the northwest of the city. The City Council approved funding to the CAP weatherization program at the June 19, 2018 City Council meeting.

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

Date: March 20, 2019

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager



Re: FY 2018-2019 CDBG Environmental Review – JOB Loan

Please see attached the completed FY 2018-2019 Community Development Block Grant (CDBG) environmental review for a new Job Opportunity Benefit (JOB) JOB Loan Program loan. The JOB Loan Committee approved funding for this loan at its March 18, 2019 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.



ROCHESTER FIRE DEPARTMENT

MARK E. KLOSE
CHIEF OF DEPARTMENT

03/28/2019



INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

FROM: JESSICA GRAY, SECRETARY II

DATE: March 4, 2019

SUBJECT: Apparatus Replacement Program
Toyne Contract
Contract Change Order #1 - \$1,460

CC: Mark E. Klose, Fire Chief

CITY OF
Received
MAR 8 2019
City Manager
ROCHESTER

Attached is a copy of the Contract Change Order #1 provided by Toyne Apparatus that changes the content of the contractual agreement between Toyne, Inc and the City of Rochester. All content listed has been reviewed by the Apparatus Replacement Program Truck Committee and Jerry McKay, Eastern Fire Apparatus (dealer).

The funds are available in the following CIP Account:

15012020-773150-19516	Apparatus Replacement Program	\$1,460.00
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If you have any questions, please call me, if not, please pass on to the City Manager for signature. This document should be returned to the Fire Department.

Roland Connors, Interim Finance Director



City of Rochester, New Hampshire

INFORMATION TECHNOLOGY SERVICES

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CITY OF
Received
MAR 26 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, City Manager
Roland Connor, Deputy Finance Director

FROM: Sonja Gonzalez, Chief Information Officer

DATE: March 26, 2019

SUBJECT: Systems Engineering
Virtual Environment Additional RAM and server review - \$8,142.86

CC:

Attached please find one copy of a proposal for additional RAM and VMware review. The work described in this scope of services is for RAM and installation and consulting services related to our virtual environment.

There is sufficient funding as indicated on Req#7389.

If you have any questions, please let me know. If not, please sign and pass on to the City Manager for signature. This document should be returned to Sonja Gonzalez for distribution.

Signature _____

Roland Connor, Deputy Finance Director



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City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, City Manager
Roland Connor, Deputy Finance Director

FROM: Sonja Gonzalez, Chief Information Officer

DATE: March 8, 2019

SUBJECT: Twinstare Technologies
Phone System Replacement - \$138,947.51

CC:

Attached please find one copy of Twinstare Technology's City-wide Telecommunications System Bid 19-20 Quote #004204. The work described in this scope of services is for hardware, software, configuration, training and support services for a phone system refresh.

There is sufficient funding in the FY19 Technology Expansion and Upgrade CIP Project Account 15011020-773800-19501.

If you have any questions, please let me know. If not, please sign and pass on to the City Manager for signature. This document should be returned to Sonja Gonzalez for distribution.

Signature

Roland Connor, Deputy Finance Director



City of Rochester, New Hampshire

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CITY OF
Received
MAR 12 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, City Manager
Roland Connor, Deputy Finance Director

FROM: Sonja Gonzalez, Chief Information Officer

DATE: March 8, 2019

SUBJECT: Twinstare Technologies
Phone System replacement project MSA

CC:

Attached please find one copy of the Twinstare MSA for work to be completed for the phone system replacement. There is a separate Service Agreement (SA) to define specific deliverables and costs. This document simply defines the terms of the contract.

If you have any questions, please let me know. If not, please sign and pass on to the City Manager for signature. This document should be returned to Sonja Gonzalez for distribution.

Signature

Roland Connor, Deputy Finance Director

03/28/2019



City of Rochester, New Hampshire

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CITY OF
Received
MAR 6 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, City Manager
Roland Connor, Deputy Finance Director

FROM: Sonja Gonzalez, Chief Information Officer

DATE: March 4, 2019

SUBJECT: Tyler Technologies
Munis Hub - \$11,370

CC:

Attached please find one copy of Tyler Munis Hub upgrade for Upgrade to Munis 2018.1. The work described in this scope of services is for installation and configuration, and ongoing support (YRC).

There is sufficient funding in the FY18 CIP Network Upgrades and Expansion Project Account 15011020-773800-18507.

If you have any questions, please let me know. If not, please sign and pass on to the City Manager for signature. This document should be returned to Sonja Gonzalez for distribution.

Signature

Roland Connor, Deputy Finance Director

03/28/2019

CITY OF
Rochester
Received
MAR 18 2019
City Manager
ROCHESTER

Date: March 18, 2019

To: Blaine Cox
City Manager

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

RE: July 3rd Fireworks MOU with Rochester Main Street

Please find attached an MOU for your review and signature for the partnership between the City and Main Street for the July 3rd Fireworks show. Attorney O'Rourke has reviewed this and indicates it is ready for signatures.

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



MONTHLY DEPARTMENT TRAVEL SUMMARY

03/28/2019

[illegible]

DATE RECEIVED	DATE ISSUED	PERMISSION PERMITS	MISCELLANEOUS	DATE OF EVENT
3/4/2019	3/6/2019	EVENT	Annual Rochester Cares Clean-Up Day	04/13/2019
2/26/2019	3/6/2019	EVENT	Granite State Street Rodders - Car Show	May - Sept - 2nd Saturdays
3/4/2016	3/6/2019	LIQUOR	Burrito Banditos - Liquor Approval letter to State	
3/20/2019	3/27/2019	EVENT	Rochester Main Street - Wine in the Garden	6/5/2019
3/20/2019	3/27/2019	TAG	RYFL - Little Red Raider Cheer	7/12-14/19 & 8/9-11/2019
3/26/2019	3/27/2019	EVENT	Rochester Food Truck Festival	5/19/2019 & 8/11/2019

ELECTRONIC MESSAGE BOARD REQUESTS				
3/5/2019	3/5/2019	MESSAGE	RMS - Rochester Cares Clean-Up Day	4/13/2019
3/5/2019	3/5/2019	MESSAGE	Rochester Police Department - Citizens Police Academy	3/5/2019
3/8/2019	3/8/2019	MESSAGE	RMS - Free Comic Book Day	5/4/2019
3/11/2019	3/11/2019	MESSAGE	First United Methodist Church - Photograpy Show	4/8-12/2019
3/12/2019	3/13/2019	MESSAGE	Crosspoint Church - Spring Craft/Vendor Fair	4/13/2019
3/15/2019	3/18/2019	MESSAGE	Community Action Partnership - Head Start	April/May/June/July
3/20/2019	3/20/2019	MESSAGE	First United Methodist Church - Photograpy Show Entries	April 8-12
3/22/2019	3/25/2019	MESSAGE	Rochester Baseball - Golf Tourney	5/11/2019

DEPT	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	STEP (CBA)	COLA (CBA)	MERIT PAY ADJ	NU PAY ADJ	PAY ADJ	PROMOTION	OTHER	MISC. INFO
ECONOMIC DEV	KAREN POLLARD	ECO DEV MANAGER	1	X						X								
FIRE	WILLIAM KINCAID	CALL FIREFIGHTER	1			X				X								
FIRE	RYE MORRILL	FIREFIGHTER	1	X													X	ADMIN LEAVE
FIRE	BETH BLAKE	FIREFIGHTER	1	X													X	ADMIN LEAVE
FIRE	MARK AVERY	FIRE CAPTAIN	1	X													X	ADMIN LEAVE
FIRE	STEVEN PLANTE	FIRE LT	1	X													X	ADMIN LEAVE
POLICE	WILLIAM ROBINSON	PATROL OFFICER	1	X									X					
POLICE	JASON PLUMB	PATROL OFFICER	1	X									X					
POLICE	JAMES MURPHY	PATROL OFFICER	1	X									X					
POLICE	MATTHEW FLATHERS	PATROL OFFICER	1	X									X					
POLICE	JOHN GANTERT	PATROL OFFICER	1	X									X					
POLICE	BRANDON KIMBROUGH	PATROL OFFICER	1	X									X					
POLICE	NICHOLAS ALEXANDER	PATROL OFFICER	1	X									X					
POLICE	PATRICK EMERSON	SERGEANT	1	X									X					
POLICE	BRITTNEY MARVIN	PATROL OFFICER	1	X						X								
POLICE	JACOB COFFEY	PATROL OFFICER	1	X			X											
POLICE	ERIC BILODEAU	PATROL OFFICER	1	X			X											
POLICE	ANDREA PUMAR	PER DIEM DISPATCHER	1							X								
PUBLIC WORKS	GEORGE STEELE	LEO UTILITIES	1	X													X	LATERAL TRANSFER
PUBLIC WORKS	TIMOTHY GOLDTHWAITE	ASSISTANT CITY ENGINEER	1	X			X											
PUBLIC WORKS	OWEN FRIEND-GRAY	ASSISTANT CITY ENGINEER	1	X						X								
RECREATION	NATALIE NOBLE	SR COUNSELOR	1			X		X										
RECREATION	LAUREN NOBLE	JR COUNSELOR	1			X		X										
RECREATION	MEGAN METZDARF	JR COUNSELOR	1			X	X											
RECREATION	STACI BENJAMIN	SUPPORT STAFF 1	1			X	X											
RECREATION	HEATHER DAY	SUPPORT STAFF	1			X												

Agenda # 9.1.1

EXCERPT FROM MARCH 4, 2019 PLANNING BOARD MEETING

X. Other Business

A. Recommendation of Joe Boudreau to Strafford Regional Planning Commission

Mr. Campbell explained the City has a vacancy for the Strafford Regional Planning Commission, Mr. Boudreau has met with him and the City Manager and they believe he will be a good fit.

There was a brief discussion.

A motion was made by Mr. Walker and seconded by Ms. Dwyer to recommend Joe Boudreau to the Strafford Regional Planning Commission. The motion carried unanimously.

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City Clerk's Office



City of Rochester, New Hampshire
 OFFICE OF THE CITY CLERK
 31 Wakefield Street • Rochester, NH 03867
 FAX (603) 509-1915 PHONE (603) 332-2130

**STATEMENT OF INTEREST
 BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: SRPC ~ Vacant Seat

NEW _____ RE-APPOINTMENT _____ REGULAR _____ ALTERNATE _____

NAME: BARBARA HOLSTEIN

STREET ADDRESS: 99 BIG BEAR RD, ROCHESTER

ZIP 03868

TELEPHONE: (H) 948-1375 (W) 923-3233

E-MAIL ROCHESTER.YR.DA@COM

REGISTERED VOTER: (CIRCLE ONE) YES ☒ NO _____ **WARD** 1

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

I have been attending SRPC meetings for over a year as a guest. I have been asked by the Chair & other members to join them with a seat at the table. I have been working on housing & transportation and would like to represent Rochester along with Don Hower.

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

N/A

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older: Barbara Holstein 3/5/19

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City Clerk's Office



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

03/28/2019

**Appointments Committee Minutes
Rochester Annex Building (Isinglass Room)
March 6, 2019
6:30 PM**

Committee Members Present:

Sandra Keans, Chair
James Gray, Vice-Chair
Robert Gates
Donna Bogan

Committee Members Absent:

Tom Abbott

The meeting was called to order at 6:30 p.m. on March 6, 2019.

Robert Gates – Zoning Board of Adjustment (6:30 PM)

The Committee met with Robert Gates. He still enjoys serving the City on the Zoning Board of Adjustment. He is happy with how the Committee is functioning. He indicated that the process has been sped up as it relates to how items are dealt with now. Councilor Gray **MOVED** to recommend to the full City Council that Mr. Gates be reappointed to the ZBA, with a term to expire on 1/2/2022. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous vote of 3 to 0 (Councilor Gates abstained).

Leo Brodeur – Zoning Board of Adjustment (6:45 PM)

The Committee met with Leo Brodeur. He is pleased to be serving the City of Rochester on the ZBA as an Alternate Member; however, he has some concern that he is the only Alternate Member on the board. He would like to see more volunteers. He indicated that the training has been valuable to facilitating the process. He hopes to see more training opportunities in the coming year.

Councilor Gray **MOVED** to recommend Mr. Brodeur. Councilor Bogan seconded the motion. The Appointments Committee recommends to the full City Council that Mr. Brodeur be reappointed to the ZBA, as an Alternate Member, with a term to expire on 1/2/2022. The **MOTION CARRIED** by a unanimous vote of 4 to 0.

Lori-Jean Chick – Library Trustee (7:00 PM)

The Committee met with Lori-Jean Chick. Ms. Chick indicated that she is having a blast and that the installation of new carpet at the Library has worked out great. This allowed

the moving of shelves in such a way that nooks and crannies were exposed and refreshed. The Library Trustees works well together and seem to be all on the same page relative to the interest of the citizens. Ms. Chick said she is happy to be able to give of her time to the Community by serving as a Trustee. She added that the Friends of Library are a very good group that supports the Library's mission.

Councilor Gray **MOVED** to **recommend** Ms. Chick. Councilor Bogan seconded the motion. The Appointments Committee recommends to the full City Council that Ms. Chick be reappointed as the Ward 4 – Library Trustee, with a term to expire on 1/2/2021. The **MOTION CARRIED** by a unanimous vote of 4 to 0.

Richard Clough – Recreation and Arena Commission (7:10 PM)

The Committee met with Richard Clough, who is one of the original members of the Arena Commission. He indicated that both Recreation and Arena Members have learned to appreciate the other's programs and to support each other's programs as one group. He invited Council members to come and see the renovations at the Arena. He added that all of the ice-time has been sold this year.

Councilor Gray **MOVED** to recommend Mr. Clough. Councilor Bogan seconded the motion. The Appointments Committee recommends to the full City Council that Mr. Clough be reappointed as a Regular Member of the Recreation and Arena Commission, with a term to expire on 1/2/2022. The **MOTION CARRIED** by a unanimous vote of 4 to 0.

Sheila Colson – Recreation and Arena Commission (7:20 PM)

The Committee met with Sheila Colson, who is a longtime physical education teacher/coach for the local school system, which gives her an opportunity to see a lot of kids. She indicated that there seems to be good programs for teenagers; however, there should be more programs available for the 8 to 12 year olds. It would be good to encourage the older teens to work with the younger kids as role models.

Councilor Gray **MOVED** to recommend Ms. Colson. Councilor Bogan seconded the motion. The Appointments Committee recommends to the full City Council that Ms. Colson be reappointed as a Regular Member of the Recreation and Arena Commission, with a term to expire on 1/2/2022. The **MOTION CARRIED** by a unanimous vote of 4 to 0.

The meeting was adjourned at 7:45 PM.

Respectfully submitted,

Sandra B. Keans



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

Appointments Committee Minutes
March 19, 2019
Council Chambers (Conference Room)
6:30 PM

Committee Members Present:

James Gray, Vice-Chair
Robert Gates
Donna Bogan
Tom Abbott

Committee Members Excused:

Sandra Keans, Chair

The meeting was called to order at 6:30 PM.

Joe Boudreau – Utility Advisory Board

Mr. Boudreau has served on the UAB for about 2 years. He has applied for relevant training and is currently on the waiting list. He indicated that he enjoys serving on the UAB.

Councilor Gates **MOVED** to recommend Mr. Boudreau. Councilor Bogan seconded the recommendation. The Appointments Committee unanimously recommends Mr. Boudreau to be reappointed as a member of the UAB, with a term to expire 1/2/2022, by a 3 to 0 voice vote.

Daniel Rines – Planning Board

Mr. Rines works in construction. He is willing to attend training sessions to learn more about the Planning Board. He is currently working as a project manager for the University of New Hampshire.

Councilor Bogan **MOVED** to recommend Mr. Rines. Councilor Gates seconded the recommendation. The Appointments Committee unanimously recommends Mr. Rines to be appointed as an Alternate Member of the Planning Board, with a term to expire 1/2/2022, by a 3 to 0 voice vote.

Dave Colson – Recreation and Arena Commission

Mr. Colson has been a member of the Recreation Commission for 15 years. He is looking forward to working towards finding summer uses for the Rochester Arena.

Councilor Abbott **MOVED** to recommend Mr. Colson. Councilor Gates seconded the recommendation. The Appointments Committee unanimously recommends Mr. Colson to be reappointed as

a member of the Recreation and Arena Commission, with a term to expire 1/2/2022, by a 4 to 0 voice vote.

The meeting was adjourned at 6:55 PM.

Respectfully submitted,

James P. Gray, Vice Chair

Codes & Ordinance Committee
Draft Minutes
March 7, 2019

Codes and Ordinances Committee

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



CODES AND ORDINANCES COMMITTEE

Of the Rochester City Council

Thursday, March 7, 2019

31 Wakefield Street, Rochester, NH

City Council Chambers

6:00 PM

Minutes

Members Present:

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

Others Present:

Councilor Dave Walker
Deputy City Attorney Andrea Mitrushi

1. Call to Order

Councilor Lachapelle called the meeting to order at 6:00 PM. Susan Morris, Clerk Typist II, took a silent roll call. All committee members were present.

2. Public Input

Councilor Lachapelle opened public input at 6:01 PM. No members of the public came forward. Councilor Lachapelle closed public input at 6:02 PM.

3. Acceptance of the Minutes: February 7, 2019

Councilor Gates **MOVED** to accept the minutes with one amendment; to add Councilor Walker and Councilor Keans to the "Others Present" section. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

4. Discussion: Amendment to Ordinances (proposed changes)

Councilor Lachapelle opened discussion on proposed changes to the current ordinances.

Councilor Walker spoke regarding section 75-8; B **Provisions for Rapid Entry**. The Committee discussed the matter.

Councilor Bogan **MOVED** to send to full City Council a recommendation to add to the description as follows, “The Fire Chief shall have authority to require any other type of building, not listed above, excluding single family homes, to install a Knox-Box ® to meet rapid entry requirements, if in his discretion public safety considerations require such installation.” Councilor Lauterborn seconded the motion. The Committee discussed the matter.

Councilor Bogan **WITHDREW** her motion. Councilor Lauterborn **WITHDREW** her second to the motion.

Councilor Bogan **MOVED** to send to full City Council a recommendation to add to the description as follows: “The Fire Chief shall have authority to require any other type of building, not listed above pursuant to the State Fire Code, to install a Knox-Box ® to meet rapid entry requirements, if in his discretion public safety considerations require such installation.” Councilor Abbott seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Councilor Walker spoke regarding Section 94-3 **Rubbish and Refuse**. He questioned whether the word “manure” in this section would affect working farms and their ability to compost on their property. The Committee discussed the matter. Deputy City Attorney Mitrushi said she would bring this item to City Attorney O’Rourke for clarification and get back to the committee with a determination. The topic was held in Committee.

Councilor Walker spoke regarding 135-4: E: 2 **General Construction: Requirements**. He questioned why the Planning Department is not included for approval of additions to mobile homes. Councilor Abbott explained the different types of manufactured homes carrying different types of loads and how they are designed to carry or not carry the weight of an addition. The Committee discussed the matter. Councilor Abbott explained the schematics of Mobile Home Licensing.

Councilor Walker spoke regarding 176-2 **Compensation; holding other municipal offices**. He stated that it does not mention anything about Councilor Representatives and inquired if those City Councilors holding positions on other commissions are doing so unlawfully. The Committee discussed the matter. Councilor Lauterborn mentioned that there are several house bills coming forward dealing with Planning Board members serving on other boards, so the Committee will want to follow up on the outcome of these bills. Councilor Abbott suggested that in the future, the Council could change this to reference the State statute, as there is a state statute that dictates who can be on the Planning Board. Councilor Lauterborn spoke further on the matter.

Councilor Lachapelle stated that the next meeting is scheduled for April 4, 2019, at 6:00 PM. If any committee members would like to bring forward proposed changes, they can do so at this meeting. Councilor Lachapelle also noted that this will be an ongoing agenda item; suggestions are not limited to solely this next meeting.

5. Other

There was no other brought forward by committee members.

6. Adjournment

Councilor Gates **MOVED** to adjourn the Committee Meeting at 6:27 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully Submitted,

Susan Morris
Clerk Typist II

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City Clerk's Office

**Amendment to Chapter 75 of the General Ordinances of the City of Rochester Regarding
Knox-Box Installation**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 75 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (changes in red):

- A. For purposes of rapid entry in cases of emergencies or required access to buildings after hours, any new construction on the following type occupancies occurring after the date of the adoption of this article will require a Knox-Box® to be installed on such premises:
 - (1) Assembly.
 - (2) Educational.
 - (3) Mercantile.
 - (4) Business.
 - (5) Industrial.
 - (6) Apartment complex.
- B. The Fire Chief shall have authority to require any other type of building, not listed above, **pursuant to the State Fire Code**, to install a Knox-Box® to meet rapid entry requirements, if in his discretion public safety considerations require such installation.

The effective date of this Ordinance change shall be upon passage.

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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, March 11, 2019	
Members Present:	Tom Abbott Donna Bogan James Gray Jeremy Hutchinson Elaine Lauterborn	Members Absent: None
Guests/Staff:	Julian Long, Rochester Community Development Coordinator Todd Marsh, Rochester Welfare Director Michelle Mears, Rochester Senior Planner Stacey Marchionni, Rochester Riverwalk Committee Chair Esther Turner, Rochester Riverwalk Committee Jim Shannon, Homeless Center for Strafford County Board of Directors	

Councilor Lauterborn called the meeting to order at 7:01 p.m. Motion was made by Councilor Bogan and seconded by Councilor Hutchinson to approve the February 11, 2019 minutes. The minutes were approved unanimously.

PUBLIC INPUT

Ms. Marchionni gave a brief overview of the proposed kayak and canoe launch for the Hillsdale area. The revised project estimate has reduced the estimated cost for the project to about \$22,000, from the original estimate of \$47,000. The launch would be a seasonable launch, installed in the spring and removed in the autumn. Ms. Marchionni also mentioned the Riverwalk Committee's upcoming Heath Brook footbridge project, funded through the New Hampshire Recreational Trails Program grant program.

Mr. Shannon provided an overview of the Homeless Center for Strafford County's request for \$150,000 in funds for land acquisition, as the shelter's current lease arrangement with Waste Management is ending in 2021. He mentioned that the shelter is considering only Rochester locations and that current city zoning ordinances restricts the shelter to consideration of land in the highway/commercial district areas. Mr. Shannon mentioned that the City of Rochester's CDBG plan prioritizes services for residents

experiencing homelessness. He added that, according to Homeless Center for Strafford County Executive Director Tracy Hardekopf, the Homeless Center for Strafford County provides annual services worth \$20,000.

Councilor Gray asked if the Homeless Center for Strafford County has the funds for construction if they are able to purchase land. Mr. Shannon replied that the shelter does not currently have the funds but is engaging in a capital campaign to raise the funds, including applying for state tax credits.

Councilor Bogan asked about the shelter's grant application, which states that only 50% of clients served are Rochester residents. Mr. Shannon explained that this is because the shelter takes part in the statewide Coordinated Entry system, which means residents experiencing homelessness might come from anywhere in the state.

Councilor Hutchinson asked about the number of Rochester residents served in the most recent fiscal year. Mr. Shannon replied that he believes that 32 Rochester residents were served during this time period. Councilor Hutchinson also stated that the Tri-City Mayors' Homelessness Task Force will be recommending low-barrier homeless shelter services, whereas the Homeless Center for Strafford County is a higher-barrier shelter. Mr. Shannon replied that different shelters have different models and the Homeless Center for Strafford County's model emphasizes safety for women and children.

Councilor Abbott stated that his concern is that if funding is awarded, there's no guarantee that the project will be completed given the funding gaps. Mr. Shannon replied that the shelter is intentionally seeking CDBG funds for acquisition rather than construction to avoid the costs associated with the Davis-Bacon Act's minimum laborer wage requirements.

Councilor Gray asked whether the project wouldn't be connected to the subsequent construction and therefore trigger Davis-Bacon Act requirements. Mr. Long stated that if construction does not occur for some period of time after the land acquisition, then the projects would be considered separate by HUD and not trigger Davis-Bacon Act requirements.

	<p>Councilor Lauterborn asked if other Strafford County communities also provide funding for the shelter. Mr. Shannon replied that the largest funds come from the cities of Dover and Rochester.</p> <p>Councilor Lauterborn also mentioned that Hope on Haven Hill is also located within Rochester, in a former single-family home, and serves pregnant women with substance use disorders. She asked if the Homeless Center for Strafford County has considered purchasing an existing building to renovate. Mr. Shannon replied that the cost of renovating an existing property isn't proportionate to the results.</p> <p>Councilor Lauterborn asked how long there are empty rooms at the shelter due to higher admission barriers. Mr. Marsh replied that rooms are sometimes empty for several days, if the shelter does not feel potential Rochester residents are suited for the shelter. Mr. Shannon added that the shelter hopes to eventually transition from a seasonal shelter to a year-round shelter.</p> <p>Ms. Mears gave a brief overview of the Rochester Historic District Commission's request for funding in the amount of \$50,000 for a downtown commercial district façade improvements program. The Historic District Commission is proposing to model its program on the City of Portland's (ME) façade improvements program.</p> <p>Councilor Lauterborn asked if \$50,000 is too much for the project. Councilor Abbott expressed concerns about how far the funds would go in consideration of the Davis-Bacon Act wage requirements. Councilor Gray expressed concerns regarding sending mixed messages to property owners, given code enforcement.</p>
FY 2019-2020 CDBG ANNUAL ACTION PLAN – Final Funding Recommendations	<p>Councilor Lauterborn provided an overview of the tentative funding recommendations the Community Development Committee made at the February 2019 meeting. Mr. Marsh provided an overview of the services provided by the public service agencies that have applied for CDBG funding. Councilor Bogan declared a conflict of interest as she currently serves on the board of directors of the Rochester Opera House.</p> <p>The Committee discussed the tentative funding recommendations made at the February 2019 Community Development Committee</p>

and whether the Committee wished to change any of the tentative recommendations. The Committee made the following funding recommendations:

General City Funds

- Cornerstone VNA – \$28,826
- Community Action Partnership of Strafford County – \$9,000
- COAST – \$140,043
- Rochester Main Street – \$35,000
- The Homemakers / EasterSeals – \$10,000
- East Rochester Library – \$5,000
- SOS Recovery Center – no recommendation, deferral to full City Council

FY 19-20 CDBG Public Service Agencies

- My Friend's Place – \$8,000
- Cross Roads House – \$11,000
- Community Partners – \$2,000
- SHARE Fund – \$2,056.22
- Dover Adult Learning Center – \$5,000
- Strafford Nutrition Meals on Wheels – \$1,000
- Tri-City Co-op – \$2,000
- Seacoast Youth Services / Bridging the Gaps – \$2,000
- MY TURN – \$4,000

The Community Development Committee decided, in the case actual CDBG grant funds are in excess of those estimated, the additional funding will be awarded to Cross Roads House, SHARE Fund, and Strafford Nutrition Meals on Wheels. The Community Development Committee decided, in case actual CDBG grant funds are less than those estimated, the awarded funding will be reduced proportionately across all funded activities.

FY 19-20 CDBG Housing Rehabilitation and Public Facilities Funds

- Rochester Child Care Center – Fire Sprinkler System – \$20,000
- Community Action Partnership of Strafford County – Weatherization Assistance Program – \$59,775.01

	<ul style="list-style-type: none"> • Rochester Opera House – Chairlift Project – \$23,000 • East Rochester Public Library – \$10,000 • Rochester Riverwalk – Canoe / Kayak Launch – \$25,000 • Gonic Pool / Recreation Area Improvements – \$50,000 • Historic District Commission – Downtown Façade Improvements Program – \$10,000 • Homeless Center for Strafford County – Land Acquisition – \$50,000 <p>The Community Development Committee decided, in the case actual CDBG grant funds are in excess of those estimated, the additional funding will be awarded to Community Action Partnership of Strafford County’s weatherization assistance program.</p> <p><i>Motion was made by Councilor Gray and seconded by Councilor Hutchinson to approve the above funding amounts as the funding recommendations from the Community Development Committee. The motion passed unanimously.</i></p>
POTENTIAL FUTURE CDBG PROJECTS – Commons Playground Renovation, Community Center Bathroom Renovation, Hanson Pines Playground Renovation	<p>The Community Development Committee discussed potential future CDBG projects, including proposed Rochester Commons playground renovations, Community Center bathroom renovations, and Hanson Pines playground renovations.</p> <p><i>The consensus of the Committee was to recommend that the Commons Playground Renovation and Hanson Pines Playground Renovation be considered for CDBG funding in future City budgets.</i></p>
PROGRAMS REPORT – CDBG Projects, Other Grant Projects	<p>Mr. Long provided a brief overview of current CDBG projects, including updated HUD low-moderate income area data that shows that the entire City of Rochester qualifies as over 51% low-moderate income. This means that public facilities projects that serve the entire city are now CDBG eligible.</p>
OTHER BUSINESS	<p>There was no other business.</p>

The meeting was adjourned at 9:31 p.m.

Next Meeting – Monday, April 8, 2019 at 7:00 p.m. in Isinglass Conference Room in City Hall Annex (33 Wakefield Street)

Topics – Projects Program Report

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City Clerk's Office

RESOLUTION ADOPTING A 2019-2020 ROCHESTER CDBG
“ACTION PLAN FOR THE CITY OF ROCHESTER, N.H.” AND
APPROVING AND APPROPRIATING THE 2019-2020
COMMUNITY DEVELOPMENT BUDGET FOR THE CITY OF ROCHESTER

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

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the one-year 2019-2020 “Action Plan for the Community Development Division for the City of Rochester, N.H.,” as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic and Community Development, in connection with the City’s Community Development Block Grant (CDBG) program, including the goals, objectives, and concepts set forth therein;

II. Further, that a twelve (12) month Community Development Block Grant estimated budget for the Office of Economic and Community Development for the City of Rochester in the total amount of Two Hundred Forty Seven Dollars and Forty Five Cents (\$247,041.45) be, and hereby is, approved and appropriated for fiscal year 2019-2020. Included in said approval and appropriation are expenditures set forth in the one-year action plan of the Office of Economic & Community Development for the City of Rochester for the Community Development Block Grant program, in the following categories and amounts:

Administration and Planning	\$ 49,408.29
Public Service Agencies	\$ 37,056.22
Housing/Public Facilities/Infrastructure	\$ 160,576.94
Total	\$ 247,041.45

III. Further, that Eighty Seven Thousand Two Hundred Ninety Eight Dollars and Seven Cents (\$87,298.07) in prior year unexpended CDBG funds be repurposed for use in the FY 2019-2020 Action Plan year.

IV. Further, that Seventy Three Thousand Eight Hundred Eight Dollars and Seventy Nine Cents (\$73,858.79) in the Job Opportunity Benefit revolving loan fund loan fund, plus the principal and interest received monthly from existing loans’ repayments, be appropriated for continued use in the FY 2019-2020 Action Plan year in granting loans to qualified small businesses that commit to the creation and/or retention of jobs made available to low to moderate-income Rochester residents.

This budget and the one-year action plan for 2019-2020 may be reconsidered if federal funding is changed or if it is inconsistent with the total 2019-2020 budget adopted for the Office of Economic & Community Development.

The sums necessary to fund the above appropriation in the amount of Two Hundred Forty Seven Dollars and Forty Five Cents (\$247,041.45) shall be drawn in their entirety from the above-mentioned 2019-2020 fiscal year Community Development Block Grant from the federal

government to the City of Rochester. The Finance Director is hereby authorized to create such line item accounts as shall be necessary to implement this Resolution.

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



Fifth Program Year Action Plan



The City of Rochester, N.H.

DUNS # 099446879

Fifth Program Year Action Plan (July 1, 2019 – June 30, 2020) Consolidated Plan (FY 2015-2020)

Approved **May XX**, 2019

Submitted **May XX**, 2019

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Executive Summary

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

1. Introduction

This Action Plan represents the fifth and final year (FY 2020; July 2019-June 2020) of the City of Rochester's current Five Year Consolidated Plan (FY 2015-2020) for its Community Development Block Grant (CDBG) program. This plan is an extension of the identified needs as defined in the FY 15-20 Consolidated Action Plan and the preliminary analysis of the most current needs as identified by the consultations and research conducted for the upcoming FY 2020-2025 Five Year Consolidated Plan.

The FY 2020 Community Development Block Grant (CDBG) amount for the City of Rochester is \$247,041.45, with \$49,408.29 (20%) allocated for planning and administration, \$37,056.22 (15%) for public services, and the balance of \$247,775.01 (\$160,576.94 + \$87,298.07 in prior year CDBG funds) for projects focused on the areas of housing rehabilitation and public facilities/infrastructure. The U.S. Department of Housing and Urban Development (HUD) restricts public services funding (non-construction operating expenses) to 15% of the city's overall annual grant allocation and administrative costs to 20% of the city's overall annual grant allocation.

Administration (20% cap set by HUD): \$49,408.29

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

Public Services (15% cap set by HUD): \$37,056.22

My Friends' Place: \$8,000.00

Cross Roads House: \$11,000.00

Community Partners: \$2,000.00

SHARE Fund: \$2,056.22

Dover Adult Learning Center: \$5,000.00

Strafford Nutrition Meals on Wheels: \$1,000.00

Tri-City Co-op: \$2,000.00

Seacoast Youth Services / Bridging the Gaps: \$2,000.00

MY TURN: \$4,000.00

Housing Rehabilitation and Public Facilities (remaining 65% of grant allocation): \$247,775.01 (\$160,576.94 + \$87,298.07 in prior year CDBG funds)

Rochester Child Care Center – Fire Sprinkler System: \$20,000.00

Community Action Partnership of Strafford County – Weatherization Program: \$59,775.01

Rochester Opera House – Chairlift Project: \$23,000.00

East Rochester Public Library – Roof Replacement: \$10,000.00

Rochester Riverwalk – Canoe/Kayak Launch Project: \$25,000.00

Gonic Pool/Recreation Area Improvements: \$50,000.00

Historic District Commission – Downtown Façade Improvements Program: \$10,000.00

Homeless Center for Strafford County – Land Acquisition for New Shelter: \$50,000.00

The primary focus of the FY 2020 Action Plan is to support the regional homeless shelters and their services and to prevent homelessness through support of rental assistance and home rehabilitation programs aimed at low to moderate income Rochester residents. Each activity addresses one of the three national objectives set forth by HUD for CDBG grant expenditures: (1) to provide decent housing; (2) to provide a suitable living environment; or (3) to expand economic opportunities.

2. Summarize the objectives and outcomes identified in the Plan

The FY 2020 Action Plan's goals and objectives are based on the extensive research and consultations that the Community Development Coordinator has conducted with local public service agencies, relevant government agencies and departments, and the residents of the City of Rochester. These programs and activities are aimed at meeting one or more of HUD's outcomes for CDBG funding: to provide decent housing, to provide a suitable living environment, and to expand economic opportunities.

The individual activities were established to meet HUD outcomes and are those seen to best meet the identified needs of the City's low to moderate income population over the next year. Prioritization was based on meeting basic needs, such as housing and health, first and then addressing less urgent needs as possible.

Program Goal #1: To Provide Decent Housing

1. Assisting Homeless Persons to Obtain Affordable Housing and Assisting Persons at Risk of Homelessness
 - Homeless shelters
 - Rental assistance programs

2. Retention of Affordable Housing Stock

- Housing rehabilitation/weatherization programs, including lead paint contamination testing efforts
- Rental assistance/subsidy programs for low-income residents

3. Increasing the Supply of Supportive Housing Which Includes Structural Features and Services to Enable Persons with Special Needs (Including Persons Living with HIV/AIDS) to Live in Dignity and Independence

- Rent assistance/subsidy programs for low-income residents
- Rent assistance/subsidy programs for residents with disabilities

Program Goal #2: To Provide a Suitable Living Environment

1. Reducing the Incidence of Increasing Substance Abuse (Especially Heroin and Other Opioids) and Addressing Root Causation

- Support services for residents in recovery from substance use disorders
- Rental assistance programs for residents with mental illness (due to high degree of co-occurrence of mental illness and substance use disorder)
- Support for organizations and programs addressing mental illness (due to high degree of co-occurrence of mental illness and substance use disorder)

2. Improving the Safety and Livability of Neighborhoods

- Continued review of neighborhood conditions in low-income neighborhoods
- Improvements for child care centers, libraries, and public parks
- Downtown revitalization program to improve commercial building facades

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

- Land acquisition to construct a new, larger in-city homeless shelter
- Improvements for child care centers, libraries, and public parks
- Downtown revitalization program to improve commercial building facades
- Participation in and regional and local coalitions of service providers (e.g., Balance of State Continuum of Care, Tri-City Homelessness Task Force, and Greater Seacoast Coalition to End Homelessness)

Program Goal #3: To Expand Economic Opportunities

1. Establishment, Stabilization, and Expansion of Small Businesses, Including Micro-Businesses
 - Revolving loan fund for small business financing
 - Revolving loan fund for job creation for low to moderate income residents
2. Provision of Public Services Concerned with Employment
 - Educational/high school equivalency programs for low-income residents
 - Vocational skills programs for young low-income residents

3. Evaluation of past performance

All CDBG activities planned for FY 2020 have been chosen to advance one or more of the three national HUD objectives: (1) to provide decent housing; (2) to provide a suitable living environment; or (3) to expand economic opportunities. Public service activities (non-construction funding for social service agencies) include funding for two of the region's three homeless shelters (the third is receiving CDBG public facilities financial support from the city), rental assistance for low-income families and for residents with mental health concerns, and educational programs for low-income residents. Most of these activities are aimed at providing a suitable living environment or providing decent and affordable housing for low- and moderate-income residents.

Housing rehabilitation funding supports the Community Action Partnership for Strafford County's weatherization assistance program, which weatherizes the homes of low-income residents. This activity is aimed at providing decent, affordable housing. Public facilities funding will be used for improvements for child care centers, libraries, and public parks serving low to moderate income residents.

The most recently submitted Consolidated Annual Performance and Evaluation Report (CAPER) for the city's CDBG program was submitted in September 2018 and covered FY 2018. In most categories of funding, goals were met or exceeded, such as "Affordable Housing for Homeless Persons," "Increase Access to Quality Facilities and Services," and "Retention of Affordable Housing Stock." The one exception was the category of "Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit," which was the Rochester Community Center tennis court lights project. The project suffered delays but was completed in FY 2019.

Performance goals for FY 2019 CDBG subrecipients are on track thus far, with the possible exception of the Rochester Housing Authority and its Supportive Housing for Chronically Homeless Residents project. The housing authority is still in the process of finalizing gap funding for the project. In light of the Rochester Housing Authority's difficulties in this regard, particular attention has been paid to project readiness and funding sources in evaluation of proposed FY 2020 public facility and infrastructure projects.

4. Summary of Citizen Participation Process and consultation process

The City of Rochester has conducted extensive public outreach: two public hearings, attendance at all six of the local neighborhood ward meetings, consultations with local public service agencies, consultations with relevant government agencies, consultations with local business organizations, social media outreach, and an online survey. This outreach was conducted in accordance with the revised Citizen Participation Plan outlined in the FY 2015-2020 Consolidated Action Plan.

Two public hearings were held related to the Annual Action Plan. The first public hearing was held on December 18, 2018. No comments were made at this hearing.

The Community Development Committee voted on its grant application tentative funding recommendations at the February 11, 2019 Community Development Committee meeting and finalized its recommendations at the March 11, 2019 Community Development Committee meeting. Throughout the evaluation process, careful attention was paid to the priorities identified in the FY 2015-2020 Consolidated Action Plan as well as public input on CDBG funding recommendations gathered during the FY 2020 citizen participation process.

The formal public comments period notice was posted in local newspaper *Foster's Daily Democrat* on **March XX, 2019**, and copies of the public comments notice were also posted at City Hall, the City's Community Center, on the City's website, and on the Office of Economic and Community Development's Facebook page on **March XX, 2019**. In the notice, the public was invited to review the draft Annual Action Plan in-person at the Office of Economic and Community Development, the City Clerk's Office at City Hall, the public library, and/or on the City's Community Development Division webpage. **[comments received]**

The draft FY 2020 Annual Action Plan was presented for a first reading to the full City Council at the **April 2, 2019** City Council Meeting. A second public hearing was held on **April 16, 2019**. **[comments received]** A second reading of the draft plan occurred at the **May 7, 2019** City Council meeting. City Council adopted the FY 2020 Annual Action Plan at the **May 7, 2019** meeting.

5. Summary of public comments

The following comments from the public regarding the FY 2020 Annual Action Plan were received:

Ward 6 Meeting (8/22/2018): Concerns regarding sex offenders in neighborhood, concerns about downtown vacancies and support for downtown revitalization, suggestion to provide free laundry services for Rochester Housing Authority and other low-income minor residents.

Ward 4 Meeting (9/10/2018): Lack of support for elementary school projects, as there are too many elementary schools; suggestion for new playground at Roger Allen Park; suggestion to fund End 68 Hours of Hunger; suggestion to install lights at Hanson Pines Park basketball courts.

Ward 1 Meeting (9/12/2018): Concerns regarding homelessness and support for homeless shelters, support for The Grange, suggestion for public places for homeless persons to charge phones.

Ward 5 Meeting (9/19/2018): Support for a downtown teen center, support for downtown green spaces projects, support for Bridging the Gaps and other youth substance use prevention organizations.

Ward 2 Meeting (9/24/2018): Suggestion to fund Rochester Fairgrounds, concerns regarding substance use disorder and overdoses, concerns regarding road infrastructure, support for Hope on Haven Hill, support for services for abused and neglected children, support for downtown revitalization projects.

Ward 3 Meeting (9/27/2018): TBD.

State Plan on Aging Public Listening Session (11/15/2018): Residents spoke on the need for transportation, walkable communities/access to community resources, palliative care, Alzheimer's/dementia resources, lack of home care providers workforce, need for better education on existing resources and better partnerships between resource providers.

Public Hearing (First) (12/18/2018): No comments were made at the hearing.

Public Comments Period: TBD.

Public Hearing (Second) (4/16/2019): TBD.

Online Community Development Survey: Concerns regarding housing affordability and increasing lack of affordability, broad support for FY 18-19 CDBG subrecipients except for split support/lack of support for SOS Recovery Center, suggestions to build new housing for

homeless and low-income residents, recreational facilities for youth, and affordable child care for at-risk parents.

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

Ward 6 Meeting (8/22/2018): N/A. All comments and views were accepted.

Ward 4 Meeting (9/10/2018): N/A. All comments and views were accepted.

Ward 1 Meeting (9/12/2018): N/A. All comments and views were accepted.

Ward 5 Meeting (9/19/2018): N/A. All comments and views were accepted.

Ward 2 Meeting (9/24/2018): N/A. All comments and views were accepted.

Ward 3 Meeting (9/27/2018): TBD.

State Plan on Aging Public Listening Session (11/15/2018): N/A. All comments and views were accepted.

Public Hearing (First) (12/18/2018): N/A. No comments were made at the hearing.

Public Comments Period: TBD.

Public Hearing (Second) (4/16/2019): TBD.

Online Community Development Survey: N/A. All comments and views were accepted.

7. Summary

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

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

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

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

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

Table 1 – Responsible Agencies

Narrative (optional)

The CDBG Administrator (Community Development Coordinator) for the City of Rochester is in charge of administering the city's CDBG program. The CDBG Administrator prepares the Five Year Consolidated Plan, annual action plans, and annual progress reports for the CDBG program. The CDBG Administrator also conducts environmental reviews for all CDBG-funded activities and Davis-Bacon Act labor monitoring for construction-related projects.

Consolidated Plan Public Contact Information

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

1. Introduction

The City of Rochester continues to make extensive efforts to enhance coordination between the Rochester Housing Authority, non-profit organizations providing housing and related services, and relevant City departments such as the Welfare Office and Planning Department. The City's Community Development Division meets at minimum on a semiannual basis with the Rochester Housing Authority to discuss resident needs, building maintenance concerns, CDBG funding opportunities, and fair housing concerns. The City of Rochester's Community Development Coordinator also engages in significant outreach and involvement in relevant community organizations, such as active involvement with the Greater Seacoast Coalition on Homelessness, the Tri-City Homelessness Task Force, and the New Hampshire Balance of State Continuum of Care.

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

The City of Rochester continues to make extensive efforts to enhance coordination between the Rochester Housing Authority, non-profit organizations providing housing and related services, and relevant City departments such as the Welfare Office and Planning Department. The City's Community Development Division meets at minimum on a semiannual basis with the Rochester Housing Authority to discuss resident needs, building maintenance concerns, CDBG funding opportunities, and fair housing concerns. The City of Rochester's Community Development Coordinator also engages in significant outreach and involvement in relevant community organizations, such as active involvement with the Greater Seacoast Coalition on Homelessness, the Tri-City Homelessness Task Force, and the New Hampshire Balance of State Continuum of Care.

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

Throughout 2018, the Community Development Coordinator coordinated with the Workforce Housing Coalition of the Greater Seacoast to organize a Rochester-focused workforce housing charrette, along with a planning team comprised of other City staff, housing providers, social services providers, and others. The two-day charrette was held in September 2018, and the

resulting report and housing design were made available via the City's website at <https://www.rochesternh.net/community-development-division/pages/downtown-rochester-housing-workshop>.

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

The Community Development Coordinator serves as the primary liaison between the City of Rochester and the New Hampshire Balance of State Continuum of Care, regularly attends scheduled Continuum of Care meetings in Concord, and shares information received at Continuum meetings with relevant City staff and local public service agencies. This includes but is not limited to the Rochester Welfare Office, the Rochester Families in Transition coordinator (school district homeless liaison), and CDBG grant subrecipients.

The Community Development Coordinator is also an actively engaged with the regional Greater Seacoast Coalition on Homelessness, which meets bimonthly to discuss homelessness issues in the region and functions as a local-level continuum of care, and the Tri-City Homelessness Task Force, which meets monthly to strategize on homeless prevention and reduction in the neighboring cities of Rochester, Somersworth, and Dover.

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

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

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

Table 2 – Agencies, groups, organizations who participated

		Agency/Group/Organization	Welfare Department, City of Rochester
		Agency/Group/Organization Type	Other government - Local Grantee Department
		What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homeless Needs – Chronically homeless, Homeless Needs – Families with children, Homeless Needs – Veterans, Homelessness Needs – Unaccompanied youth, Homelessness Strategy, Anti-poverty Strategy.
		Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Rochester Welfare Director. The consultation was conducted in-person. No areas for improved coordination were identified during the consultation. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
		Agency/Group/Organization	Integrated Delivery Network, Region 6
		Agency/Group/Organization Type	Housing, Services – homeless, Services – Health, Health Agency, Publicly Funded Institution/System of Care, Other government – County, Regional organization
		What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs

		Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the director of population health with the Region 6 (Strafford County) Integrated Delivery Network. The consultation was conducted in person. An area for improved coordination identified was the need to include the Integrated Delivery Network in more regional health and housing initiatives, as they have important funding and resources. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
		Agency/Group/Organization	Child and Family Services
		Agency/Group/Organization Type	Services – Children, Services – Victims of Domestic Violence, Services – Victims, Child Welfare Agency, Regional organization
		What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homelessness Strategy, Non-Homeless Special Needs
		Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the program director of Child and Family Services. The consultation was conducted in person. An area for improved coordination identified was the need to include the Integrated Delivery Network in more regional health and housing initiatives, as they have important funding and resources. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
		Agency/Group/Organization	Community Action Partnership of Strafford County
		Agency/Group/Organization Type	Housing, Services – Housing, Services – Elderly Persons, Services – homeless, Services – Education, Services - Employment, Regional organization

		What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homelessness Strategy, Non-Homeless Special Needs
		Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the housing program director of Community Action Partnership of Strafford County. The consultation was conducted in person. An area for improved coordination identified was the need to include the Integrated Delivery Network in more regional health and housing initiatives, as they have important funding and resources. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
		Agency/Group/Organization	Rochester Housing Authority
		Agency/Group/Organization Type	Housing, PHA, Services – Housing, Other government – Local
		What section of the Plan was addressed by Consultation?	Housing Need Assessment, Public Housing Needs, Homelessness Strategy, Non-Homeless Special Needs, Economic Development, Anti-poverty strategy
		Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Rochester Housing Authority executive director. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
		Agency/Group/Organization	Cross Roads House
		Agency/Group/Organization Type	Housing, Services – Housing, Services - homeless

		What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homeless Needs – Chronically homeless, Homeless Needs – Families with children, Homeless Needs – Veterans, Homelessness Strategy
		Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the executive director of Cross Roads House. The consultation was conducted in person. An area of improved coordination identified was a need for more coordination among direct services providers and the need to include business persons, policy makers and housing developers. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
		Agency/Group/Organization	211
		Agency/Group/Organization Type	Housing, Services – homeless, Publicly Funded Institution/System of Care, Other government – State
		What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homelessness Strategy, Non-Homeless Special Needs, Anti-poverty strategy
		Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and a 211 staff person. The consultation was conducted in person. An area of improved coordination identified was a need for more coordination among direct services providers and the need to include business persons, policy makers and housing developers. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.

		Agency/Group/Organization	Greater Seacoast Coalition to End Homelessness
		Agency/Group/Organization Type	Housing, Services – homeless, Regional organization, Planning organization
		What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homelessness Strategy, Non-Homeless Special Needs, Anti-poverty strategy
		Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the coalition coordinator for the Greater Seacoast Coalition to End Homelessness. The consultation was conducted in person. An area of improved coordination identified was a need for more coordination among direct services providers and the need to include business persons, policy makers and housing developers. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
		Agency/Group/Organization	Bridging the Gaps
		Agency/Group/Organization Type	Services – Children, Services – Health, Other government – local
		What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs, Other – Substance use disorders
		Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Bridging the Gaps coalition coordinator. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.

		Agency/Group/Organization	Rochester Main Street
		Agency/Group/Organization Type	Business Leaders, Civic Leaders, Business and Civic Leaders
		What section of the Plan was addressed by Consultation?	Market Analysis, Economic Development, Anti-poverty strategy, Other – Downtown revitalization
		Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the executive director of Rochester Main Street. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
		Agency/Group/Organization	Rochester Social Club
		Agency/Group/Organization Type	Civil Leaders
		What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homelessness Strategy, Non-Homeless Special Needs, Anti-poverty strategy
		Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the chair of the Rochester Social Club. The consultation was conducted in person. An area of improved coordination identified was a need for more coordination among direct services providers to reduce duplication of efforts. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
		Agency/Group/Organization	Rochester Historic District Commission
		Agency/Group/Organization Type	Other government – Local

		What section of the Plan was addressed by Consultation?	Housing Need Assessment, Market Analysis, Other – Downtown revitalization, historic preservation
		Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the chair of the Rochester Historic District Commission. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
		Agency/Group/Organization	Strafford County Public Health Network
		Agency/Group/Organization Type	Services – Health, Publicly Funded Institution/System of Care, Other government – County, Regional Organization
		What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs, Anti-poverty strategy, Other – Mental health needs
		Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Young Adult Prevention Coordinator at Strafford County Public Health Network. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.

	Agency/Group/Organization	Grace Community Church
	Agency/Group/Organization Type	Services – Housing, Services – Elderly Persons, Services – homeless, Civic Leaders, Other – Church
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs, Anti-poverty strategy, Other – Youth recreational needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and volunteer organizers at Grace Community Church. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
	Agency/Group/Organization	WOVEN Community Development Association
	Agency/Group/Organization Type	Services – Employment, Civic Leaders
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs, Anti-poverty strategy, Other – Need for community makerspace
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Woven Community Development Association executive director. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.

	Agency/Group/Organization	Make Rochester Great
	Agency/Group/Organization Type	Civic Leaders
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs, Anti-poverty strategy, Other – Downtown revitalization
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the head of Make Rochester Great. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
	Agency/Group/Organization	Rochester Office of Economic Development
	Agency/Group/Organization Type	Services – Employment, Other government – Local, Grantee Department
	What section of the Plan was addressed by Consultation?	Market Analysis, Economic Development, Other – Downtown revitalization
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Rochester Economic Development Specialist. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and targeting of the downtown for revitalization-related projects.
	Agency/Group/Organization	Rochester Welfare Office
	Agency/Group/Organization Type	Services – Housing, Services – homeless, Services – Employment, Other government – Local, Grantee Department

	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Public Housing Needs, Homeless Strategy, Anti-poverty strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Rochester Welfare Director. An area of improved coordination identified was the need for more regional coordination among supportive services providers to match the coordination of regional homeless shelters. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
	Agency/Group/Organization	Community Development, City of Dover
	Agency/Group/Organization Type	Services – Housing, Services – Homeless, Services – Fair Housing, Other government – Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homelessness Strategy, Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and Community Development Planner for the City of Dover. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, substance abuse recovery, and permanent supportive housing.
	Agency/Group/Organization	Community Development, City of Portsmouth

	Agency/Group/Organization Type	Services – Housing, Services – Homeless, Services – Fair Housing, Other government – Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homelessness Strategy, Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Young Adult Prevention Coordinator at Strafford County Public Health Network. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, substance abuse recovery, and permanent supportive housing.
	Agency/Group/Organization	Tri-City Homelessness Task Force
	Agency/Group/Organization Type	Services – Housing, Services – homeless, Other government – County, Other government – Local, Regional organization, Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homelessness Strategy, Market Analysis, Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the committee members of the Tri-City Homelessness Task Force. The consultation was conducted in person. An area of improved coordination identified was the need to build connections between homeless services providers and housing developers and other business persons. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
	Agency/Group/Organization	New Hampshire Housing Finance Authority
	Agency/Group/Organization Type	Services – Housing, Services – Education, Services – Fair Housing, Other government – State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Housing Awareness Program Administrator for New Hampshire Housing Finance Authority. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, substance abuse recovery, and permanent supportive housing.
	Agency/Group/Organization	Workforce Housing Coalition of the Greater Seacoast
	Agency/Group/Organization Type	Housing, Services – Housing, Regional Organization

	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Market Analysis, Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Young Adult Prevention Coordinator at Strafford County Public Health Network. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to housing development and land use regulations that allow for affordable and workforce housing.
	Agency/Group/Organization	Rochester Planning Department
	Agency/Group/Organization Type	Other government – Local, Planning Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Senior Planner with the Rochester Planning Department. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to housing development and land use regulations that allow for affordable and workforce housing.
	Agency/Group/Organization	New England AIDS Education and Training Center

	Agency/Group/Organization Type	Services – Persons with HIV/AIDS, Services – Health, Services – Education, Regional Organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs, HOPWA Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and staff from the New England AIDS Education and Training Center. The consultation was conducted via webinar. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to African-born immigrant populations with HIV/AIDS.
	Agency/Group/Organization	Tri-City Consumers' Action Cooperative
	Agency/Group/Organization Type	Services – Persons with Disabilities, Services - Health
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homeless Needs – Chronically homeless, Homeless Strategy, Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the executive director and general membership of Tri-City Coop. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, substance abuse recovery, and Housing First initiatives.
	Agency/Group/Organization	EasterSeals / The Homemakers

	Agency/Group/Organization Type	Services – Elderly Persons, Services – Persons with Disabilities, Services – Health, Health Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homeless Strategy, Anti-poverty Strategy, Other – Home care needs for aging population
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the senior services project director at EasterSeals / The Homemakers. The consultation was conducted via telephone. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, substance abuse recovery, and transitional and recovery housing.
	Agency/Group/Organization	New Hampshire Alliance for Immigrants and Refugees
	Agency/Group/Organization Type	Services – Fair Housing, Other – Immigrant services
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs, Other – Fair Housing
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the executive director of the New Hampshire Alliance for Immigrants and Refugees. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness and housing access.

	Agency/Group/Organization	New Hampshire Legal Assistance
	Agency/Group/Organization Type	Services – Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Other – Fair housing
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Housing Justice Program director at New Hampshire Legal Assistance. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to fair housing and local welfare benefits.
	Agency/Group/Organization	American Civil Liberties Union of New Hampshire
	Agency/Group/Organization Type	Services – Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Other – Fair housing
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the immigration law fellow with the American Civil Liberties Union of New Hampshire. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to immigrant populations.
	Agency/Group/Organization	Office of Health Equity, New Hampshire Department of Health and Human Services

	Agency/Group/Organization Type	Services – Health, Services – Health, Health Agency, Other government – State
	What section of the Plan was addressed by Consultation?	Other – Health care needs for immigrant populations
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Minority Health Administrator with New Hampshire Department of Health and Human Services. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially the health needs of immigrant populations.
	Agency/Group/Organization	Bureau of Homeless and Housing Services, New Hampshire Department of Health and Human Services
	Agency/Group/Organization Type	Services – Housing, Services – Homeless, Other government – State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homeless Strategy, Market Analysis, Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the New Hampshire Balance of State Continuum of Care liaison staff at the New Hampshire Department of Health and Human Services. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.

	Agency/Group/Organization	Rochester School Department
	Agency/Group/Organization Type	Services – Children, Services – Education, Services – Homeless, Other government – Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homeless Needs – Families with children, Homeless Needs – Unaccompanied youth, Homeless Strategy, Anti-poverty Strategy, Other – Transportation needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Title I Coordinator and Families in Transition Coordinator with the Rochester School Department. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, substance abuse recovery, and transportation needs.
	Agency/Group/Organization	Justice in Aging
	Agency/Group/Organization Type	Services – Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs, Other – Financial abuse of elderly persons

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and a staff attorney at Justice in Aging. The consultation was conducted via webinar. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, substance abuse recovery, and abuse prevention services for elderly populations.
	Agency/Group/Organization	Maine Council for Elder Abuse Prevention
	Agency/Group/Organization Type	Services – Elderly Persons, Other government – State
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs, Other – Financial abuse of elderly persons
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Housing Awareness Program Administrator for New Hampshire Housing Finance Authority. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, substance abuse recovery, and abuse prevention services for elderly populations.
	Agency/Group/Organization	HAVEN
	Agency/Group/Organization Type	Services – Victims of Domestic Violence, Services – Victims

	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homelessness Strategy, Non-Homeless Special Needs, Other – housing and supportive services needs for domestic violence survivors
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Housing Awareness Program Administrator for New Hampshire Housing Finance Authority. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, substance abuse recovery, and affordable and workforce housing.
	Agency/Group/Organization	Strafford Regional Planning Commission
	Agency/Group/Organization Type	Other government – County, Regional organization, Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Non-Homeless Special Needs, Market Analysis, Other – Inclusive community design and accessibility
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and Strafford Regional Planning Commission staff. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to ensuring community-wide accessibility for elderly residents and residents with disabilities.
	Agency/Group/Organization	Southern New Hampshire Planning Commission

	Agency/Group/Organization Type	Other government – County, Regional organization, Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Non-Homeless Special Needs, Market Analysis, Other – Inclusive community design and accessibility
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and Southern New Hampshire Planning Commission staff. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to ensuring community-wide accessibility for elderly residents and residents with disabilities.
	Agency/Group/Organization	Access Navigators
	Agency/Group/Organization Type	Services – Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Non-Homeless Special Needs, Market Analysis, Other – Inclusive community design and accessibility
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and Access Navigators staff. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to ensuring community-wide accessibility for elderly residents and residents with disabilities.
	Agency/Group/Organization	New Hampshire Housing Finance Authority

	Agency/Group/Organization Type	Housing, Services – Housing, Other government – State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Housing Grant Program Director at New Hampshire Housing Finance Authority. The consultation was conducted via telephone. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to lead poisoning prevention and lead paint remediation.
	Agency/Group/Organization	Bureau of Prevention Services, New Hampshire Department of Health and Human Services
	Agency/Group/Organization Type	Services – Health, Health Agency, Other government – State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the New Hampshire Department of Health and Human Services lead poisoning prevention expert. The consultation was conducted via telephone. An area of improved coordination identified was to include lead poisoning prevention initiatives more thoroughly in public health network strategies. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to lead poisoning prevention and lead paint remediation.

	Agency/Group/Organization	U.S. Environmental Protection Agency
	Agency/Group/Organization Type	Other government – Federal, Other – Environmental protection
	What section of the Plan was addressed by Consultation?	Other – Environmental justice
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Environmental Protection Agency staff. The consultation was conducted via webinar. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to environmental justice.

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

N/A. All agency types were consulted.

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

DRAFT

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Geographic Variation in Pediatric Cancer Incidence – United States, 2003-2014	U.S. Centers for Disease Control and Prevention	This report discusses health issues of New Hampshire children. This annual action plan addresses health through lead remediation in housing rehabilitation projects.
2017 Annual Report	Cross Roads House	This report discusses regional homeless needs. This annual action plan addresses homelessness through funding of homeless shelters.
Worst Case Housing Needs: 2017 Report to Congress	U.S. Department of Housing and Urban Development	This report discusses lack of affordable housing units. This annual action plan addresses affordable housing through funding of rental assistance and weatherization services.
2018 New Hampshire Residential Rental Costs Survey	New Hampshire Housing Finance Authority	This report discusses lack of construction of new affordable housing units. This annual action plan addresses affordable housing through funding of rental assistance and weatherization services.
State of New Hampshire 2019 Annual Action Plan – Draft	New Hampshire Housing Finance Authority	This report discusses priorities of housing, economic development, and child care facilities. This annual action plan addresses local housing needs, economic development (through the JOB Loan Program), and child care facilities.
Housing Choice Vouchers Landlords Survey	Greater Seacoast Coalition to End Homelessness	This report discusses the need for more local landlords to accept housing vouchers. This annual action plan addresses affordable housing through funding of rental assistance and weatherization services.

2017 Annual Homeless Assessment Report – Part 2	U.S. Department of Housing and Urban Development	This report discusses increase in homelessness among New Hampshire families with children and decrease in New Hampshire among chronically homeless individuals. This annual action plan addresses homelessness through funding of regional homeless shelters and preventing homelessness through funding of rental assistance programs and home weatherization programs.
2018 Annual Report	Strafford Regional Planning Commission	This report discusses the need for transportation alternatives and more diverse housing stock. This annual action plan addresses local housing stock through funding of rental assistance programs and home weatherization programs.
2017-2018 Impact Report	HAVEN	This report discusses the need for Housing First models for domestic violence survivors. This annual action plan addresses this through funding to Cross Roads House, which provides a Housing First approach.
2018 Annual Homelessness Assessment Report – Part 1	U.S. Department of Housing and Urban Development	This report discusses state and national homeless needs. This annual action plan addresses homelessness through funding of regional homeless shelters and preventing homelessness through funding of rental assistance programs and home weatherization programs.

2017 Lead Exposure Data Brief	New Hampshire Department of Health and Human Services	This report discusses blood lead level data for children aged 0 to 6 in the State of New Hampshire. The City of Rochester is one of several high-risk communities identified. This annual action plan addresses lead poisoning through participate in an upcoming statewide lead poisoning community project. The City of Rochester also will continue to fund the housing weatherization work of the Community Action Partnership of Strafford County, which includes lead-safe work practices and lead remediation under certain circumstances.
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Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

N/A.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The City of Rochester has conducted extensive public outreach: two public hearings, attendance at all six of the local neighborhood ward meetings, consultations with local public service agencies, consultations with relevant government agencies, consultations with local business organizations, social media outreach, and an online survey. This outreach was conducted in accordance with the revised Citizen Participation Plan outlined in the FY 2015-2020 Consolidated Action Plan.

Two public hearings were held related to the Annual Action Plan. The first public hearing was held on December 18, 2018. No comments were made at this hearing.

The Community Development Committee voted on its grant application tentative funding recommendations at the February 11, 2019 Community Development Committee meeting and finalized its recommendations at the March 11, 2019 Community Development Committee meeting. Throughout the evaluation process, careful attention was paid to the priorities identified in the FY 2015-2020 Consolidated Action Plan as well as public input on CDBG funding recommendations gathered during the FY 2020 citizen participation process.

The formal public comments period notice was posted in local newspaper *Foster's Daily Democrat* on March XX, 2019, and copies of the public comments notice were also posted at City Hall, the City's Community Center, on the City's website, and on the Office of Economic and Community Development's Facebook page on March XX, 2019. In the notice, the public was invited to review the draft Annual Action Plan in-person at the Office of Economic and Community Development, the City Clerk's Office at City Hall, the public library, and/or on the City's Community Development Division webpage. [comments received]

The draft FY 2020 Annual Action Plan was presented for a first reading to the full City Council at the April 2, 2019 City Council Meeting. A second public hearing was held on April 16, 2019. [comments received] A second reading of the draft plan occurred at the May 7, 2019 City Council meeting. City Council adopted the FY 2020 Annual Action Plan at the May 7, 2019 meeting.

Citizen Participation Outreach

DRAFT

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Public Meeting	Ward 6 residents	20 residents in attendance	Concerns regarding sex offenders in neighborhood, concerns about downtown vacancies and support for downtown revitalization, suggestion to provide free laundry services for Rochester Housing Authority and other low-income minor residents.	N/A. All comments were accepted.	N/A.

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Public Meeting	Ward 4 residents	3 residents	Lack of support for elementary school projects, as there are too many elementary schools; suggestion for new playground at Roger Allen Park; suggestion to fund End 68 Hours of Hunger; suggestion to install lights at Hanson Pines Park basketball courts.	N/A. All comments were accepted.	N/A.
Public Meeting	Ward 1 residents	30 to 35 residents	Concerns regarding homelessness and support for homeless shelters, support for The Grange, suggestion for public places for homeless persons to charge phones.	N/A. All comments were accepted.	N/A.

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Public Meeting	Ward 5 residents	4 residents	Support for a downtown teen center, support for downtown green spaces projects, support for Bridging the Gaps and other youth substance use prevention organizations.	N/A. All comments were accepted.	N/A.

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Public Meeting	Ward 2 residents	9 residents	Suggestion to fund Rochester Fairgrounds, concerns regarding substance use disorder and overdoses, concerns regarding road infrastructure, support for Hope on Haven Hill, support for services for abused and neglected children, support for downtown revitalization projects.	N/A. All comments were accepted.	N/A.

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Public Meeting	Elderly residents	25 residents	Residents spoke on the need for transportation, walkable communities/access to community resources, palliative care, Alzheimer's/dementia resources, lack of home care providers workforce, need for better education on existing resources and better partnerships between resource providers.	N/A. All comments were accepted.	N/A.
Public Hearing	General	0 residents	No comments were made at the hearing	N/A. No comments were made at the hearing.	N/A.
Public Comments	General	TBA	TBA	TBA	TBA
Public Hearing	General	TBA	TBA	TBA	TBA

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Online	General	8 residents	Concerns regarding housing affordability and increasing lack of affordability, broad support for FY 18-19 CDBG subrecipients except for split support/lack of support for SOS Recovery Center, suggestions to build new housing for homeless and low-income residents, recreational facilities for youth, and affordable child care for at-risk parents.	N/A. All comments were accepted.	https://www.surveymonkey.com/r/LD7QGGW

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The FY 2020 CDBG grant application requested information on whether CDBG funding would be used to leverage other funding available to the public service agencies. This information was taken under consideration as a factor by the Community Development Committee during the grant application evaluation process, with the goal of maximizing CDBG funding impact through taking advantage of available leveraging opportunities.

The City of Rochester also provides local general city funds to public service agencies every fiscal year: **Community Action Partnership of Strafford County, The Homemakers/Easter Seals, and Cornerstone VNA**. These agencies serve low-income residents, elderly residents, and residents with disabilities. The City of Rochester also uses general city funds to support Rochester Main Street, which provides economic development services to the downtown business district; the Cooperative Alliance for Seacoast Transportation (COAST), which is the main public

transportation agency for the region; and the East Rochester Library.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$247,041.45	\$61,527	\$87,198.07	\$395,766.52	\$0.00	Program income is calculated in the form of anticipated repayments to the Job Opportunity Benefit Loan Program.
General Fund	Public - local	Public Services	\$227,869	\$0	\$0	\$227,869	\$0.00	This is local funding to support Rochester Main Street, Community Action Partnership of Strafford County, The Homemakers/EasterSeals, Cornerstone VNA, COAST, and the East Rochester Library.

Table 5 - Expected Resources – Priority Table

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

The FY 2019 CDBG grant application requested information on whether CDBG funding would be used to leverage other funding available to the public service agencies. This information was taken under consideration as a factor by the Community Development Committee during the grant application evaluation process, with the goal of maximizing CDBG funding impact through taking advantage of available leveraging opportunities.

The City of Rochester also provides local general funds to three public service agencies every fiscal year: Community Action Partnership of Strafford County, The Homemakers, and Cornerstone VNA. These agencies serve low-income residents, elderly residents, and residents with disabilities. The City of Rochester also uses general city funds to support Rochester Main Street, which provides economic development services to the downtown business district; the Cooperative Alliance for Seacoast Transportation (COAST), which is the main public transportation agency for the region; and the East Rochester Library, which is not owned by the city but a separate non-profit entity.

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

The City of Rochester owns and maintains several recreational facilities, including the land of Hanson Pines Park, Squamanagonic Recreation Area, the Gonic Pool, the East Rochester Pool, Roger Allen Park, and the Rochester Ice Arena. The City also owns the land of Central Square, downtown Factory Court, the land of Rochester Commons, the buildings that house the Rochester Public Library and the Rochester Opera House, the building that houses the Rochester Community Center, and all public school buildings.

This represents a significant variety of cultural, educational, and recreational resources.

Discussion

CDBG funding for FY 2020:

Administration (20% cap set by HUD): \$49,408.29

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

Public Services (15% cap set by HUD): \$37,056.22

My Friends' Place: \$8,000.00

Cross Roads House: \$11,000.00

Community Partners: \$2,000.00

SHARE Fund: \$2,056.22

Dover Adult Learning Center: \$5,000.00

Strafford Nutrition Meals on Wheels: \$1,000.00

Tri-City Co-op: \$2,000.00

Seacoast Youth Services / Bridging the Gaps: \$2,000.00

MY TURN: \$4,000.00

Housing Rehabilitation and Public Facilities (remaining 65% of grant allocation): \$247,775.01 (\$160,576.94 + \$87,298.07 in prior year CDBG funds)

Rochester Child Care Center – Fire Sprinkler System: \$20,000.00

Community Action Partnership of Strafford County – Weatherization Program: \$59,775.01

Rochester Opera House – Chairlift Project: \$23,000.00

East Rochester Public Library – Roof Replacement: \$10,000.00

Rochester Riverwalk – Canoe/Kayak Launch Project: \$25,000.00

Gonic Pool/Recreation Area Improvements: \$50,000.00

Historic District Commission – Downtown Façade Improvements Program: \$10,000.00

Homeless Center for Strafford County – Land Acquisition for New Shelter: \$50,000.00

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Affordable Housing for Homeless Persons	2015	2020	Affordable Housing Homeless	Rochester Low-Moderate Income Census Tracts	Affordable Housing and Homeless Assistance	CDBG: \$19,000	Homeless Person Overnight Shelter: 105 Persons Assisted
Retention of Affordable Housing Stock	2015	2020	Affordable Housing	Rochester Low-Moderate Income Census Tracts	Affordable Housing Stock Retention	CDBG: \$59,775.01	Homeowner Housing Rehabilitated: 50 Household Housing Unit
Increase Access to Quality Facilities and Services	2015	2020	Non-Homeless Special Needs Non-Housing Community Development	Rochester Low-Moderate Income Census Tracts	Improved Safety and Livability of Neighborhoods	CDBG: \$131,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 9,322 Persons Assisted Public service activities other than Low/Moderate Income Housing Benefit: 561 Persons Assisted

Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Improving the Safety/Livability of Neighborhoods	2015	2020	Non-Homeless Special Needs Non-Housing Community Development	Rochester Low-Moderate Income Census Tracts	Improved Safety and Livability of Neighborhoods	\$10,000	Facade treatment/business building rehabilitation: 1 business
Reducing Substance Abuse (Especially Heroin)	2015	2020	Non-Homeless Special Needs Non-Housing Community Development Substance abuse	Rochester Low-Moderate Income Census Tracts	Improved Safety and Livability of Neighborhoods	CDBG: \$2,000	Public service activities other than Low/Moderate Income Housing Benefit: 35 Persons Assisted
Increase Access to Affordable and Quality Housing	2015	2020	Affordable Housing Non-Homeless Special Needs	Rochester Low-Moderate Income Census Tracts	Affordable Housing and Homeless Assistance	CDBG: \$54,056.22	Public service activities for Low/Moderate Income Housing Benefit: 15 Households Assisted Public facilities activities for Low/Moderate Income Housing Benefit: 30
Public Services Concerned with Employment	2015	2020	Non-Housing Community Development Economic Development	Rochester Low-Moderate Income Census Tracts	Public Services Concerned with Employment	CDBG: \$9,000	Public service activities other than Low/Moderate Income Housing Benefit: 195 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

Annual Action Plan
2019

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Goal Name	Affordable Housing for Homeless Persons
Goal Description	<ul style="list-style-type: none"> • Cross Roads House (600 Lafayette Rd., Portsmouth, NH 03801): Homeless shelter and services for Rochester residents • My Friend's Place (368 Washington St., Dover, NH 03820): Homeless shelter and supportive services for Rochester residents
Goal Name	Retention of Affordable Housing Stock
Goal Description	<ul style="list-style-type: none"> • Community Action Partnership of Strafford County - Weatherization Assistance Program (642 Central Ave., Dover, NH 03820): Weatherization rehabilitation of low-income homes in Rochester
Goal Name	Increase Access to Quality Facilities and Services
Goal Description	<ul style="list-style-type: none"> • Strafford Nutrition Meals on Wheels (25 Barlett Ave., Suite A, Somersworth, NH 03878): Home meal delivery for lower-income residents with disabilities or limited mobility • Tri-City Co-op (55 Summer St., Rochester, NH 03867): Peer to peer mental health support services • Rochester Child Care Center – Fire Sprinkler System (95 Charles St., Rochester, NH 03867): Fire system upgrades at child care center serving lower-income families • Rochester Opera House – Chairlift Project (31 Wakefield St., Rochester, NH 03867): Installation of chairlift to allow full access to Opera House by residents with physical disabilities • East Rochester Public Library – Roof Replacement (55 Main St., Rochester, NH 03868): Replacement of roof on East Rochester Library building • Rochester Riverwalk – Canoe/Kayak Launch (Hillsdale Rd., Rochester, NH 03867): Installation of small watercraft launch on Hillsdale Rd. to provide access to Cocheco River • Gonic Pool/Recreation Area Improvements (1 Railroad Ave., Rochester, NH 03839): Installation of pavilion and picnic area
Goal Name	Improving the Safety/Livability of Neighborhoods
Goal Description	<ul style="list-style-type: none"> • Historic District Commission – Downtown Façade Improvements Program (31 Wakefield St., Rochester, NH 03867): Renovation of facades of downtown commercial buildings
Goal Name	Reducing Substance Abuse (Especially Heroin)

Goal Description	<ul style="list-style-type: none"> Seacoast Youth Services/Bridging the Gaps (39 S. Main St., Rochester, NH 03867): Rent and utilities for youth center serving youth in recovery and youth at risk for substance use disorder
Goal Name	Increase Access to Affordable and Quality Housing
Goal Description	<ul style="list-style-type: none"> SHARE Fund (150 Wakefield St., Rochester, NH 03820): Rental assistance for low-income rental households in Rochester Community Partners (113 Crosby Rd., Suite 1, Dover, NH 03820): Rental assistance for Rochester residents with disabilities Homeless Center for Strafford County (9 Isinglas Dr., Rochester, NH 03839): Land acquisition for construction of new, larger homeless shelter
Goal Name	Public Services Concerned with Employment
Goal Description	<ul style="list-style-type: none"> Dover Adult Learning Center (61 Locust St., Rochester, NH 03820): High school equivalency testing services for low-income Rochester residents MY TURN (1 Winter St., Suite 1, Rochester, NH 03867): Vocational skills training and supportive services for low-income young adults

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

In addition to temporary and emergency housing provided through CDBG and general city funding support of the three regional homeless shelters, the City of Rochester will provide affordable housing through support for the SHARE Fund, Community Partners, and the Community Action Partnership of Strafford County. The SHARE Fund provides rental assistance and other related housing support to low-income persons and families. An estimated number of 15 low-income families are estimated to be provided affordable housing, or assistance staying in affordable housing, during FY 2020. Community Partners provides rental assistance and case management support for residents with mental illnesses or disabilities. An estimated number of 3 residents with disabilities are estimated to be provided affordable housing, or assistance staying in affordable housing, during FY 2020. The Community Action Partnership of Strafford County, through its weatherization program, will provide weatherization of an estimated 50 homes during FY 2020, which will reduce these homeowners' utility bills and allow these homes to remain affordable to their occupants.

Four units of transitional housing are available through the Homeless Center for Strafford County in conjunction with Waste Management. These units house one family each for a period of 12 to 18 months. Case management is provided to the families. Regionally, ninety units of housing have been made available through Low Income Housing Tax Credits, including twelve units of housing for elderly persons. Also regionally available are four units of housing are available to people living with HIV/AIDS, which are owned and managed by AIDS Response Seacoast in conjunction with the Housing Partnership.

DRAFT

Projects

AP-35 Projects – 91.220(d)

Introduction

The individual activities selected for funding in FY 2020 were established to meet HUD outcomes and were those judged to maximize meeting the most vital needs of the City's low to moderate income population as identified at present and projected over the FY 2015-2020 time span. Within the context of these identified needs and objectives, other eligible activities can and may be undertaken and supported with CDBG funding as new opportunities are defined.

Projects

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

Table 7 - Project Information

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

These priorities are based on the FY 2015-2020 Consolidated Action Plan as well as the FY 2020 research and consultations that the Community Development Coordinator conducted with local social service agencies, relevant government agencies and departments, local business and civic organizations, and general Rochester residents. **Activities and programs providing homeless services and affordable housing were prioritized based on continuing community needs for these services.**

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

AP-38 Project Summary
Project Summary Information

DRAFT

Project Name	Planning and Administration
Target Area	Rochester Low-Moderate Income Census Tracts
Goals Supported	Affordable Housing for Homeless Persons Retention of Affordable Housing Stock Reducing Substance Abuse (Especially Heroin) Increase Access to Quality Facilities and Services Increase Access to Affordable and Quality Housing Public Services Concerned with Employment
Needs Addressed	Affordable Housing and Homeless Assistance Affordable Housing Stock Retention Reduction in Substance Abuse (Especially Heroin) Improved Safety and Livability of Neighborhoods Small Business Stabilization and Expansion
Funding	CDBG: \$49,408.29
Description	Planning and administration costs for the City of Rochester CDBG program (salary, office supplies, environmental reviews, Davis-Bacon Act monitoring, etc.)
Target Date	6/30/2020
Estimate the number and type of families that will benefit from the proposed activities	N/A.
Location Description	Office of Economic and Community Development City of Rochester 33 Wakefield St. Rochester, NH 03867
Planned Activities	Planning and administration costs for the City of Rochester CDBG program (salary, office supplies, environmental reviews, Davis-Bacon Act monitoring, etc.)

Project Name	Public Services
Target Area	Rochester Low-Moderate Income Census Tracts
Goals Supported	Affordable Housing for Homeless Persons Reducing Substance Abuse (Especially Heroin) Increase Access to Quality Facilities and Services Increase Access to Affordable and Quality Housing Public Services Concerned with Employment
Needs Addressed	Affordable Housing and Homeless Assistance Reduction in Substance Abuse (Especially Heroin) Public Services Concerned with Employment
Funding	CDBG: \$37,056.22
Description	Public service agency subrecipients
Target Date	6/30/2020
Estimate the number and type of families that will benefit from the proposed activities	911 low-moderate income individuals, predominantly homeless families and families at risk of becoming homeless
Location Description	Cross Roads House: 600 Lafayette Rd., Portsmouth, NH 0380 My Friend's Place: 368 Washington St., Dover, NH 03820 Community Partners, 113 Crosby Rd., Suite #1, Dover, NH 03820 SHARE Fund: 150 Wakefield St., Rochester, NH 03867 Dover Adult Learning Center: 63 S. Main St., Rochester, NH 03867 Strafford Nutrition Meals on Wheels: 25 Bartlett Ave., Suite A, Somersworth, NH 03878 Tri-City Co-op: 55 Summer St., Rochester, NH 03867 Seacoast Youth Services / Bridging the Gaps: 39 S. Main St., Rochester, NH 03867 MY TURN: 1 Winter St., Suite 1, Rochester, NH 03867

Planned Activities	Homeless shelter funding, rental assistance funding, employment and educational assistance funding, meal delivery services, peer to peer mental health services, substance use disorder prevention and recovery services.
Project Name	Housing Rehabilitation
Target Area	Rochester Low-Moderate Income Census Tracts
Goals Supported	Retention of Affordable Housing Stock
Needs Addressed	Affordable Housing Stock Retention
Funding	CDBG: \$59,775.01
Description	Housing rehabilitation grants for low-income residents
Target Date	6/30/2020
Estimate the number and type of families that will benefit from the proposed activities	50 low-income individuals (approximately 25 low-income families)
Location Description	Multiple locations. All homeowners will be low-moderate income residents.
Planned Activities	Weatherization assistance to low-income homeowners.
Project Name	Job Opportunity Benefit (JOB) Loan Program
Target Area	Rochester Low-Moderate Income Census Tracts
Goals Supported	Public Services Concerned with Employment
Needs Addressed	Small Business Stabilization and Expansion
Funding	CDBG: \$73,858.79
Description	JOB Loans job creation loan program (revolving loan fund). Funds are from previously established RLF, not entitlement funds.
Target Date	6/30/2020

Estimate the number and type of families that will benefit from the proposed activities	2 low-moderate income individuals
Location Description	Office of Economic and Community Development City of Rochester 33 Wakefield St. Rochester, NH 03867
Planned Activities	JOB Loans job creation loan program
Project Name	Public Facilities and Infrastructure
Target Area	Rochester Low-Moderate Income Census Tracts
Goals Supported	Increase Access to Quality Facilities and Services
Needs Addressed	Improved Safety and Livability of Neighborhoods
Funding	CDBG: \$188,000
Description	Rochester Child Care Center – Fire Sprinkler System Upgrades Rochester Opera House – Chairlift Installation Project East Rochester Public Library – Roof Replacement Rochester Riverwalk – Canoe/Kayak Launch Project Gonic Pool/Recreation Area Improvements Historic District Commission – Downtown Façade Improvements Program Homeless Center for Strafford County – Land Acquisition for New Shelter
Target Date	6/30/2020
Estimate the number and type of families that will benefit from the proposed activities	9,352 individuals, primarily low-moderate income families

Location Description	<p>Rochester Child Care Center: 95 Charles St., Rochester, NH 03867</p> <p>Rochester Opera House: 31 Wakefield St., Rochester, NH 03867</p> <p>East Rochester Public Library: 55 Main St., Rochester, NH 03868</p> <p>Rochester Riverwalk: Hillsdale Rd., Rochester, NH 03867</p> <p>Gonic Pool/Recreation Area Improvements: 1 Railroad Ave., Rochester, NH 03839</p> <p>Historic District Commission – Downtown Façade Improvements Program: 31 Wakefield St., Rochester, NH 03867</p> <p>Homeless Center for Strafford County – Land Acquisition for New Shelter: 9 Isinglas Dr., Rochester, NH 03839</p>
Planned Activities	<p>Rochester Child Care Center – Fire Sprinkler System: Fire system upgrades at child care center serving lower-income families</p> <p>Rochester Opera House – Chairlift Project: Installation of chairlift to allow full access to Opera House by residents with physical disabilities</p> <p>East Rochester Public Library – Roof Replacement: Replacement of roof on East Rochester Library building</p> <p>Rochester Riverwalk – Canoe/Kayak Launch: Installation of small watercraft launch on Hillsdale Rd. to provide access to Cocheco River</p> <p>Gonic Pool/Recreation Area Improvements: Installation of pavilion and picnic area</p> <p>Homeless Center for Strafford County – Land Acquisition for New Shelter: Land acquisition for construction of new, larger homeless shelter</p>

AP-50 Geographic Distribution – 91.220(f)

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

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

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

Geographic Distribution

Target Area	Percentage of Funds
Rochester Low-Moderate Income Census Tracts	72%

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

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

Discussion

The **28%** of funding that will not occur within Rochester low-moderate income census tracts is funding for **Community Action Partnership of Strafford County's weatherization assistance program, the homeless shelters My Friend's Place and Cross Roads House, and rental assistance activities provided by the SHARE Fund and Community Partners**. While individual project locations may be outside of identified low- to moderate-income census tracts, all individual clients served through these funds will be low- to moderate-income. All of these programs verify client income and/or homeless status before services are provided.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Focus is placed on rental assistance and housing stock rehabilitation, rather than housing acquisition, as rental assistance and housing rehabilitation have been identified as budget-maximizing approaches to increasing access to affordable housing. In particular, a disproportionate number of low-income and/or racial/ethnic minority households rent versus own their homes.

In addition, a large number of elderly residents live in manufactured housing that requires weatherization services, and Community Action Partnership of Strafford County's weatherization assistance program consistently reports that over half of its served Rochester clients are elderly residents and/or living in manufactured housing.

One Year Goals for the Number of Households to be Supported	
Homeless:	105
Non-Homeless:	0
Special-Needs:	0
Total:	105

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance:	15
The Production of New Units:	0
Rehab of Existing Units:	25
Acquisition of Existing Units:	0
Total:	35

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

Discussion

N/A.

AP-60 Public Housing – 91.220(h)

Introduction

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

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

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

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

The Community Development Coordinator and Rochester Housing Authority will continue to hold meetings to engage public housing residents in the management process as well as to help identify unmet community needs and opportunities for new programs to better serve Rochester Housing Authority residents.

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

As part of the City of Rochester's Section 3 compliance measures, the Community Development Coordinator also ensures that all CDBG-funded construction project bid invitations are provided to Rochester Housing Authority residents so that residents have an opportunity to bid on such projects. This helps Rochester Housing Authority residents to build financial independence which can lead to subsequent better positions for home ownership.

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

provided or other assistance

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

Discussion

N/A.

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

Introduction

Consultations with public service agencies and local government staff regarding housing issues and homelessness indicate a continuing and substantial need for homeless shelters and supportive services. Public input consistently echoed these concerns, as well. This FY 2020 Annual Action Plan incorporates continued funding for the provision of services through regional homeless shelters as well as services aimed at preventing homelessness, **such as rental assistance and mental health supportive services.**

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs.

The City of Rochester will be participating actively in the Seacoast's Coordinated Entry system for provision of a range of services to the City's homeless population. This will include attendance by the Community Development Coordinator at all relevant meetings with regional homeless services providers, the City of Rochester's welfare officer, and other key officials and stakeholders to coordinate on serving the City's homeless population.

The Community Development Coordinator will also participate actively with the Greater Seacoast Coalition to End Homelessness and the New Hampshire Balance of State Continuum of Care. The City of Rochester will assist the state in implementing statewide coordinated entry in any way possible.

The City of Rochester will also fund a wide range of public service agencies that provide services such as emergency housing and homelessness prevention. **This includes direct CDBG funding to two of the region's homeless shelters, including the largest-capacity shelter in the region, and rental assistance to those who are homeless or at risk of becoming homeless.** The homeless shelters, as part of our regional Coordinated Entry process, assess individual needs during the intake process and prioritize unsheltered persons for shelter and services.

Addressing the emergency shelter and transitional housing needs of homeless persons.

The City of Rochester will fund the region's three primary homeless shelters. My Friend's Place provides emergency and transitional shelter for families and single women, and Cross Roads House provides emergency shelter for men, women, and families, as well as Housing First programs and post-housing case management. Cross Roads House is the largest capacity shelter in the Seacoast region. In addition, Rochester will be funding the Homeless Center for Strafford County, which provides emergency and transitional shelter for families and single women, so it can purchase land to construct a new, larger-capacity shelter located within the City of Rochester.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that

individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

The City of Rochester plans to fund a wide range of public service agencies in FY 2020 that provide services such as emergency housing, homelessness prevention, and rental assistance to those who are homeless or at risk of becoming homeless. My Friend's Place provides emergency and transitional shelter for families and single women, and Cross Roads House provides emergency shelter for men, women, and families, as well as Housing First programs and post-housing case management. Cross Roads House also participates in a statewide initiative to reduce veteran homelessness and provides shelter and services to between three to five homeless veterans at any given time.

In addition, the Community Development Coordinator will be working with the Tri-City Homelessness Task Force to identify strategies and programs to provide emergency shelter and permanent housing for chronically homeless individuals and families. This will include identification of non-CDBG funding sources to help pay for existing and newly created housing initiatives.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City of Rochester plans to support low-income individuals and families to avoid becoming homeless through a variety of approaches. Rochester will fund rental assistance to those who are at risk of becoming homeless as well as fund programs and activities aimed at assisting low-income individuals and families over a longer term through investments in educational and employment/vocational training, such as Dover Adult Learning Center's provision of high-school equivalency exam preparation services. Finally, Rochester will fund mental health supportive services, such as rental assistance for residents with mental illnesses and/or developmental disabilities, and substance use prevention and recovery services. Community Partners' rental assistance program provides rental assistance to low-income persons with mental illnesses and/or developmental disabilities, and Seacoast Youth Services/Bridging the Gaps is opening a youth center aimed at serving youth in recovery and youth at risk of developing substance use disorders.

Discussion

N/A.

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

Introduction

Barriers to affordable housing in the City of Rochester continue to consist primarily of regional high rental rates (over 30% of lower income renters' income), very low vacancy rates in the rental housing market (hovering around 1% vacancy), and preferences among real estate developers for higher-end market rate housing over more affordable housing (due in part to high construction costs). In FY 2020, the City of Rochester plans to continue its ongoing partnerships with regional public service agencies, such as the SHARE Fund, Community Partners, and the Community Action Partnership of Strafford County, to address these continuing barriers to affordable housing.

Community Action Partnership's weatherization assistance program reduces energy expenses and thereby lowers overall home ownership and maintenance expenses for low-income householders. Rental assistance, provided by both the SHARE Fund and Community Partners, helps low-income residents to obtain safe, quality housing in a rental market with continually rising rent rates. Focus is placed on rental assistance and housing stock rehabilitation because both of these activities are considerably lower cost than the creation of new housing.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment.

The Community Development Coordinator has consulted with New Hampshire Housing; the Workforce Housing Coalition of the Greater Seacoast; Community Action Partnership of Strafford County, and several Rochester city departments during the researching and drafting of the FY 2020 Annual Action Plan. These consultations indicated that relatively low allowable residential densities have impeded affordable multifamily developments. In FY 2018 and FY 2019, the Community Development Coordinator worked with the Planning Department to analyze and revise the downtown density ordinances, and in FY 2020 the Community Development Coordinator plans to explore increasing density allowances in areas of the city outside the downtown core.

Discussion

N/A.

AP-85 Other Actions – 91.220(k)

Introduction

The Community Development Coordinator plans to continue collaborations with to regional public service agencies, local and state government entities, and local business organizations to maximize the impact of available CDGB funds. This will include coordination with the Workforce Housing Coalition of the Greater Seacoast to explore potential best uses for the downtown housing charrette report drafted in November 2018; regular presentations at Community Development Committee meetings by downtown business organization Rochester Main Street; and participation in the housing opportunities work currently being spearheaded by the Greater Seacoast Coalition to End Homelessness.

Actions planned to address obstacles to meeting underserved needs.

Underserved needs are comprised mostly of continued shortage of affordable housing and the need for comprehensive, integrated services for mental health and substance use disorder recovery. In FY 2020, the City of Rochester's CDBG funding will go toward rental assistance, including rental assistance specifically for residents with mental illnesses; homeless services and rental assistance for low-income residents; and substance use prevention and recovery services.

In addition, The Community Development Coordinator will continue to be actively engaged with the regional Greater Seacoast Coalition on Homelessness, which meets bimonthly to discuss homelessness issues in the region and functions as a local-level continuum of care, and the Tri-City Homelessness Task Force, which meets monthly to strategize on homeless prevention and reduction in the neighboring cities of Rochester, Somersworth, and Dover. Recent Tri-City Homeless Task Force strategizing has focused specifically on addressing the region's affordable housing shortage and the need for more mental health and recovery supports.

Actions planned to foster and maintain affordable housing.

Barriers to affordable housing in the City of Rochester continue to consist primarily of regional high rental rates (over 30% of lower income renters' income), very low vacancy rates in the rental housing market (hovering around 1% vacancy), and preferences among real estate developers for higher-end market rate housing over more affordable housing (due in part to high construction costs). In FY 2020, the City of Rochester plans to continue its ongoing partnerships with regional public service agencies, such as the SHARE Fund, Community Partners, and the Community Action Partnership of Strafford County, to address these continuing barriers to affordable housing.

Community Action Partnership's weatherization assistance program reduces energy expenses and thereby lowers overall home ownership and maintenance expenses for low-income householders. Rental assistance, provided by both the SHARE Fund and Community Partners, helps low-income residents to obtain safe, quality housing in a rental market with continually rising rent rates. Focus is placed on rental assistance and housing stock rehabilitation because both of these activities are considerably lower cost than the creation of new housing.

Actions planned to reduce lead-based paint hazards.

The City of Rochester has applied to participate in an upcoming statewide lead poisoning community

project being organized by New Hampshire Listens, the Conservation Law Foundation, and New Hampshire Legal Assistance. The City of Rochester has assembled a project team comprised of staff from the Community Development Division; Planning Department; Building, Zoning, and Licensing Services Department; and School Department. Rochester Main Street and the Community Action Partnership of Strafford County are also represented on the project team.

Through the community project, the City of Rochester plans to (1) identify where best to target limited municipal resources for maximum impact, (2) how to productively partner with community organizations to implement effective lead poisoning prevention and reduction strategies; and (3) how to evaluate progress and success of our implemented strategies.

The City of Rochester also will continue to fund the housing weatherization work of the Community Action Partnership of Strafford County, which includes lead-safe work practices and lead remediation under certain circumstances. The City of Rochester will ensure lead-based paint safe practices and/or lead-based paint removal in all other construction-based activities funded, as well.

Actions planned to reduce the number of poverty-level families.

The City of Rochester plans to support a range of anti-poverty effort in FY 2020. High school equivalency testing, supplied by the Dover Adult Learning Center, will be funded, as the City of Rochester continues to recognize the value of investing in education for ensuring residents' long-term advancement out of poverty. MY TURN provides vocational skills training, transportation and child care assistance, and paid internship opportunities for lower-income young adults. The City of Rochester also will continue to operate and promote its Job Opportunity Benefits (JOB) Loan Program, which provides loans to small businesses to encourage the hiring of low and moderate income employees. Conditions for receiving a loan require a commitment to creating or retaining a certain number of jobs that are made available to low and moderate income employees. Such jobs must include the potential for advancement. Recent JOB Loan Program loan recipients have included a printing company and sporting arms retailer.

Actions planned to develop institutional structure.

The City of Rochester's Community Development Division plans to work with other City departments (such as the Office of Economic Development, the Planning Department, the Department of Public Works, and the Department of Building, Zoning, and Licensing Services) to implement the programs and activities outlined in this Annual Action Plan. The Community Development Division will also continue to work with other City departments to identify further program needs within the City and to research other funding sources for City projects that are not and/or cannot be funded through CDBG funds.

In addition, the City of Rochester has applied to participate in an upcoming statewide lead poisoning community project being organized by New Hampshire Listens, the Conservation Law Foundation, and New Hampshire Legal Assistance (NHCLA). The City of Rochester has assembled a project team comprised of staff from the Community Development Division; Planning Department; Building, Zoning, and

Licensing Services Department; and School Department.

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

The Community Development plans to build on existing relationships to coordinate activities among a broad range of non-profit agencies, for-profit housing developers, and city staff. This will include regional non-profit housing developer the Housing Partnership, the Workforce Housing Coalition of the Greater Seacoast, and the Community Action Partnership of Strafford County.

The Community Development Coordinator also plans to actively participate in the New Hampshire Balance of State Continuum of Care, the Greater Seacoast Coalition to End Homelessness, and the Tri-City Homeless Task Force. All three coalitions focus on enhancing coordination between government officials, housing providers, and social service agencies.

Discussion

N/A.

Program Specific Requirements

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

Introduction

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

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed: \$0.00
 2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan: N/A.
 3. The amount of surplus funds from urban renewal settlements: N/A.
 4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan: \$0.00
 5. The amount of income from float-funded activities: N/A.
- Total Program Income: \$0.00

Other CDBG Requirements

1. The amount of urgent need activities: 0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan: 77.8%, FY 2020

Discussion

N/A.

	City General Fund										
	CDC Recomm.	FY 19-20 Request	FY 18-19 Approved	FY 17-18 Approved							
Homemakers / EasterSeals	\$10,000	\$15,000	\$0	\$11,272							
Cornerstone VNA	\$28,826	\$28,826	\$28,826	\$28,826							
Community Action Partnership	\$9,000	\$9,000	\$9,000	\$9,000							
COAST	\$140,043	\$140,043	\$127,913	\$118,527							
Main Street	\$35,000	\$35,000	\$35,000	\$35,000							
East Rochester Public Library	\$5,000	\$10,200	\$5,000	\$5,000							
SOS Recovery Center	---	\$20,000	\$25,000	\$0							
total	\$227,869	\$258,069	\$230,739	\$207,625							
					CDBG PSA					CDBG Facility/Rehab/ED	
	Council Approved	CDC Recomm.	FY 19-20 Request	FY 18-19 Approved	FY 17-18 Approved			CDC Recomm.	FY 19-20 Request	FY 18-19 Approved	FY 17-18 Approved
My Friend's Place	---	\$8,000.00	\$8,000.00	7,000.00	7,000.00			\$0.00	\$13,750	0.00	0.00
Community Partners	---	\$2,000.00	\$10,080.00	3,000.00	3,000.00			\$0.00	\$0	0.00	0.00
Homeless Center for Strafford Co.	---	\$0.00	\$0.00	0.00	0.00			\$50,000.00	\$150,000	0.00	0.00
SHARE Fund	---	\$2,056.22	\$6,000.00	5,000.00	5,852.85			\$0.00	\$0	0.00	0.00
East Rochester Public Library	---	\$0.00	\$0.00	0.00	0.00			\$10,000.00	\$20,000	0.00	0.00
Dover Adult Learning Center	---	\$5,000.00	\$5,000.00	5,000.00	5,000.00			\$0.00	\$0	0.00	0.00
Rochester Child Care Center	---	\$0.00	\$0.00	0.00	0.00			\$20,000.00	\$20,000	0.00	0.00
Strafford Nutrition Meals on Wheels	---	\$1,000.00	\$10,000.00	0.00	0.00			\$0.00	\$0	0.00	0.00
SOS Recovery Center	---	\$0.00	14,000.00	5,000.00	0.00			\$0.00	0.00	0.00	0.00
Tri-City Coop	---	\$2,000.00	7,000.00	3,685.05	0.00			\$0.00	0.00	0.00	0.00
Seacoast Youth Services / Bridging the Gaps	---	\$2,000.00	6,600.00	0.00	0.00			\$0.00	0.00	0.00	0.00
New Generation	---	\$0.00	10,000.00	0.00	0.00			\$0.00	0.00	0.00	0.00
ROH - Fly System Project - INELIGIBLE	---	\$0.00	\$0.00	0.00	0.00			\$0.00	\$116,000	0.00	0.00
MY TURN	---	\$4,000.00	10,000.00	0.00	5,041.90			\$0.00	0.00	0.00	0.00
Community Action Partnership	---	\$0.00	0.00	0.00	0.00			\$59,775.01	\$75,000	50,000.00	50,000.00
Cross Roads House	---	\$11,000.00	15,000.00	12,000.00	12,000.00			\$0.00	\$0	0.00	0.00
Gafney Home	---	\$0.00	0.00	0.00	0.00			\$0.00	\$55,000	0.00	0.00
HAVEN	---	\$0.00	10,000.00	0.00	0.00			\$0.00	\$0	0.00	0.00
ROH - Chairlift Project	---	\$0.00	0.00	0.00	0.00			\$23,000.00	\$23,000	0.00	0.00
HDC Façade Improvement Program	---	\$0.00	0.00	0.00	0.00			\$10,000.00	\$50,000	0.00	0.00
Gonic Pool/Recreation Area Improvements	---	\$0.00	0.00	0.00	0.00			\$50,000.00	\$100,000	0.00	0.00
Riverwalk Committee Canoe/Kayak Launch	---	\$0.00	0.00	0.00	0.00			\$25,000.00	\$47,000	0.00	0.00
total		\$37,056.22	111,680.00	40,685.05	37,894.75			\$247,775.01	669,750.00	50,000.00	50,000.00
available			37,056.22						247,775.01		

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City Clerk's Office

CONSTRUCTION PROGRESS

March 25, 2019



RW CRETEAU TECHNOLOGY CENTER



LAVALLEE | BRENSINGER ARCHITECTS

CONSTRUCTION UPDATE

Phase 3 New Front Addition



- Main stair installed
- Slab on deck placed
- Exterior brick continues
- Metal Panels expected next month
- Interior Framing underway
- Interior MEP rough-in ongoing



RW CRETEAU TECHNOLOGY CENTER



LAVALLEE | BRENSINGER ARCHITECTS

CONSTRUCTION UPDATE



Interior Framing underway

Interior MEP rough-in ongoing



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LAVALLEE | BRENSINGER ARCHITECTS

CONSTRUCTION UPDATE



Main stair installed

Slab on deck placed



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LAVALLEE | BRENSINGER ARCHITECTS

CONSTRUCTION UPDATE

Phases 5 Maker Space

Ceiling acoustic panels installed

MEP rough in continues

Corridor shoring to be removed
this week

Room finishes follow

Room turnover at end of school
year



CONSTRUCTION UPDATE

Phases 6 Graphic Arts

Ceiling acoustic panels
installed

MEP rough in underway

Room finishes follow

Room turnover at end of
school year

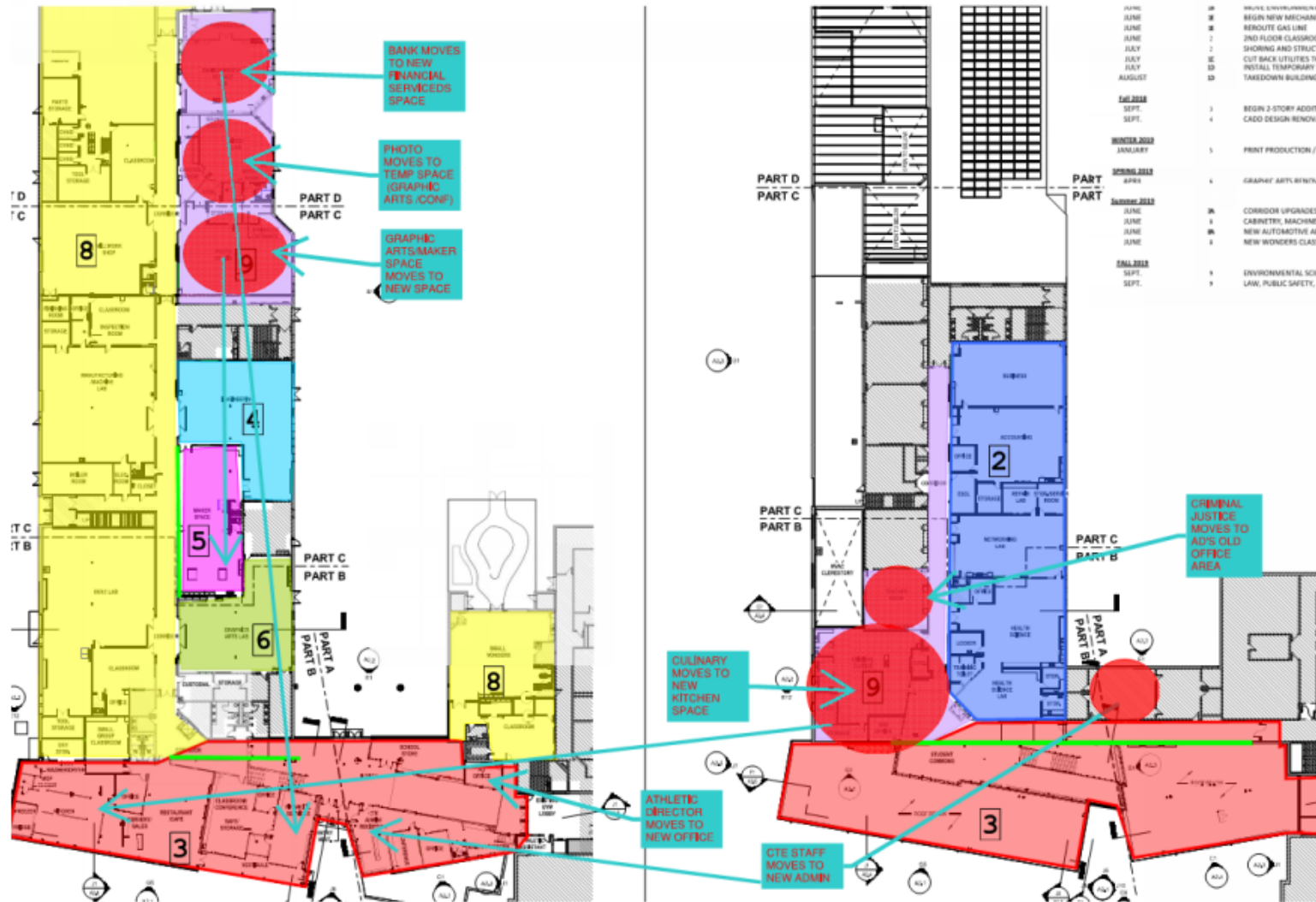


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LAVALLEE | BRENSINGER ARCHITECTS

EARLY SUMMER MOVE PLAN



RW CRETEAU TECHNOLOGY CENTER



LAVALLEE BRENSINGER ARCHITECTS

CONSTRUCTION PHASING

Phase 8 and 8a 1st Floor Lab Renovations & Auto Addition

June through August

HVAC, Machine, Millwork, Auto
Labs

Automotive Masonry Addition
June through end of September

1st floor corridor ceilings, paint
and flooring



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LAVALLEE | BRENSINGER ARCHITECTS

CONSTRUCTION PHASING

Phase 8 Small Wonders

June through August

Masonry Infill old entry door

Millwork

Playground Allowance



CONSTRUCTION PHASING

Phase 9 2nd Floor Criminal Justice

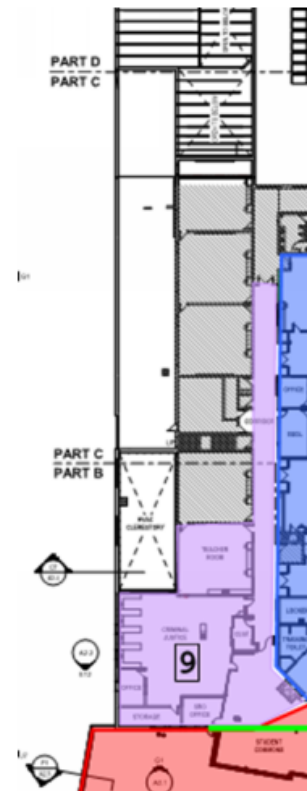
Current Classroom relocates to temporary space when school gets out

Current Culinary moves into new space

Demo will be done during the summer

September through December 2019

2nd floor corridor upgrades – will work on with phase 8



RW CRETEAU TECHNOLOGY CENTER



LAVALLEE | BRENSINGER ARCHITECTS

CONSTRUCTION PHASING

Phase 9 1st Floor Photo / Video Lab/Environmental Science

Current Photo/Video Classroom
relocates to temporary space
when school gets out

Current Financial Services moves
into new space

Demo will be done during the
summer

September through December
2019



RW CRETEAU TECHNOLOGY CENTER



LAVALLEE | BRENSINGER ARCHITECTS

BUDGET

6 Subtotal - Construction Costs		\$13,857,485	\$13,808,670	GMP Contract with Harvey Construction		
Owners Construction Contingency -Allowance		\$500,000	\$700,000	Increased due to unforeseen conditions to date.		
Alternates to come out of contingency						
6	ADD - Cost to Engrave Bricks for Donation - \$20/Brick - pending decisions			JBC Decision to Proceed with Fundraising in Future		
7	ADD- New paving Overlay - \$29,388, Declined by JBC 4/30/18			Declined - JBC to re-evaluate at a later date		
Change Orders / Proposed Change Orders to Date						
	Change Order 1	\$	32,450.33		\$24,178.74	\$8,272
	Change Order 2	\$	(14,703.76)	Credit	-\$10,955.77	-\$3,748
	Change Order 3	\$	106,692.16		\$79,496.33	\$27,196
	Change Order 4	\$	173,095.73		\$128,973.63	\$44,122
	Change Order 5	\$	18,265.42		\$13,609.56	\$4,656
	Outstanding PCO's (Reviewed 03/25/2019)	\$	(5,219.45)	Credit	-\$3,889.01	-\$1,330
Remaining Contingency			\$389,420		\$231,413.48	\$79,166.95
7 TOTAL - Contingencies		\$500,000	\$700,000			
8 Total Project Estimate		\$16,690,224	\$17,137,069			
Likely State Funded Portion		\$12,023,793	\$12,000,000	Assuming 75% Maximum applied to Applicable Expenses - Capped Per Budget Request	\$12,122,719.15	\$4,935,510.21
Likely Community Funded Portion		\$4,666,431	\$5,137,069	Costs for renovations related to Improvements for High School Areas and Sitework		
Local/Community Funding Sources						
a	Bond Amount Per City Council	\$	4,800,000.00			
b	Operating Budget Previous Years Expenditures	\$	21,043.00	Local Portion For Pre-Bond Services		
c	Atlantic Broadband	\$	9,685.70			
d	Rebates through Electric Company	\$	30,000.00	To be Verified - Subject to availability		
e	Operating Budget 2019 or Other Funding Source	\$	276,339.80	Needed for overages above on Local Side		
Total Local Funding Available		\$	5,137,068.50			

Remaining contingency assuming all pending items are accepted



RW CRETEAU TECHNOLOGY CENTER



LAVALLEE | BRENSINGER ARCHITECTS

CHANGE ORDER #6

PCO 68 – Video Lab Revisions \$5,209.45

- Reason for Change: **Changes to the Video Lab to coordinate with the owner's equipment consultant, who was not on board at time of bidding**
- Category: **Client Request**
- AE Team Recommendation: **Acceptable by LBA and Fitzmeyer and Tocci**
- AE Fees: **Waived**
- Action: **Owner to review with JBC and verify if this will be executed into a Change Order**

PCO 69 – RFI #107 – CREDIT - Delete Lockers in Auto Lab 168A \$5,552.00

- Reason for Change: **Reusing unused metal lockers from Graphic Arts Classroom**
- Category: **Client Request**
- AE Team Recommendation: **Pricing is fair. Recommend this move forward into Change Order**
- AE Fees: **Waived**
- Action: **Owner to review with JBC and verify if this will be executed into a Change Order.**

PCO 70 - RFI #106 – CREDIT – Delete Chase 193^a \$3,880.50

- Reason for Change: **Chase provided on arch drawings was no longer used by Mechanical Design**
- Category: **Error/Omission**
- AE Team Recommendation: **Architect recommends moving forward**
- AE Fees: **N/A on Error/Omission**
- Action: **Owner to review with JBC and verify if this will be executed into a Change Order.**

PCO 71 – PR-033 – CREDIT - Delete (3) Windows at South Elevation - \$996.40

- Reason for Change: **Windows are not required according to the programmed interior space, phasing of construction is benefited by their omission.**
- Category: **CM Request / Client Request**
- AE Team Recommendation: **Pricing is fair. Recommend this move forward into Change Order.**
- AE Fees: **Waived**
- Action: **Owner to review with JBC and verify if this will be executed into a Change Order.**



RW CRETEAU TECHNOLOGY CENTER



LAVALLEE | BRENSINGER ARCHITECTS

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City Clerk's Office

Finance Committee
Meeting Minutes

Meeting Information

Date: March 12, 2019
Time: 7:00 P.M.
Location: City Council Chambers
31 Wakefield Street
Rochester, New Hampshire

Committee members present were: Mayor McCarley, Deputy Mayor Varney, Councilor Walker, Councilor Gray, Councilor Lauterborn and Councilor Keans (arrived at 7:13pm). **Absent:** Councilor Torr. **City staff present were:** City Manager Blaine Cox, Interim Finance Director Roland Connors, and Accountant Sam Kelley. **Others Present:** Stacey Marchionni from the Revolution.

Agenda & Minutes

1. Call to Order

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

2. Public Input:

There was no public input.

3. Unfinished Business

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

4. New Business

4.1 Factory Court Lease with Revolution

The city manager is looking to extend the Factory Court lease with the Revolution for five years at a rate of \$2500/year. All other terms of the existing agreement are to remain the same.

Council Varney made a motion to recommend to the full council to approve the City Manager signing the contract. Councilor Lauterborn seconded it. All councilors were in favor.

4.2 Fund Balance Policy and General Ordinance 11.19 – Minimum Requirement

A discussion was had about the difference in the fund balance minimum requirement among the general ordinance and the policy accepted by City Council. The general ordinance states that the minimum fund balance requirement is 5% while the policy gives a range of 8-17%. Councilor Lauterborn made a recommendation to update the ordinance to state the minimum fund balance should be between 8-17% so that it is the same as the policy. Interim Finance Director Connors stated that the DRA recommends a

minimum of 5% and maximum of 17%. GFOA recommend that communities maintain a fund balance equal to two months of operating revenues or two months of operating expenditures. Interim Director Connors pointed out another major inconsistency between the general ordinance and the policy. The ordinance states 5-10% of total GF appropriations and the policy states total GF expenditures. Councilor Varney recommends getting rid of the policy and going with just the ordinance. After further discussion, Mayor McCarley suggested that the finance team go back to make changes and bring back a recommendation for the finance committee to re-review.

5. Reports from Interim Director of Finance & Administration

Interim Director Connors advised that the City received notification from Primex of a 2018 premium holiday for Worker's Compensation and have since received a check for \$145,000 which has been posted to the General Overhead Revenue account. Connors further noted that the contingency account is now down to \$24,000.

5.1 Report on Tax Deeded Property

There were no questions or concerns regarding the report on tax deeded property.

5.2 Report on Sale of City Property

It was noted by Interim Director Connors that the figures include deposits from the latest auction. There were no questions or concerns regarding the report on sale of city property.

5.3 Monthly Financial Report

There were no questions or concerns regarding the monthly financial report for February.

6. Other

Councilor Gray mentioned that the Strafford County Homeless Shelter came before the committee asking about money to purchase land. He'd like to see them contact the city about any parcels of land we may have available and for them to contact the county before they invest any money into land.

Councilor Varney wants the committee to explore a capital reserve fund for vehicles which will reduce the undesignated fund balance.

Mayor McCarley wants the committee to think about the possibility of looking at calculating the tax cap differently. This type of amendment would require a charter change. CM Cox will gather some information to bring back to finance committee regarding this.

7. Adjournment

Councilor Walker made the motion to adjourn the meeting at 7:18 P.M. Councilor Varney seconded. All councilors were in favor.

Public Safety Committee
Council Chambers
March 20, 2019
7:00 PM

MEMBERS PRESENT

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

MEMBERS ABSENT

Councilor Jeremy Hutchinson

OTHERS PRESENT

Michael Bezanson, PE, City Engineer
Gary Boudreau, Deputy Police Chief
Mark Klose, Fire Chief
Dan Camera, GIS Asset Mgmt. Technician
Sandy Averill-Maple Street
Richard Townsend-Emerson Avenue

Minutes

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

1 Public Input

Sandy Averill from Maple Street was present to voice concerns regarding the Washington Street crosswalks. She said that the crosswalks between Brock and North Main Streets, specifically at Madison Avenue and Chasse Street near Goodfellas Pizzeria on Washington Street are a concern. When she walks her dog she has a very hard time crossing in the crosswalks on Washington Street. She was almost hit by a car near Goodfellas while walking her dog. It took a long time for someone to stop for her in the crosswalk, finally a vehicle stopped coming from North Main Street then another stopped coming from Brock Street heading towards North Main Street. As she was starting to cross, a second vehicle coming from the Brock Street area heading towards North Main Street went around the vehicle in front of her by using the parking area in front of Goodfellas. Vehicles were honking at her to let her know someone was crossing in the crosswalk but she just kept going. Councilor Lachapelle asked Mr. Bezanson if the space in front of Goodfellas could be painted with crosshatch markings for no parking. Mr. Bezanson said yes that vehicles shouldn't be

parking in advance of a crosswalk. Fire Chief Klose asked if there were any signs indicating the crosswalks and Councilor Walker responded that there were not any signs in the area. Councilor Walker asked Mr. Bezanson if DPW had any “State Law Stop for Pedestrians within Crosswalk” signs in stock. Mr. Bezanson said that he’d need to check to be certain, but probably yes. Ms. Averill asked if there was parking allowed on the Fairway Avenue side of Goodfellas? Councilor Walker said there really was not much room there for parking. She stated that they do park there. Councilor Walker said this is standard no parking by the corner and this should have crosshatch markings too. ***Councilor Walker made a motion to paint crosshatch markings for no parking within 20 feet of the crosswalk on Fairway Avenue and within 20 feet of the crosswalk on Washington Street by Goodfellas. The motion was seconded by Councilor Hamann. Unanimous voice vote carried the motion.*** Councilor Hamann said that a couple of months ago they talked about school zone signs on Portland Street. Kids walk in this area to the middle school. The Public Safety Committee decided to hold off a discussion regarding signs in this area until the next month’s meeting. This area will be the focus of next month’s School Zone Signage discussion. Mr. Bezanson will prepare school route maps for the schools in this area. Councilor Walker said that maybe some directed patrols may help. Deputy Chief Boudreau will have some directed patrols done in this area of Washington Street.

Richard Townsend the developer and approver of Emerson Avenue properties was present to go over some safety issues in the area. He owns property on Emerson Avenue and there are drainage issues that the City has indicated that they would address in the spring. At the end of Emerson, a dead end street, is a fire hydrant in the pavement; Mr. Townsend claimed it had been hit at least 6 times since he has owned 30 Emerson Avenue. He said he would grant the City an easement to get the fire hydrant out of the road. The drainage basin in the area fills up. There is 300 feet of pavement next to his neighbor’s property that floods due to lack of proper drainage. He stated that his neighbor on Emerson Avenue has fallen because of icing in this area of the road. Portions of the pavement are outside of the City’s right-of-way and Mr. Townsend asked that the pavement be relocated to the center of the right-of-way. He also mentioned that there is a curb stop that needs to be worked on. Mr. Townsend said the public sewer is at the intersection of State Street and Emerson Avenue. He mentioned that it would be a straight shot to continue the sewer down Emerson Avenue, as he does not have sewer available for 30 Emerson Avenue now. In order to subdivide 30 Emerson, public sewer would need to be extended down Emerson

Avenue. He was told DPW did not have funds in the budget to do this, he said he has serious concerns regarding the area. He stated he is willing to loan the City \$50,000 in return for tax credits on his properties. This would allow the fire hydrant to be moved out of the road way, relocate the 300' to 400' strip of pavement, improve the drainage, and extend the sewer down Emerson Avenue. He has done work to improve the groundwater situation in the area; he installed a vein cut on his property at 30 Emerson Avenue and installed a reserve pump. He said it worked; the groundwater level is now lower in this area. Councilor Lachapelle said this actually should be presented to the Public Works Committee that meets tomorrow night. Mr. Townsend said he was directed to the Public Safety Committee because of the safety issues. Councilor Walker asked him to come to the Public Works Committee meeting on Thursday night, March 21st, at 7:00 PM to present his concerns; Mr. Townsend said he would be there.

2. Chamberlain Street-Safety Request

Councilor Walker summarized the issue. Deputy Chief Boudreau said that the crossing guard that works at the Chamberlain/Franklin intersection wrote a letter with some safety concerns with that area. He has requested a body camera; this request cannot be granted. He has also requested a stop sign with blinking red lights, similar to the one at Tebbetts/Old Dover Road intersection. Deputy Chief Boudreau told the crossing guard he would bring his request to the Committee but wasn't sure what the outcome would be. ***Councilor Hamann made a motion to deny the blinking stop signs at the Chamberlain Street/Franklin Street intersection. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.***

3. School Zone Signage

Councilor Walker summarized the issue. Mr. Bezanson said that they looked at the Chamberlain Street School this past month. He noted that existing signage is for the most part compliant with the latest revision of MUTCD; however, the color of the signs has not yet been updated to the fluorescent yellow-green background required for school warning signs. Mr. Bezanson said he wasn't recommending to the Committee complete replacement of the signs simply for color yet, and he wanted to be sensitive to the sign budget. Perhaps this will be a task for the next fiscal year. Mr. Bezanson did want to bring to the Committee's attention a "Slow School Zone" sign that presently exists on Chamberlain Street; this sign is no longer supported by MUTCD. He suggested that the sign be

removed and that it could be replaced by establishing a school speed limit zone. Councilor Lachapelle said they could act now on the school speed limit signs and wait to July 1st when the new sign budget is in place to incorporate the new signs with the correct color. ***Councilor Lachapelle made a motion to replace the one “Slow School Zone” sign, which is currently out of compliance, with signs in each direction for school speed limit 20 MPH with the times and end school speed limit signs at the discretion of DPW. The motion was seconded by Councilor Gates. Unanimous voice vote carried the motion.***

4. E911 Update

Councilor Walker summarized the issue. Deputy Chief Boudreau said that the E911 Committee did not meet this month yet. He said the public hearings for East Rochester Main Street and Gonic Main Street both took place. He attended the East Rochester public hearing, but could not attend the Gonic one due to another meeting he had to attend that night. He stated that there was a pretty good turnout for the East Rochester Public hearing. Most of the residents that attended were from Autumn Street, the residents were overwhelmingly not in favor of the renaming; mostly they were upset because of the renumbering and the reverse of the numbering, not so much because of the renaming. The other concern was the numbering on Main Street by Portland Street. The committee is looking into the numbering on Portland Street and the vacant lots so the numbering will not have to change again. Deputy Chief Boudreau said, according to the minutes of the Gonic public hearing, the owner of the Gonic Mill was present to express concerns of the businesses in the Mill, but Assistant Chief Wilder went around and checked with business in the Mill to make sure their concerns were answered. The other concerns were from property owners making sure that their tenants were notified. He said that hopefully later this month they will have a meeting and will get everything prepared to bring forward for approval.

5. Emergency Management Update

Councilor Walker summarized the issue. Fire Chief Klose said that they are in the final stages of the EMPG Grant at the cost of \$50,806.00. They applied for this this grant last October but due to some difficulties some on the State side and some on the City side it was delayed. They had been looking to update the Annex for the new operation center but because of the generation, they could not use the building and had to go back to square one and use the Central Fire

Station. The grant will be for EOC Operations. Fire Chief Klose also wanted to caution the public on some flooding that may occur this weekend due to run off of snow melt. Currently there are no flood warnings from the State, but due to the Nor' Easter that may come the warnings may be out soon. Just be prepared for flooding streets.

6. Other

Autumn Street- Heavy Trucks Accessing Post Areas

Councilor Walker received an email from Councilor Varney. He attended Ward 1 Run meeting and the residents said that heavy trucks were accessing Autumn Street to get to Salmon Falls Road and Portland Street to get to 202 and both areas are post "no thru trucks". Councilor Walker said that maybe some directed patrols should be done in this area morning and afternoons. Deputy Chief Boudreau said that he will have some directed patrols done in those areas of concern.





Installation of Center Lane Farmington Road by Tractor Supply to Farmington Town Line

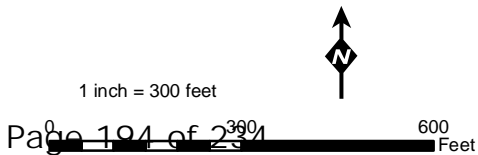
Deputy Chief Boudreau said that the Planning Department received a letter from NHDOT regarding installing a center two-way-left-turn-lane on Farmington Road from Two Rod Road (Tractor Supply) to the Farmington town line. Deputy Chief Boudreau said that same solution worked on the lower end of Farmington Road and cut down on accidents. Councilor Walker asked if it would be just paint. Deputy Chief Boudreau said NHDOT is generally not planning to widen the pavement, simply overlaying new pavement and, yes, re-striping the road. They are also planning a widened shoulder near Rochester Pediatrics to accommodate a pullover area for a COAST bus stop. The tentative date for NHDOT to advertise this project is January 2020, so construction is likely to start in spring 2020.

Councilor Lachapelle made a motion to adjourn the meeting at 7:43 PM. Councilor Gates seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Laura Miller, Secretary II.



- Legend
-  School
 -  Existing Signage
 -  Crosswalk
 -  Sidewalk



This map is intended for planning purposes only.
All features shown should be considered approximate.
Date: 2/25/2019
Author: DC - Rochester, NH
Source: NHGRANIT, City of Rochester

Existing Conditions
Chamberlain Street School Zone
Rochester, NH

**Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding
the Location and Boundaries of Zoning Districts**

THE CITY OF ROCHESTER ORDAINS:

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

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

WHEREAS, the Mayor and City Council of Rochester desire to amend the City of Rochester Zoning Map to change the zoning for the property located at 287 Rochester Hill Road from Agricultural to Office/Commercial.

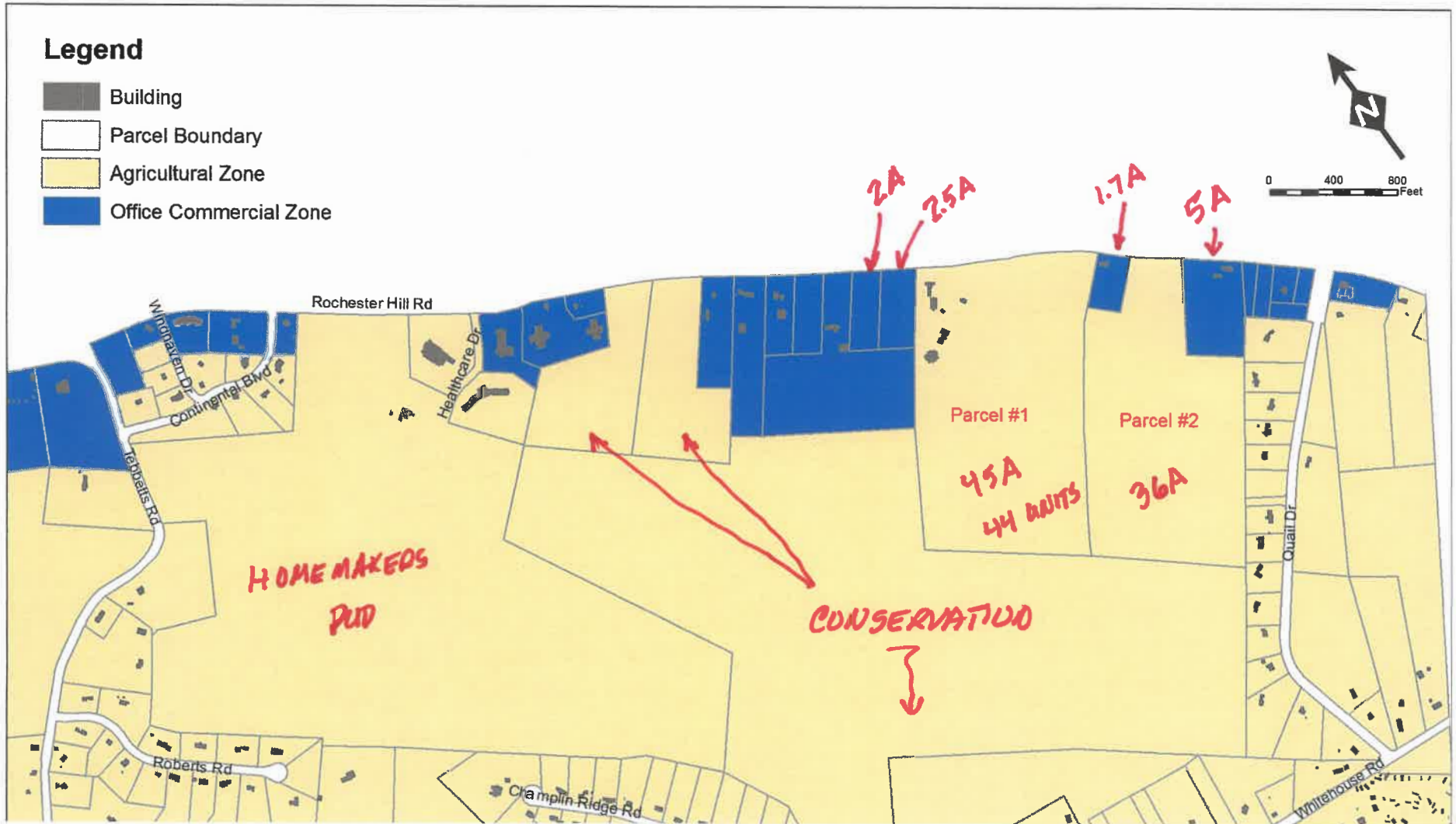
THEREFORE, the Mayor and City Council of Rochester ordain that the zoning of the property located at 287 Rochester Hill Road in the City of Rochester shall be changed in accordance with the Attached Exhibit. (Exhibit A).

FURTHER, the City of Rochester Zoning Map shall be amended and updated to reflect that the above shown property are included in the Office/Commercial Zone and are removed from the Agricultural Zone.

The effective date of these amendments shall be upon passage.

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City Clerk's Office



VARNEY!



Rochester, NH

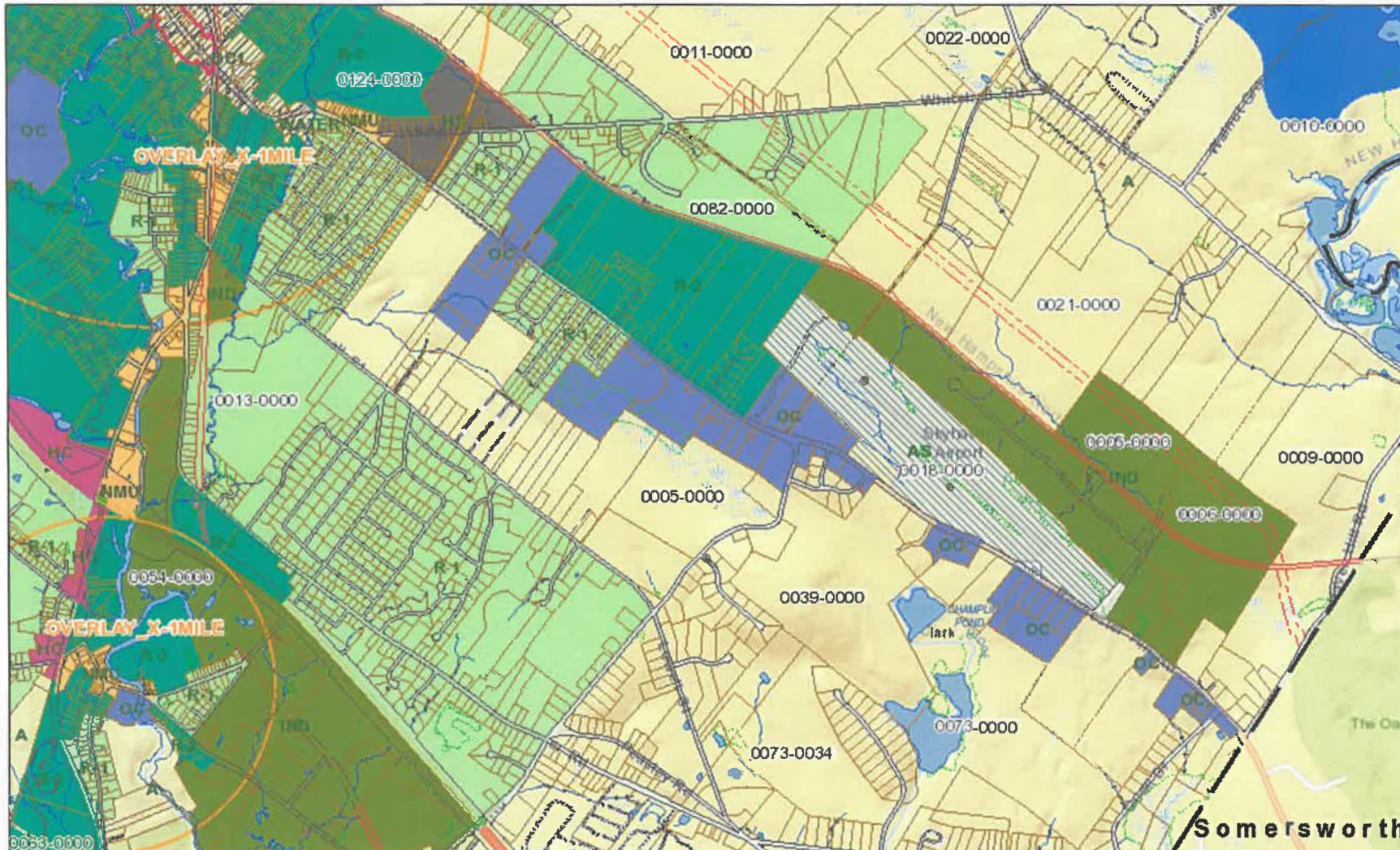


03/28/2019

March 14, 2019

1 inch = 2151 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.

VARNEY 2

TABLE 18-A RESIDENTIAL USES 8/7/2014/4/2017

03/28/2019

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

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

JARNEY 3

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

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

VARNEY 4

TABLE 18-C FOOD-LODGING-PUBLIC RECREATION USES 8/7/2014

FOOD-LODGING-PUBLIC RECREATION USES	Residential Districts				Commercial Districts				Industrial Districts		Special		Criteria/Conditions Section Reference
	R1	R2	NMU	AG	DC	OC	GR	HC	GI	RI	HS	AS	
Café	-	-	P	C	P	P	P	P	-	-	-	P	Section 42.21
Campground	-	-	-	E	-	-	-	-	-	E	-	-	Section 42.22
Caterer	-	-	P	-	P	P	-	P	P	P	-	-	
Club	-	-	C	-	P	P	-	P	-	-	-	-	Section 42.21
Community Center	-	-	P	-	P	P	P	P	-	-	-	-	
Conference Center	-	-	C	-	P	P	P	P	-	-	P	P	Section 42.21
Country Club	-	-	-	C	-	-	P	E	-	C	-	-	Section 42.21
Foodstand	-	-	E	-	E	E	P	E	E	E	E	E	Section 42.22
Function hall	-	-	-	-	P	P	P	P	-	-	-	-	
Golf Course	-	-	-	P	-	-	P	-	-	P	-	-	Section 42.22
Health Club	-	-	C	C	P	P	P	P	-	-	-	-	Section 42.21
Lodging, Bed and Breakfast	-	C	P	-	P	P	-	P	-	-	-	-	Section 42.21
Lodging, Hotel	-	-	C	-	P	C	P	P	-	-	C	C	Section 42.21
Lodging, Motel	-	-	-	-	-	-	P	P	-	-	-	C	Sections 42.20 & 42.21
Nightclub	-	-	-	-	E	-	P	P	-	-	-	-	
Recreation, Indoor	-	-	C	-	C	C	P	P	-	C	-	-	Section 42.21
Recreation, Outdoor	-	-	-	C	-	C	P	P	-	C	-	-	Section 42.21
Recreation, Park	P	P	P	P	P	P	-	P	-	C	-	-	Section 42.21
Restaurant	-	-	P	-	P	C	P	P	-	-	-	P	Section 42.21
Restaurant, Drive-through	-	-	-	-	P	-	P	P	-	-	-	-	
Tavern	-	-	C	-	P	-	P	P	-	-	-	P	Section 42.21
Theater/Cinema (5,000 s.f. or less)	-	-	P	-	P	P	P	P	-	-	-	-	Section 42.21
Theater/Cinema (over 5,000 s.f.)	-	-	-	-	C	-	P	P	-	-	-	-	Section 42.21

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

VARNEX 5

TABLE 18-D INDUSTRIAL-STORAGE-TRANSPORT-UTILITY USES 8/7/2014

INDUSTRIAL-STORAGE-TRANSPORT-UTILITY-USES	Residential Districts				Commercial Districts				Industrial Districts		Special		Criteria/Conditions
	R1	R2	NMU	AG	DC	OC	GR	HC	GI	RI	HS	AS	Section Reference
Airport	-	-	-	E	-	-	-	-	-	-	-	P	Section 42.21
Contractor's Storage Yard	-	-	-	E	-	-	-	E	P	P	-	-	Sections 42.20 & 42.22
Distribution Center	-	-	-	-	-	-	P	C	P	-	-	-	Section 42.21
Emergency Services Facility	-	-	-	-	C	C	-	C	C	-	P	-	Section 42.21
Fuel Storage	-	-	-	-	-	-	P	E	E	-	-	-	Section 42.21
Helipad (accessory use)	-	-	-	E	-	E	P	E	P	P	P	P	Section 42.21
Industry, Heavy	-	-	-	-	-	-	P	E	P	E	-	-	Section 42.21
Industry, Light	-	-	-	-	-	-	P	P	P	-	-	-	Section 42.21
Industry, Recycling	-	-	-	-	-	-	-	-	-	P	-	-	Sections 42.20 & 42.22
Junkyard	-	-	-	-	-	-	-	E	E	P	-	-	Sections 42.20 & 42.22
Laundry Establishment - 3	-	-	-	-	-	-	-	P	P	-	-	-	
Mini-Warehouse	-	-	-	-	-	-	P	C	P	-	-	-	Sections 42.20 & 42.21
Monument Production	-	-	C	-	-	C	-	P	P	P	-	-	Section 42.21
Parking Lot	-	C	C	C	C	C	-	P	C	P	C	P	Section 42.21
Printing Facility	-	-	C	-	-	P	P	P	P	-	-	-	
Recycling Facility	-	-	-	-	-	-	-	E	E	P	-	-	Sections 42.20 & 42.22
Research and Development	-	-	-	-	E	P	P	P	P	-	-	-	Section 42.21
Sawmill	-	-	-	-	-	-	-	-	E	-	-	-	Section 42.21
Sawmill, Temporary (accessory use)	-	-	-	P	-	P	-	P	P	P	-	P	Section 42.21
Solid Waste Facility	-	-	-	-	-	-	-	-	-	P	-	-	Sections 42.20 & 42.22
Tank Farm	-	-	-	-	-	-	P	C	P	-	-	-	
Trade Shop	-	-	C	-	C	C	P	P	P	P	-	-	Section 42.21
Transportation Service	-	-	C	-	C	-	P	P	C	C	-	-	Section 42.21
Truck Terminal	-	-	-	-	-	-	P	-	C	C	-	-	Section 42.21
Utility - Substation	E	E	E	E	E	C	E	P	P	P	E	E	Section 42.21
Utility - power generation	-	-	-	-	E	-	E	-	E	E	-	-	Section 42.21
Warehouse	-	-	C	-	C	C	P	P	P	C	-	C	Sections 42.20, 42.21 & 42.23
Wireless Communications Facility	-	-	-	E	E	E	P	E	P	P	E	E	Sections 42.20 & 42.22

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

VARNEY 6

TABLE 18-E AGRICULTURE-ANIMAL CARE-LAND ORIENTED USES 8/7/2014

AGRICULTURE-ANIMAL CARE-LAND ORIENTED USES	Residential Districts				Commercial Districts				Industrial Districts		Special		Criteria/Conditions
	R1	R2	NMU	AG	DC	OC	GR	HC	GI	RI	HS	AS	Section Reference
Cemetery	-	-	-	E	-	E	-	-	-	-	P	-	Section 42.22
Earth, Sand and Gravel Excavation/Processing	-	-	-	E	-	E	E	C	-	E	-	-	Sections 42.20 & 42.22
Fair	-	-	-	-	-	-	-	-	-	-	-	-	Section 42.2
Farm	E	-	-	P	-	E	-	E	-	E	-	E	Sections 42.20 & 42.22
Farm, Crops	E	E	-	P	-	P	-	P	P	P	-	P	Sections 42.20 & 42.22
Farmer's Market (temporary)	-	-	P	-	P	P	P	P	P	P	P	P	Section 42.2
Kennel (commercial)	-	-	-	E	-	E	-	E	E	E	-	-	Section 42.22
Kennel (private)	-	-	-	E	-	-	-	-	-	-	-	-	Section 42.22
Landscaping Materials	-	-	-	C	C	-	-	C	P	C	-	-	
Plant Nursery	-	-	C	P	C	P	P	P	-	P	-	-	
Roadside Farm Stand	-	-	C	P	P	P	E	E	-	E	-	-	Section 42.22
Stable, Commercial	-	-	-	P	-	E	-	E		P	-	-	Sections 42.20 & 42.22
Veterinary Clinic	-	-	C	E	-	P	P	P	C	P	-	-	Sections 42.20 & 42.22

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

VARNET 7

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City Clerk's Office

Resolution Deauthorizing \$123,587.62 from the School Department Capital Improvements Plan (CIP) Fund

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

That One Hundred Twenty Three Thousand Five Hundred Eighty Seven and 62/100 Dollars (\$123,587.62) of funds previously appropriated to the School Department CIP for the Gonic School Roof Trusses Project is hereby deauthorized. All of the funds deauthorized herein shall be returned to 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 accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution.

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City Clerk's Office



03/28/2019

City of Rochester Formal Council Meeting

AGENDA BILL

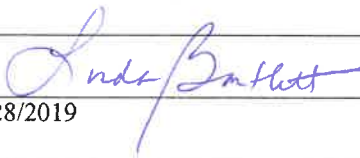
NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.

AGENDA SUBJECT De-authorization – School Dept Capital Improvements Plan Fund - Gonic School Roof Trusses Repair Project

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☐ NO ☒

* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	04/02/2019		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	02/28/2019		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

COMMITTEE SIGN-OFF

COMMITTEE	NA
CHAIR PERSON	NA

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	General Fund Unassigned Fund Balance
ACCOUNT NUMBER	15019001-745000-18109
AMOUNT	\$123,587.62
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

LEGAL AUTHORITY

City Council

RECEIVED
MAR 06 2019
CITY CLERK'S OFFICE
ROCHESTER, NH

SUMMARY STATEMENT

The Rochester City Council appropriated \$1,419,835 on 03-06-2018 for emergency repairs to the Gonic School Roof Trusses. Two sources of funding were identified as follows:

- 1) State of NH = \$600,000
- 2) General Fund Unassigned Fund Balance = \$819,835

The project was completed at a final cost of \$1,296,247.38.

This request is to de-authorize \$123,587.62 and transfer the funds back to General Fund Unassigned Fund Balance.

RECOMMENDED ACTION

Recommend that the Council de-authorize \$123,587.62 and transfer the funds back to the General Fund Unassigned Fund Balance.

AGENDA BILL - FUNDING RESOLUTION**EXHIBIT**Project Name: Date: Fiscal Year:

Fund (select):

GF ☐Water ☐Sewer ☐Arena ☐CIP ☒Water CIP ☐Sewer CIP ☐Arena CIP ☐Special Revenue ☐Fund Type: Annual Lapsing ☐ Multi-year Non-Lapsing ☒**Deauthorization**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	15019001	745000	18109	-	-	123,587.62
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

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

Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced ☐Funds will be returned ☐

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City Clerk's Office



City of Rochester, New Hampshire

31 Wakefield Street • Rochester, NH 03867
www.rochesternh.net

EQUAL EMPLOYMENT OPPORTUNITY PLAN

FY 2020-2025

Table of Contents

- Introduction
- Definitions
- EEO and Nondiscrimination in Employment Policy Statement
- Delegation of Responsibility, Authority, and Compliance
- EEO Advisory Committee
- Complaints
- Notification of EEO Plan and Policy
- Recruitment, Screening, and Selection
- Data Collection and Analysis
- Measures to Address Identified Underrepresentation
- Appendices

Introduction

The City of Rochester recognizes that workplace nondiscrimination and diversity not only satisfies its legal obligations, such as Title VII of the Civil Rights Act and the Americans with Disabilities Act, but also enhances the strength and breadth of knowledge of municipal programs and activities. The City of Rochester's Equal Employment Opportunity Plan (EEO Plan) demonstrates the city's commitment to hire staff and foster staff development that support the goals of equal opportunity and diversity, as well as providing equal consideration for all qualified employment candidates.

The EEO Plan's immediate focus is equal employment opportunity in its recruitment and hiring policies and practices pursuant to the applicable federal and state nondiscrimination laws and municipal nondiscrimination policies, including but not limited to Title VII of the Civil Rights Act, the Americans with Disabilities Act, and New Hampshire RSA 354-A. The EEO Plan also outlines the steps the City of Rochester shall take in the event of underrepresentation of monitored groups.

The scope of the Plan includes the following:

1. State and federal regulations and provisions in support of the Equal Opportunity Plan
2. Establishment of Equal Employment Opportunity and diversity oversight personnel
3. Methods to support Equal Opportunity Employment
4. Procedures for dissemination of the plan

Sincerely,

Blaine Cox
City Manager

Definitions

Adverse Impact: “Adverse impact” means that a statistical measure is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group defined in terms of ethnic group identification, gender, or disability. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.

Equal Employment Opportunity: “Equal employment opportunity” means that all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the city. Equal employment opportunity should exist at all levels and in all job categories. Ensuring equal employment opportunity also involves creating an environment which fosters cooperation, acceptance, democracy, and free expression of ideas and is welcoming to men and women, persons with disabilities, and individuals from all ethnic/racial groups and other groups protected from discrimination by this subchapter.

Equal Employment Opportunity Plan: An “equal employment opportunity plan” is a written document in which a work force is analyzed and specific plans and procedures are set forth for ensuring equal employment opportunity.

Equal Employment Opportunity Programs: “Equal employment opportunity programs” means all the various methods by which equal employment opportunity is ensured. Such methods include, but are not limited to, using nondiscriminatory employment practices, active recruiting, and monitoring of employment statistics and other data.

Ethnic Minorities: “Ethnic minorities” means American Indians/Alaskan Natives, Asians/Pacific Islanders, Blacks/African-Americans, Hispanics/Latinos, and multiracial individuals.

Person with a Disability: A “person with a disability” means any person who (1) has a physical or mental impairment as defined which limits one or more of such person’s major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment.

Reasonable Accommodation: “Reasonable accommodation” means the efforts made on the part of the employer to remove artificial or real barriers which prevent or limit the employment and upward mobility of persons with disabilities.

Screening or Selection Procedure: “Screening or selection procedure” means any measure, combination of measures, or procedure used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to, traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms.

Significantly Underrepresented Group: “Significantly underrepresented group” means any monitored group for which the percentage of persons from that group employed by the city in any job category is below eighty percent (80%) of the projected representation for that group in the job category in question.

EEO and Nondiscrimination in Employment Policy Statement

The City of Rochester is committed to the principles of equal employment opportunity and will implement a comprehensive program to put those principles into practice. It is the city's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity and are not subjected to discrimination in any program or activity.

The City of Rochester expressly prohibits any form of workplace harassment or discrimination based on race, color, creed, gender, sexual orientation, national origin, age, physical or mental disability, genetic information, marital status, or status as a covered veteran. The City will not tolerate verbal, physical, or other conduct by any employee that harasses, discriminates, disrupts, or interferes with another person in the workplace or that creates an intimidating, offensive, or hostile environment.

Any employees with questions or concerns about any type of discrimination or harassment in the workplace are encouraged to bring these issues to the attention of their immediate supervisor, the Human Resources Manager, or the City Manager. Employees raising concerns and making good faith reports of harassment or discrimination may do without fear of reprisal. Any retaliation against an individual who has complained about or reported an occurrence of any form of harassment or discrimination, or against individuals for cooperating with an investigation of a complaint, is similarly unlawful and will not be tolerated.

The City of Rochester's full harassment and discrimination policy is available at the City Manager's Office or on the city's website at https://www.rochesternh.net/sites/rochesternh/files/file/file/2.004_harassment_and_discrimination.pdf.

Delegation of Responsibility, Authority, and Compliance

It is the policy of the City of Rochester that all employees promote and support equal employment opportunity. Equal employment opportunity requires a commitment and a contribution from every segment of the city. The general responsibilities for the prompt and effective implementation of the Plan are set forth below.

City Manager

The City Manager, as the highest non-elected official in the City of Rochester, holds responsibility for ongoing implementation of the EEO Plan and for providing leadership in supporting the city's equal employment opportunity policies and procedures. The City Manager shall advise the City Council concerning statewide and federal laws, regulations, and policies concerning equal employment topics and direct the publication of an annual report on EEO Plan implementation. The City Manager shall evaluate the performance of all managerial staff who report directly to him/her on their ability to follow and implement the Plan.

Equal Employment Opportunity Officer

The City Manager shall designate an Equal Employment Opportunity Officer. The Equal Employment Opportunity Officer is responsible for the day-to-day implementation of the EEO Plan. If the designation of the Equal Employment Opportunity Officer changes before this Plan is next revised, the City of Rochester will notify employees and applicants for employment of the new designee. The Equal Employment Opportunity Officer is responsible for administering, implementing, and monitoring the EEO Plan and for assuring compliance with all applicable federal, state, and local employment laws and policies. The Equal Employment Opportunity Officer is also responsible for receiving complaints and for ensuring that applicant pools and selection procedures are properly monitored.

Equal Employment Opportunity Advisory Committee

The City of Rochester will establish an Equal Employment Opportunity Advisory Committee to act as an advisory body to the Equal Employment Opportunity Officer and the city as a whole to promote understanding and support of equal employment opportunity policies and procedures. The Equal Employment Opportunity Advisory Committees shall assist in the implementation of the EEO Plan in conformance with local, state, and federal regulations and guidelines; monitor equal employment opportunity progress; and provide suggestions for EEO Plan revisions as appropriate.

Agents of the City

Any organization or individual, whether or not an employee of the City of Rochester, who acts on behalf of the City of Rochester with regard to the recruitment and screening of personnel, is an agent of the city and is subject to all the requirements of this EEO Plan.

Good Faith Effort

The City of Rochester shall make a continuous good faith effort to comply with all the

requirements of its EEO Plan.

DRAFT

EEO Advisory Committee

The City of Rochester will establish an Equal Employment Opportunity Advisory Committee (“Advisory Committee”) to assist the city in implementing the EEO Plan. The Equal Employment Opportunity Officer (as appointed by the City Manager), City Attorney, and Human Resources Manager will form the core membership of the Advisory Committee. The Advisory Committee shall include a diverse membership whenever possible.

Every year, the Advisory Committee shall receive training in all of the following:

- The requirements of all applicable federal, state, and local laws, including New Hampshire RSA 354-A;
- Identification and elimination of bias in hiring;
- The educational benefits of workforce diversity; and
- The role of the Advisory Committee in carrying out the city’s EEO Plan.

The Advisory Committee shall hold a minimum of one meeting per fiscal year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. When appropriate, the Advisory Committee shall make recommendations to the City Council, City Manager, or the Equal Employment Opportunity Officer. The Advisory Committee will review the EEO Plan at least once every five years, and any revised EEO Plan will be submitted to the City Manager’s Office for review and approval.

Complaints

Complaints of Harassment or Discrimination

Any employee who believes that the acts or words of any supervisor, manager, other employee, or non-employee in the workplace constitute harassment or discrimination, either to the employee or another individual, is responsible for reporting the situation as soon as possible, either verbally or in writing.

All employees should take special note that, as stated above, retaliation against an individual who has complained about harassment or discrimination, and retaliation against individuals for cooperating with an investigation or a complaint, is unlawful and will not be tolerated by the City of Rochester.

Any employee may file a complaint regarding harassment or discrimination with the employee's supervisor, the Human Resources Manager, or the City Manager.

Investigation of Complaints of Harassment and Discrimination

All complaints of harassment or discrimination will be investigated by the Human Resources Manager, or by another internal or external individual assigned by the City Manager, depending upon the circumstances involved.

Privacy rights of all parties shall be maintained in accordance with applicable laws. The investigation will include a private interview with the person filing the complaint, the person alleged to have committed the harassment or discrimination, and with any witnesses deemed necessary by the investigator. Employees are required to cooperate with any investigation.

Upon completion of the investigation, the resolution of the matter will be communicated to the parties, consistent with applicable laws. The city may take any interim and/or remedial measures deemed necessary to prevent further incidents of harassment and discrimination.

Disciplinary Action

Any employee, supervisor, or manager who is found to have violated the City of Rochester's harassment and discrimination policy will be subject to appropriate disciplinary action, up to and including termination.

State and Federal Remedies

Employees are encouraged to utilize the City of Rochester's complaint procedure, but in addition to the above, if an employee believes he or she has been subjected to harassment or discrimination, that employee may file a formal complaint with either or both of the government agencies set forth below:

United States Equal Employment Opportunity Commission (EEOC)
John F. Kennedy Federal Building
Page | 11

475 Government Center
Boston, MA 02203
1-800-669-4000
TTY: 1-800-669-6820

New Hampshire Commission for Human Rights
2 Industrial Park Drive
Building One
Concord, NH 03301
603-271-2767

DRAFT

Notification of EEO Plan and Policy

The commitment of the City of Rochester to equal employment opportunity is emphasized through the broad dissemination of its harassment and discrimination policy and this EEO Plan. The EEO Plan and subsequent revisions will be distributed to the City of Rochester's City Council, City Manager, city supervisors and managers, city bargaining unit representatives, and members of the Equal Employment Opportunity Advisory Committee.

The EEO Plan will be available on the City of Rochester's website, and when appropriate, may be distributed by e-mail. The Human Resources Department or its designees will provide all new employees with a copy of the city's harassment and discrimination policy.

The Human Resources Department or Equal Employment Opportunity Officer will distribute an annual written notice summarizing the provisions of the city's EEO Plan and emphasize the importance of the employee's participation and responsibility in ensuring the EEO Plan's implementation, along with where locations of copies of the EEO Plan are available.

Recruitment, Screening, and Selection

All recruitment for employment positions conducted by the City of Rochester including, without limitation, recruitment positions conducted by the city's Office of Human Resources shall be conducted consistent with all the requirements set forth in New Hampshire RSA 354-A. The City of Rochester's Office of Human Resources recruits for all city positions except for sworn law enforcement officers.

The city's Office of Human Resources shall create job announcements and set qualifications for employment positions consistent with all the requirements set forth in NH RSA 354-A.

The city's Office of Human Resources shall conduct applicant pool reviews and take appropriate action as necessary consistent with all of the requirements set forth in NH RSA 354-A.

The city's screening and selection procedures shall be consistent with all the requirements set forth in NH RSA 354-A. Specifically, all screening and selection techniques, including the procedure for developing interview questions, and the selection process as a whole, shall be:

- provided to the City Manager upon request;
- based solely on job-related criteria; and
- designed to avoid an adverse impact on protected classes of individuals (including ethnic minorities and persons with disabilities) and monitored to detect and address any adverse impact which does occur for any protected class (including ethnic minorities and persons with disabilities).

Data Collection and Analysis

The City of Rochester, through its Office of Human Resources, shall annually collect employee demographic data and shall monitor applicants for employment on an ongoing basis in order to evaluate the implementation of its equal employment opportunity plan. The Office of Human Resources shall annually report to the City Manager, in a manner prescribed by the City Manager, this data for employees of the city. Each employee shall be reported so that he or she may be identified as belonging to one of the following job categories:

- (1) Executive/administrative/managerial;
- (2) Secretarial/clerical;
- (3) Technical and paraprofessional; and
- (4) Service and maintenance.

For purposes of the data collection and reporting required under this section, each applicant or employee shall be afforded the opportunity to identify his or her gender, ethnic group identification and, if applicable, his or her disability. A person may designate multiple ethnic groups with which he or she identifies but shall be counted in only one ethnic group for reporting purposes. Consistent with all applicable federal, state, and local laws, the city may collect additional data as needed to determine underrepresentation in these or other protected areas.

At least once every five years, but more often if determined as necessary by the Office of Human Resources or Equal Employment Opportunity Officer, the Office of Human Resources shall review the data to determine if significant underrepresentation of a monitored group may be the result of non-job related factors in the employment process. The analyses used in the review shall include but are not limited to:

- Longitudinal analysis of data regarding job applicants to identify whether over multiple job searches, a monitored group is disproportionately failing to move from the initial applicant pool to the qualified applicant pool;
- Analysis of data regarding potential job applicants which may indicate significant underrepresentation of a monitored group; and
- Analysis pursuant to determine whether a group is significantly underrepresented within any particular job category.

Appendices

Appendix A: Employment Nondiscrimination Agencies

United States Equal Employment Opportunity Commission (EEOC)
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
1-800-669-4000
TTY: 1-800-669-6820

New Hampshire Commission for Human Rights
2 Industrial Park Drive
Building One
Concord, NH 03301
603-271-2767

Appendix B: Selected City of Rochester Personnel Policies

2.004: Harassment and Discrimination

https://www.rochesternh.net/sites/rochesternh/files/file/file/2.004_harassment_and_discrimination.pdf

2.009: Code of Ethics

https://www.rochesternh.net/sites/rochesternh/files/file/file/2.009_code_of_ethics.pdf

2.010 Ethics & Compliance Program

https://www.rochesternh.net/sites/rochesternh/files/file/file/2.010_ethics_and_compliance_program.pdf

2.011: Ethics & Compliance Helpline

https://www.rochesternh.net/sites/rochesternh/files/u121/2.011_compliance_hotline-rev1.pdf

2.011(1): Compliance Intake Form

https://www.rochesternh.net/sites/rochesternh/files/file/file/2.0111_compliance_intake_form.pdf

2.011(2): Compliance Helpline Flyer

https://www.rochesternh.net/sites/rochesternh/files/file/file/2.0112compliance_helpline_flyer.pdf

2.012: Non-Retaliation Policy

https://www.rochesternh.net/sites/rochesternh/files/file/file/2.012_non-retaliation_policy.pdf

Appendix C: General Demographic Data

Demographic data estimates from the 2017 American Community Survey (<https://factfinder.census.gov>):

Subject	Rochester city, New Hampshire			
	Estimate	Margin of Error	Percent	Percent Margin of Error
SEX AND AGE				
Total population	30,212	+/-21	30,212	(X)
Male	15,183	+/-439	50.3%	+/-1.5
Female	15,029	+/-438	49.7%	+/-1.5
Sex ratio (males per 100 females)	101.0	+/-5.9	(X)	(X)
Under 5 years	1,481	+/-243	4.9%	+/-0.8
5 to 9 years	1,771	+/-272	5.9%	+/-0.9
10 to 14 years	1,722	+/-292	5.7%	+/-1.0
15 to 19 years	1,557	+/-290	5.2%	+/-1.0
20 to 24 years	2,213	+/-385	7.3%	+/-1.3
25 to 34 years	4,106	+/-468	13.6%	+/-1.5
35 to 44 years	3,942	+/-335	13.0%	+/-1.1
45 to 54 years	4,300	+/-389	14.2%	+/-1.3
55 to 59 years	2,182	+/-325	7.2%	+/-1.1
60 to 64 years	1,711	+/-314	5.7%	+/-1.0
65 to 74 years	3,047	+/-282	10.1%	+/-0.9
75 to 84 years	1,640	+/-233	5.4%	+/-0.8
85 years and over	540	+/-163	1.8%	+/-0.5
Median age (years)	41.1	+/-1.0	(X)	(X)
Under 18 years	6,015	+/-351	19.9%	+/-1.2
16 years and over	24,882	+/-359	82.4%	+/-1.2
18 years and over	24,197	+/-353	80.1%	+/-1.2
21 years and over	23,362	+/-398	77.3%	+/-1.3
62 years and over	6,228	+/-327	20.6%	+/-1.1
65 years and over	5,227	+/-255	17.3%	+/-0.8
18 years and over	24,197	+/-353	24,197	(X)
Male	11,836	+/-348	48.9%	+/-1.3
Female	12,361	+/-359	51.1%	+/-1.3
Sex ratio (males per 100 females)	95.8	+/-4.8	(X)	(X)
65 years and over	5,227	+/-255	5,227	(X)
Male	2,244	+/-160	42.9%	+/-2.6
Female	2,983	+/-211	57.1%	+/-2.6
Sex ratio (males per 100 females)	75.2	+/-7.9	(X)	(X)
RACE				
Total population	30,212	+/-21	30,212	(X)
One race	29,463	+/-320	97.5%	+/-1.1
Two or more races	749	+/-319	2.5%	+/-1.1
One race	29,463	+/-320	97.5%	+/-1.1
White	28,723	+/-376	95.1%	+/-1.2
Black or African American	227	+/-187	0.8%	+/-0.6
American Indian and Alaska Native	20	+/-24	0.1%	+/-0.1

Cherokee tribal grouping	0	+/-24	0.0%	+/-0.1
Chippewa tribal grouping	0	+/-24	0.0%	+/-0.1
Navajo tribal grouping	0	+/-24	0.0%	+/-0.1
Sioux tribal grouping	0	+/-24	0.0%	+/-0.1
Asian	419	+/-235	1.4%	+/-0.8
Asian Indian	45	+/-55	0.1%	+/-0.2
Chinese	74	+/-85	0.2%	+/-0.3
Filipino	58	+/-57	0.2%	+/-0.2
Japanese	0	+/-24	0.0%	+/-0.1
Korean	29	+/-34	0.1%	+/-0.1
Vietnamese	0	+/-24	0.0%	+/-0.1
Other Asian	213	+/-213	0.7%	+/-0.7
Native Hawaiian and Other Pacific Islander	0	+/-24	0.0%	+/-0.1
Native Hawaiian	0	+/-24	0.0%	+/-0.1
Guamanian or Chamorro	0	+/-24	0.0%	+/-0.1
Samoan	0	+/-24	0.0%	+/-0.1
Other Pacific Islander	0	+/-24	0.0%	+/-0.1
Some other race	74	+/-61	0.2%	+/-0.2
Two or more races	749	+/-319	2.5%	+/-1.1
White and Black or African American	104	+/-99	0.3%	+/-0.3
White and American Indian and Alaska Native	173	+/-87	0.6%	+/-0.3
White and Asian	71	+/-65	0.2%	+/-0.2
Black or African American and American Indian and Alaska Native	112	+/-118	0.4%	+/-0.4
Race alone or in combination with one or more other races				
Total population	30,212	+/-21	30,212	(X)
White	29,360	+/-299	97.2%	+/-1.0
Black or African American	602	+/-287	2.0%	+/-0.9
American Indian and Alaska Native	476	+/-304	1.6%	+/-1.0
Asian	490	+/-249	1.6%	+/-0.8
Native Hawaiian and Other Pacific Islander	32	+/-52	0.1%	+/-0.2
Some other race	172	+/-142	0.6%	+/-0.5
HISPANIC OR LATINO AND RACE				
Total population	30,212	+/-21	30,212	(X)
Hispanic or Latino (of any race)	567	+/-270	1.9%	+/-0.9
Mexican	220	+/-228	0.7%	+/-0.8
Puerto Rican	45	+/-55	0.1%	+/-0.2
Cuban	49	+/-49	0.2%	+/-0.2
Other Hispanic or Latino	253	+/-132	0.8%	+/-0.4
Not Hispanic or Latino	29,645	+/-271	98.1%	+/-0.9
White alone	28,298	+/-439	93.7%	+/-1.4
Black or African American alone	227	+/-187	0.8%	+/-0.6
American Indian and Alaska Native alone	20	+/-24	0.1%	+/-0.1
Asian alone	408	+/-234	1.4%	+/-0.8
Native Hawaiian and Other Pacific Islander alone	0	+/-24	0.0%	+/-0.1
Some other race alone	5	+/-9	0.0%	+/-0.1
Two or more races	687	+/-316	2.3%	+/-1.0
Two races including Some other race	34	+/-53	0.1%	+/-0.2
Two races excluding Some other race, and Three or more races	653	+/-306	2.2%	



03/28/2019

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

Revision of City of Rochester's Equal Employment Opportunity Plan

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

AGENDA DATE	April 2, 2019		
DEPT. HEAD SIGNATURE	Karen Pollard, on file		
DATE SUBMITTED	3/21/2019		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	16

COMMITTEE SIGN-OFF

COMMITTEE	N/A
CHAIR PERSON	N/A

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	Blaine Cox, on file

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

Under Public Law 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, all State and local governments that have 15 or more employees are required to have an Equal Employment Opportunity (EEO) Plan and file EEO reports with the federal Equal Employment Opportunity Commission.

SUMMARY STATEMENT

As required by federal law and all of the federal grants received by the City, the City of Rochester is required to have an Equal Employment Opportunity (EEO) Plan and file EEO reports with the federal Equal Employment Opportunity Commission. An updated EEO Plan for the City of Rochester has been prepared and reviewed by the Legal Department, Human Resources Department, and City Manager.

RECOMMENDED ACTION

Review and approve the updated Equal Employment Opportunity Plan for the City of Rochester.

**RESOLUTION AUTHORIZING ACCEPTANCE OF AN EMERGENCY MANGEMENT
PERFORMANCE GRANT AND SUPPLEMENTAL APPROPRIATION TO THE 2018-
2019 FIRE DEPARTMENT CAPITAL IMPROVEMENT PLAN FUND IN THE
AMOUNT OF \$50,806**

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

WHEREAS, that a New Hampshire Emergency Management Performance Grant in the amount of Fifty Thousand Eight Hundred Six Dollars (\$50,806.00), for the purchase of Emergency Operations Center equipment, awarded to the City of Rochester's Fire Department, is hereby accepted by the City of Rochester;

WHEREAS, the City Council acknowledges that the total cost of this project will be One Hundred One Thousand Six Hundred Twelve Dollars (\$101,612.00), in which the city will be responsible for a 50% match of Fifty Thousand Eight Hundred Six Dollars (\$50,806.00), which will be fulfilled through the use of previously allocated and expended city funds as fulfilling this match requirement;

FURTHER, that the sum of Fifty Thousand Eight Hundred Six Dollars (\$50,806.00) be, and hereby is, appropriated to the 2018-2019 Fire Department Capital Improvement Plan Fund for the purpose of carrying out the purposes of the Emergency Management Performance Grant to purchase Emergency Operations Center equipment;

FURTHER, that the City Manager, Blaine Cox, is authorized to enter into a grant agreement and to sign any other documents that are necessary to receive and administer the grant funds detailed above; and

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

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left blank...*

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

Emergency Management Performance Grant (EMPG)

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☒ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	April 02, 2019		
DEPT. HEAD SIGNATURE	Mark E. Klose, EMD <i>ME</i>		
DATE SUBMITTED	March 22, 2019		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	EMPG Grant
ACCOUNT NUMBER	15012020-773800-195XX
AMOUNT	\$50,806.00
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT

The City of Rochester has been granted a 2018 Emergency Management Performance Grant (EMPG) in the sum \$50,806.00 to purchase equipment for the Emergency Operation Center (EOC) located within the Fire Department. In a collaborative partnership, the Emergency Management Director and IT Director identified the needed equipment such as, mobile laptops for all the City Wide Command Staff and Operational positions within the EOC. Update projectors and monitors within the EOC as well.

The grant requires a 50% match of \$50,806, but the State of New Hampshire is accepting previously allocated and expended city funds as fulfilling this match requirement. Therefore, no additional city funds need to be appropriated or expended for the grant.

RECOMMENDED ACTION

Seeking council approval to accept the EMPG Grant, appropriate the funds (\$50,806.00) that are 100% reimbursable and for IT to purchase the EOC equipment.

AGENDA BILL - FUNDING RESOLUTION**EXHIBIT**Project Name: Date: Fiscal Year:

Fund (select):

GF ☐ Water ☐ Sewer ☐ Arena ☐CIP ☒ Water CIP ☐ Sewer CIP ☐ Arena CIP ☐Special Revenue ☐Fund Type: Annual Lapsing ☐ Multi-year Non-Lapsing ☒**Deauthorization**

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	15012020	773800	195XX	\$50,806		-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	150005	473800	195XX	50,806.00	-	-
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 ☐

03/28/2019



State of New Hampshire Department of Safety

John J. Barthelmes, Commissioner

Robert L. Quinn, Assistant Commissioner

Richard C. Bailey, Jr., Assistant Commissioner

Homeland Security and Emergency Management

Perry E. Plummer, Director

Jennifer L. Harper, Assistant Director



February 13, 2019

Mark Klose, Fire Chief
Rochester Emergency Management
31 Wakefield Street
Rochester, NH 03867

Dear Chief Klose:

Thank you for submitting an Emergency Management Performance Grant (EMPG) application on October 2, 2018 for the EOC Equipment Project.

- We have finished the review and found the project falls within the guidelines of the current EMPG Program.
- The next step in the review process is to execute the attached grant agreement.

THIS DOES NOT MEAN YOUR GRANT HAS BEEN AWARDED.
DO NOT PURCHASE OR INSTALL ANYTHING
OR YOUR PROJECT WILL BE INELIGIBLE AND WILL NOT BE FUNDED!

- Once we receive back an appropriately executed grant agreement from you, we will move it forward to the Department of Safety's Business Office to continue the review process.
- After the review is complete, we will notify you of our final decision.

Along with your returned grant agreement, we will need *meeting minutes showing that your governing body have accepted the terms of the grant*. Sample meeting minutes and instructions on how to properly execute the grant agreement are also enclosed.

Again, this letter does **NOT** constitute approval. *Please keep this for your records.*

If you have any questions or need assistance with this process, please contact me or your assigned Sr. HSEM Field Representative, Julia Chase.

Thank you for your interest in the EMPG Program!

Sincerely,

A handwritten signature in black ink, appearing to read "Whitney Welch".

Whitney Welch
EMPG Program Manager

Enclosures

cc: (w/o enclosures), Julia Chase, Sr. Field Representative

Office: 110 Smokey Bear Boulevard, Concord, N.H.
Mailing Address: 33 Hazen Drive, Concord, N.H. 03305
603-271-2231, 1-800-852-3792, Fax 603-223-3609
State of New Hampshire TDD Access: Relay 1-800-735-2964