



**Rochester City Council Special Meeting
September 17, 2019
Council Chambers
7:00 PM**

Agenda

- 1. Call to Order**
 - 2. Resolution Granting Community Revitalization Tax Relief to the Property Located at 73-77 North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project *second reading and consideration for adoption* P. 5**
 - 3. Adjournment**
-

**Rochester City Council Workshop
September 17, 2019
Council Chambers
Immediately following Special Meeting**

Agenda

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the City Manager**
- 4. Communications from the Mayor**
- 5. *Discussion:* Amendment to Chapter 275 regarding downtown commercial District P. 31**
- 6. *Presentation:* Wayfinding Status Update P. 33**

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City Clerk's Office

7. Department Reports

8. Other

9. Non-Public/Non-Meeting

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

10. Adjournment

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left blank...*

City Clerk's Office

Resolution Granting Community Revitalization Tax Relief to the Property Located at 73-77 North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project

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

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

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

Whereas, Justin Gargiulo, owner of the so-called 73-77 North Main Street in downtown Rochester, is desirous of making use of the benefits of RSA Chapter 79-E and he has, therefore, proposed a substantial rehabilitation project with respect to the structure located upon the so-called 73-77 North Main Street; and

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

Now, Therefore, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby make the following findings and determinations with respect to the proposed substantial rehabilitation proposal for the so-called 73-77 North Main Street property contemplated by the owner’s Community Revitalization Tax Relief Application dated July 19, 2019, to wit:

(1) Any tax relief under the provisions of RSA Chapter 79-E or this resolution that is to be accorded with respect to the so-called 73-77 North Main Street property project shall be accorded only after the property owner grants to the City a covenant pursuant to the provisions of RSA 79-E:8 ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and in accordance with the requirements of RSA 79-E:8; and

(2) The Mayor and City Council find public benefits under RSA 79-E:7 in the proposed revitalization project proposed with respect to the so-called 73-77 North Main Street property project; and

(3) The proposed substantial rehabilitation project with respect to the aforesaid 73-77 North Main Street provides the following public benefits to downtown Rochester:

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

(4) The specific public benefit is preserved through a covenant under RSA 79-E:8 if the project is implemented consistent with (a) the aforementioned application; (b) compliance with the recommendation to the City Council approved by the Community Development Committee on August 12, 2019; (c) the terms of this resolution; and (d) any other applicable requirements of Chapter 79-E; and

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

Furthermore, as a result of making such determinations and findings, and subject to the owner's compliance therewith, and with the provisions of RSA Chapter 79-E, the Mayor and City Council hereby grant the requested tax relief for a period of eleven (11) years beginning with the completion of the substantial rehabilitation of the structure upon the so-called 73-77 North Main Street property.



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

Application Revised January 1, 2015
Community Revitalization Tax Relief (per RSA 79E)

City of Rochester, New Hampshire

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

Date of Preparation: 7/18/19

Property information

Property address/location: **73-77 North Main Street**

Name of building (if any): **Hartigan Block Building**

Tax map & lot #: **0121-0369-0000** Year built: **1905**

Square Footage: **10,348** Condition: **Poor**

Zoning: **Mixed Residential** Vacant, how long: **3+ years**

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

Name of District: **Downtown Rochester Historic District**

Existing Uses: Describe the units by type and size, how many floors **Vacant office and retail building with three floors. Approximately 10,348 sq. feet.**



Change of Use?: **Yes**

Property Owner

Name (include name of individual): **73 North Main, LLC (Justin Gargiulo – Manager)**

Company: **c/o Great North Property Mgmt.**

Mailing address: **3 Holland Way – Exeter, NH 03833**

Telephone #: **603-766-8784** Email: justin.gargiulo@greatnorth.net

Applicant or Agent Contact:

Name (include name of individual): **SAME AS ABOVE**

Company: _____

Mailing address: _____

Telephone #: _____

EXHIBIT**Proposed Project Information**

Name of Architect (if known): **Art Form Architecture, Inc.**

Name of Licensed Contractor (if known): **AHA Contracting LLC**

Will the project include rehabilitation of residential units? **Yes** If yes, how many **8**

Are the residential units defined as "affordable"? Yes No **X**

(The current affordable rents in the City of Rochester are available at www.NHHFA.org)

Describe the commercial space, square footage, uses and conditions: **Approximately 2,863 square feet of open space that can be used for restaurant, office or retail space.**

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

The public benefits associated with this project are as follows:

It enhances the economic vitality of the Downtown District.

It enhances and improves a structure that is culturally and historically important on a local level within the existing historic district.

It promotes safety and a great sense of community in the downtown district.

It also will increase the residential housing an urban/town center area.

Explain the project in your own words: **The project will consist of creating 7 new market rate residential units on the 2nd and 3rd floors along with a first floor commercial / retail / restaurant space that will help to enhance the vitality of the downtown area. This is a complete gut/renovation and is quite an extensive project.**

Pre-Rehabilitation Ad Velorum Tax Valuation **\$150,000 bank assessment / \$253,000 Town**
Please obtain a Property Record Card from the Rochester Assessing Department, and include a copy with the application.

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

\$75,000, whichever is lower? YES **X** NO _____ % _____

Note: This program is available for projects where the rehabilitation cost equals or exceeds 15% of the pre-rehabilitation assessed valuation, or \$75,000, whichever is lower. If your project does not meet this standard, it is not eligible for Tax Relief under RSA 79e.

Project costs

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

Historic Restoration: _____ Cost: **\$0**
 Sustainability/Efficiency: _____ Cost: **\$0**
 Interior Alterations: _____ Cost: **\$500,000**

Reframing, kitchens, insulation, paint, etc.

Exterior Alterations: _____ Cost: **\$40,000**

New rubber roof, windows, doors

Structural: _____ Cost: **\$0**
 Electrical: _____ Cost: **\$65,000**

All new electrical throughout building

Plumbing: _____ Cost: **\$120,000**

Replumbing the entire building.

Mechanical: _____ Cost: **\$100,000**

New air conditioning and heating throughout entire building

Safety/Fire Protection: _____ Cost: **\$125,000**

Fire alarms and sprinklers per City Code

Other: _____ Cost: \$ _____

Expected construction dates. **Start: Fall 2019 Finish: Spring 2020**

Total project cost: ~ **\$ 950,000**

Please attach written estimates whenever possible.

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

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

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

Other Approvals and Information

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

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

Historic District Review: _____ Date: _____

(Required if Requesting Historic Incentive)

Special Downtown Review: _____ Date: _____

Minor Site Review: _____ Date: _____

Zoning Board of Adjustment: _____ Date: _____

Conservation Commission: _____ Date: _____

DPW Driveway/Water/Sewer: _____ Date: _____

State Permits or Requirements: _____ Date: _____

Other (please specify): _____ Date: _____

Application Checklist

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

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

Request for Community Revitalization Tax Relief

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

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

Please explain your request for the above tax relief categories. You may attach an additional sheet. In order to make this a viable project that makes financial sense to move forward with we do need the taxes to be held at the current level otherwise the project will lose money and will result in the building remaining vacant for an undetermined amount of time. Unfortunately, with the building costs in 2019 and the rents that can be achieved the margins are extremely tight. Thank you for your consideration.

Submission of Application

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

Rochester Community & Economic Development
 Mail: 31 Wakefield St, Rochester, NH 03867
 Office: 150 Wakefield St, Rochester NH 03867
Karen.Pollard@Rochesternh.net

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

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

Signature of property owner (1): 

Printed Name: **Justin Gargiulo** Date: 7/18/19

Mixed Use Building

73-77 N. Main St.



Interior Restaurant Perspective

Whether it's (2) separate businesses, or (1) business, a team in this location will most likely be required to accommodate a functional new design.



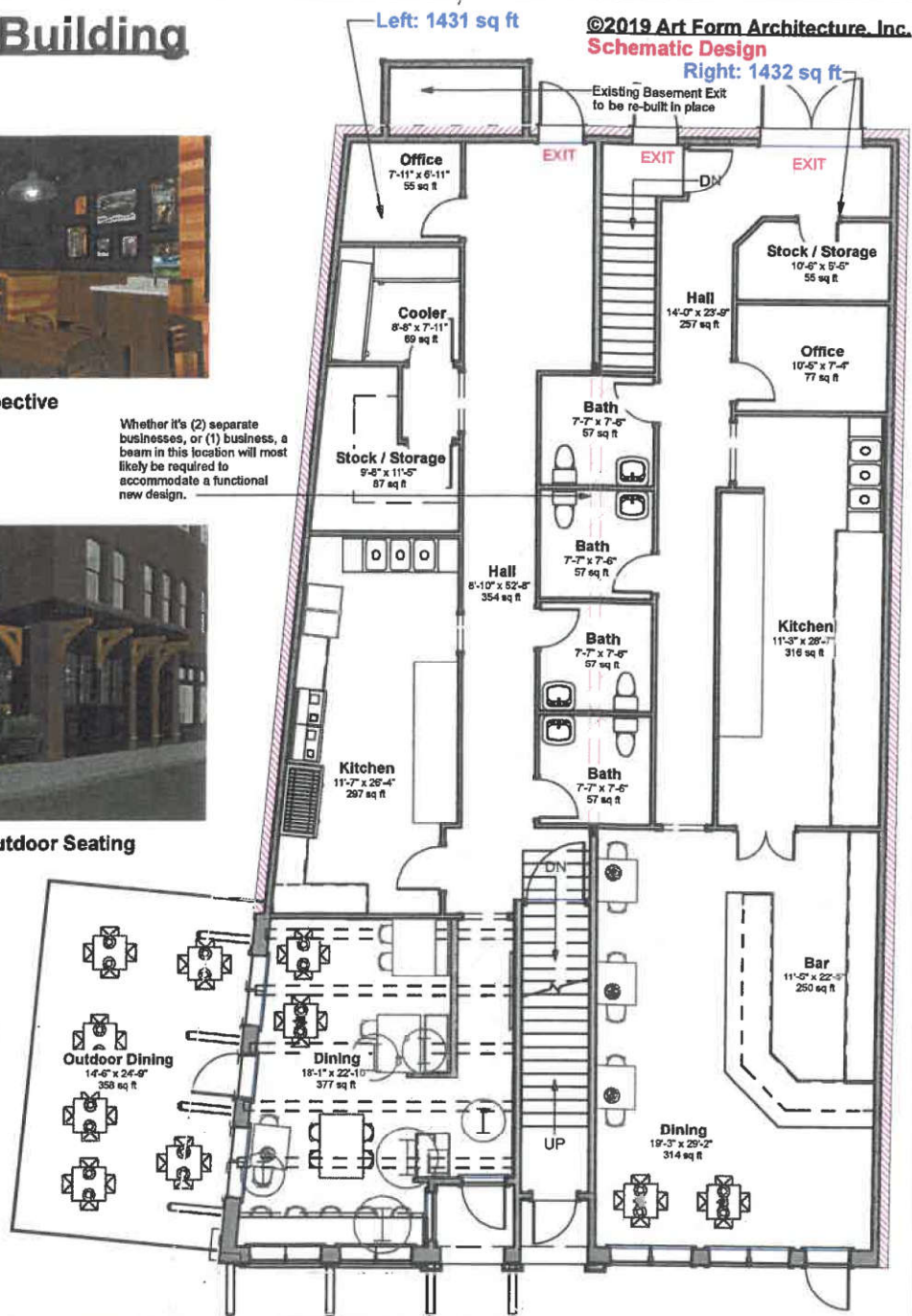
Exterior Perspective of Outdoor Seating

First Floor:

Conceptual Restaurants/

Apartment Entry

Scale: 1/8" = 1'-0"



Front Exterior Perspective View

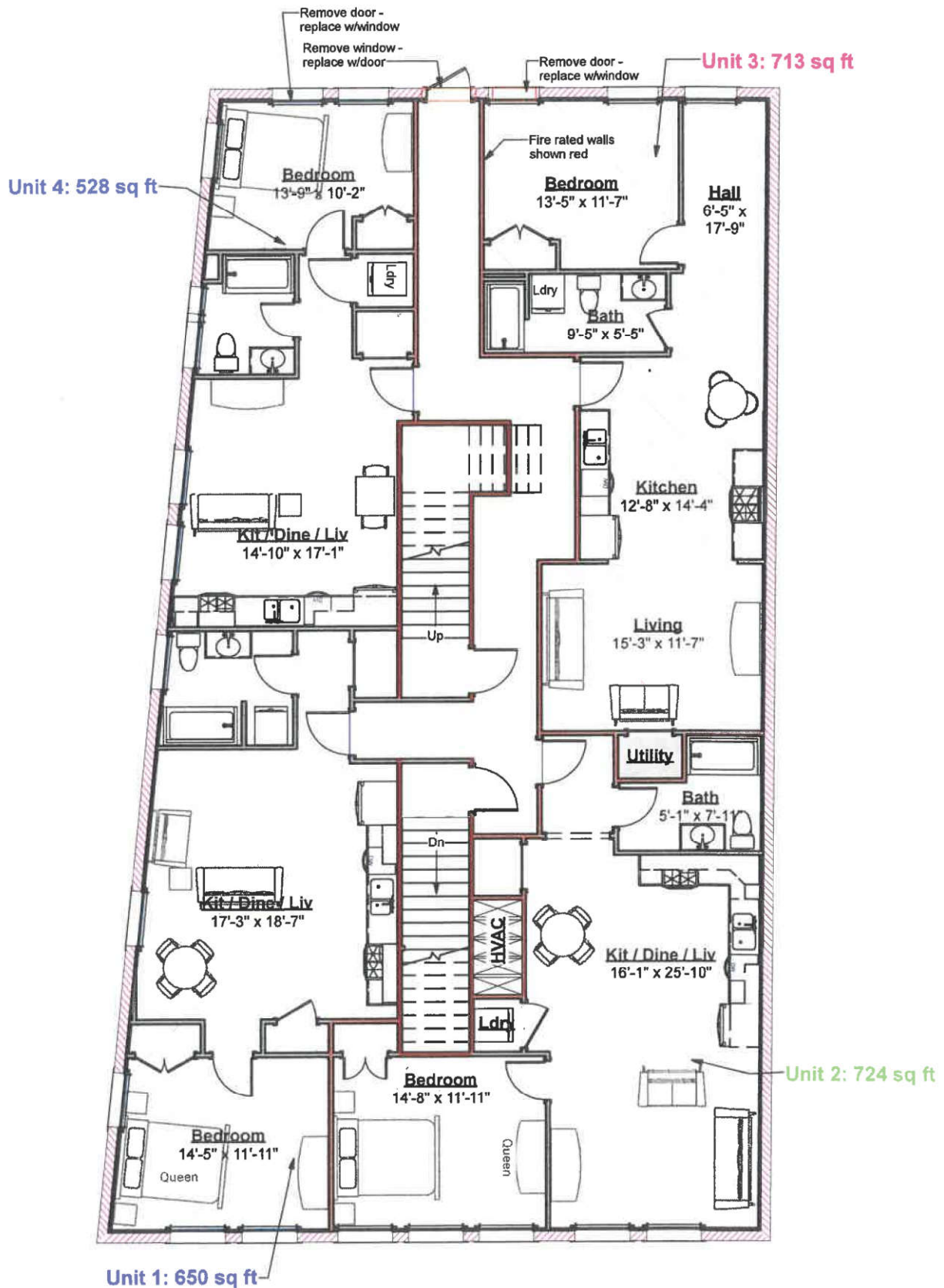


Interior Restaurant Perspective

THESE SCHEMATIC DRAWINGS ARE INTENDED AS AN AID TO REVIEWING THE BUDGET AND FINALIZING THE SCOPE OF WORK. THESE DRAWINGS ARE NOT INTENDED TO BE SUFFICIENT FOR PERMITTING OR CONSTRUCTION WITHOUT FURTHER DRAWINGS. A THOROUGH REVIEW OF THE EXISTING CONDITIONS AND DISCUSSIONS WITH THE OWNER OF THE BUILDING ABOUT THE DRAWINGS IS RECOMMENDED. WE ARE NOT RESPONSIBLE FOR TECHNICAL ERRORS.

Mixed Use Building

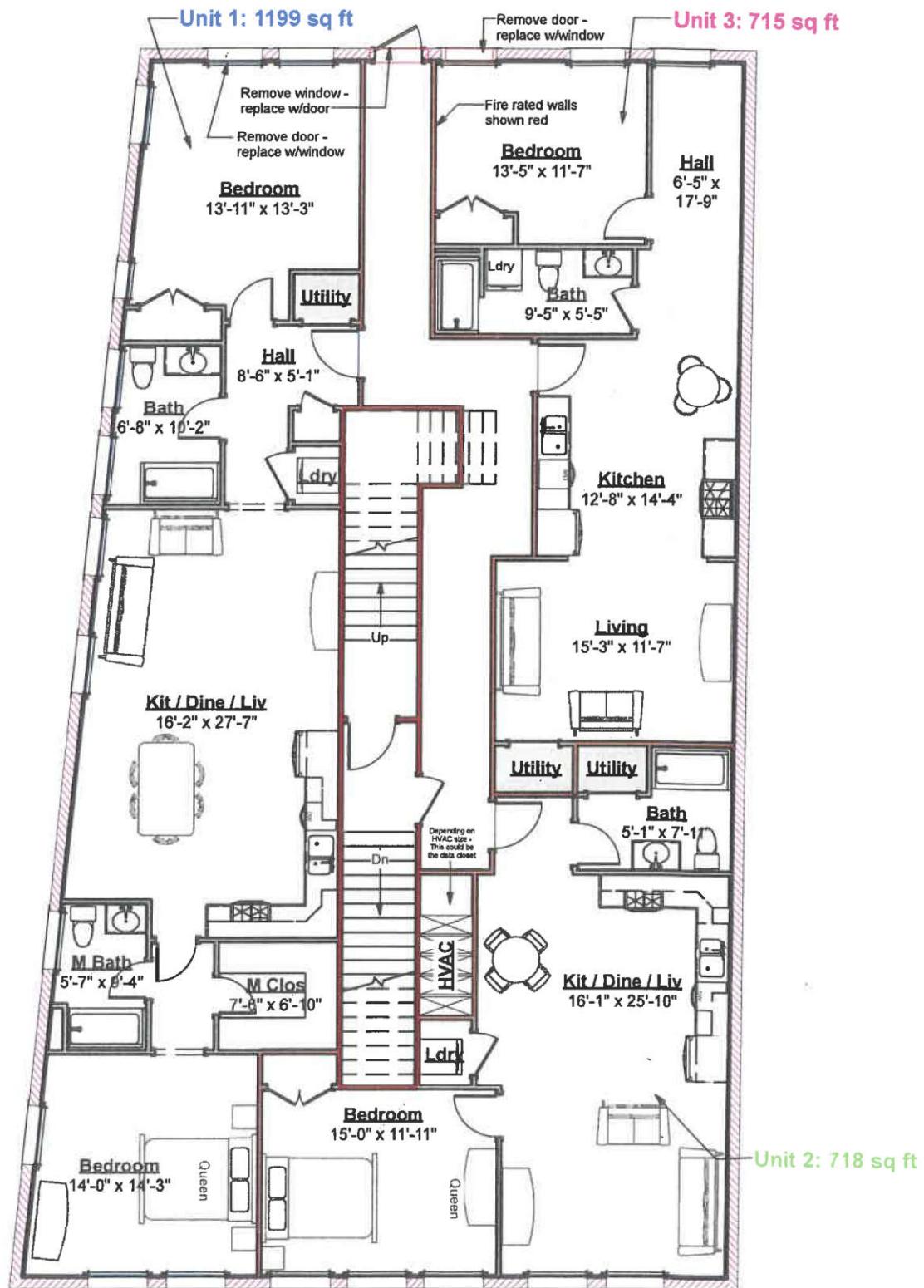
73-77 N. Main St.

©2019 Art Form Architecture, Inc.
Schematic Design**Second Floor (4 Units): Schematic Apartment Layout**

Scale: 5/32" = 1'-0"

Mixed Use Building

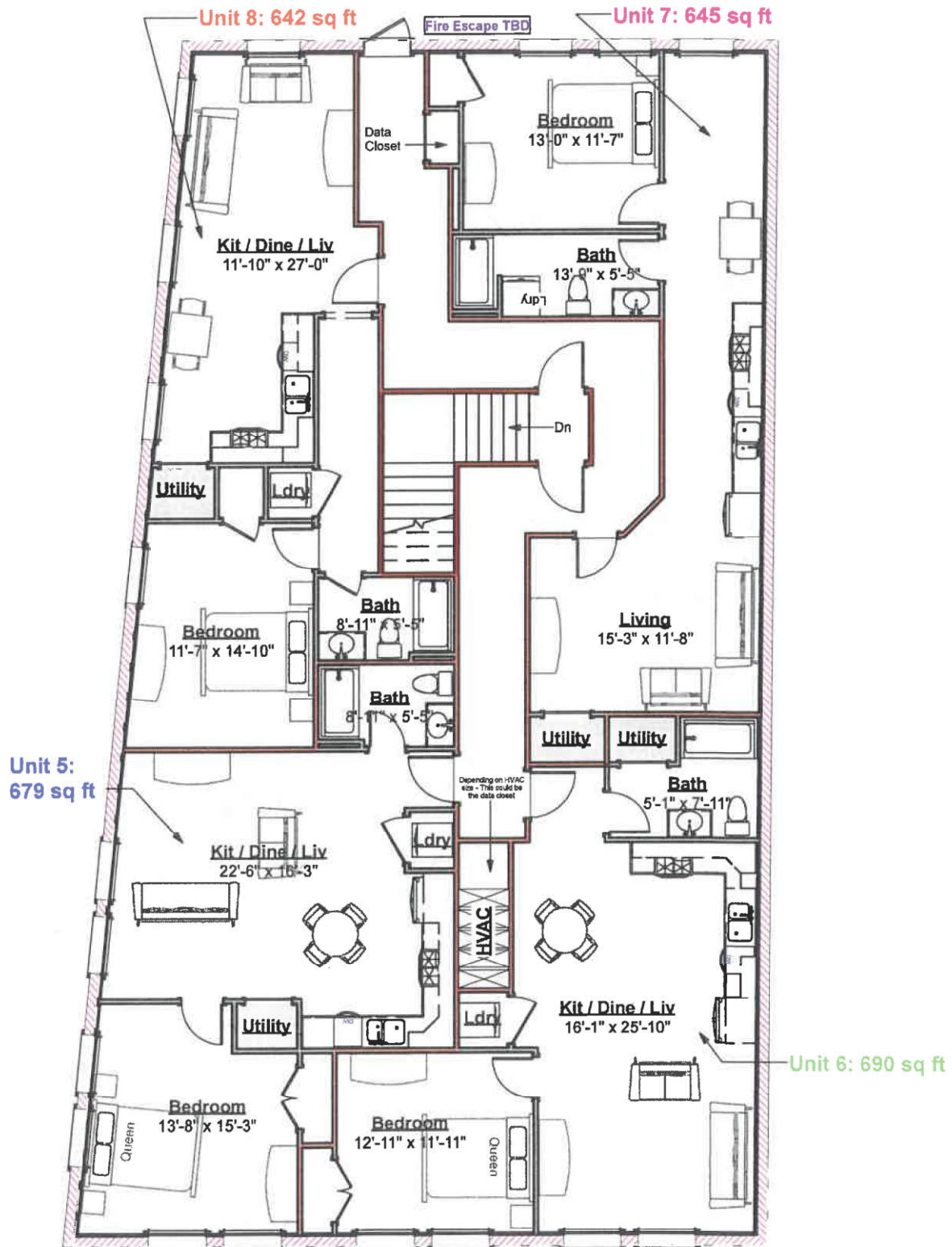
73-77 N. Main St.

©2019 Art Form Architecture, Inc.
Schematic Design**Second Floor (3 Units): Schematic Apartment Layout**

Scale: 5/32" = 1'-0"

Mixed Use Building

73-77 N. Main St.

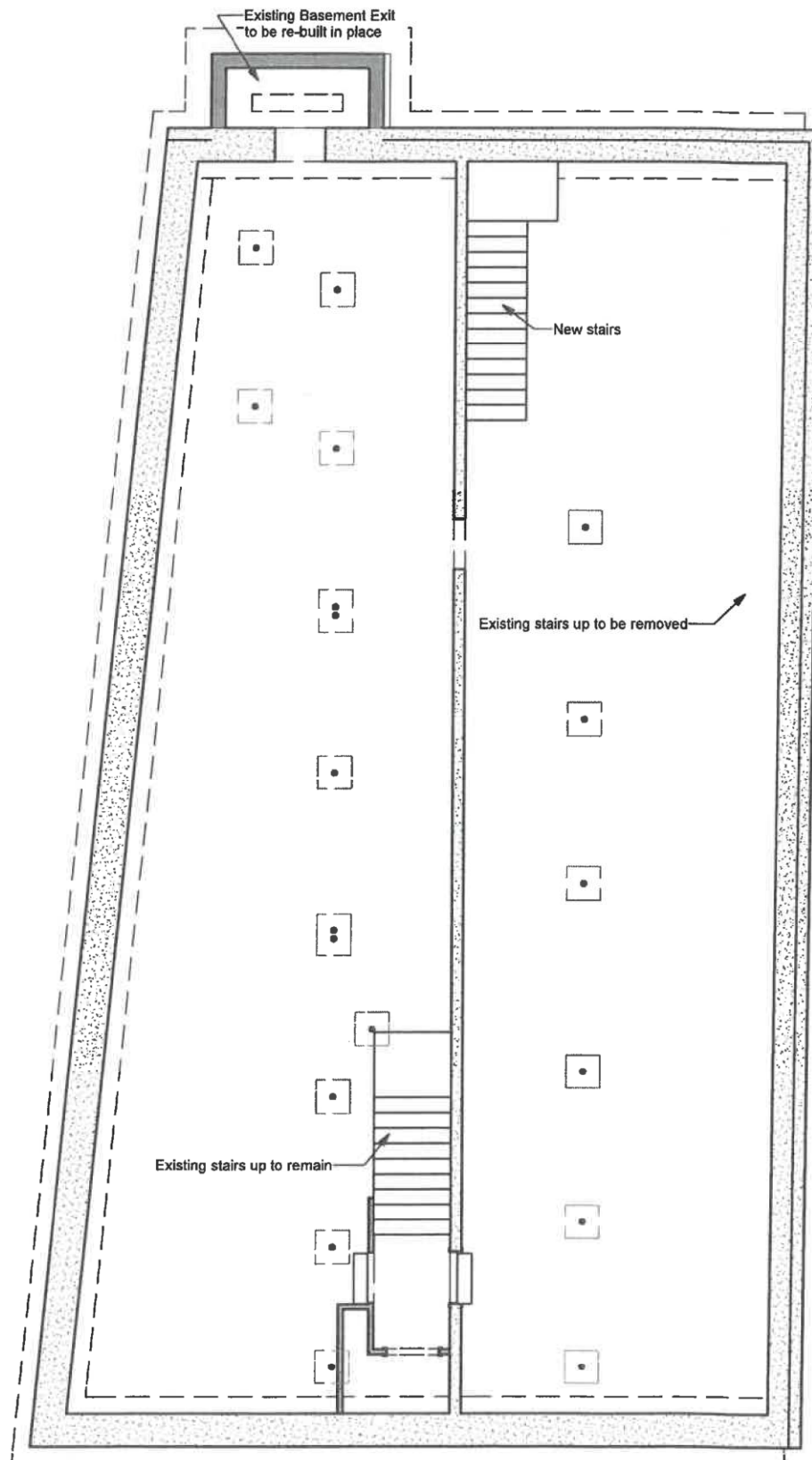
©2019 Art Form Architecture, Inc.
Schematic Design**Third Floor: Schematic Apartment Layout**

Scale: 5/32" = 1'-0"

Mixed Use Building

73-77 N. Main St.

©2019 Art Form Architecture, Inc.
Schematic Design



Foundation: Schematic Layout

Scale: 5/32" = 1'-0"

Mixed Use Building

73-77 N. Main St.

©2019 Art Form Architecture, Inc.
Schematic Design



Rear Elevation: Schematic Layout
Scale: 3/16" = 1'-0"



CAI Property Card

Town of Rochester, NH

GENERAL PROPERTY INFORMATION	BUILDING EXTERIOR
LOCATION: 73 NO MAIN ST ACRES: 0.09 PARCEL ID: 0121-0369-0000 LAND USE CODE: 325 CONDO COMPLEX: OWNER: BENNETT TERRY M & CO - OWNER: ALLISON MELANIE PIPER MAILING ADDRESS: 236 UNION ST PORTSMOUTH, NH 03801-4348 ZONING: DTC PATRIOT ACCOUNT #: 278	BUILDING STYLE: MIX RETAIL UNITS: 4 YEAR BUILT: 1905 FRAME: WOOD EXTERIOR WALL COVER: BRICK ROOF STYLE: FLAT ROOF COVER: MEMBRANE
	BUILDING INTERIOR
SALE INFORMATION SALE DATE: 7/31/2018 BOOK & PAGE: 4594-523 SALE PRICE: SALE DESCRIPTION: Business Aff SELLER: PLUTO REALTY LLC,	INTERIOR WALL: AVERAGE FLOOR COVER: AVERAGE HEAT TYPE: FORCED H/W FUEL TYPE: OIL PERCENT A/C: 0 # OF ROOMS: 0 # OF BEDROOMS: 0 # OF FULL BATHS: 0 # OF HALF BATHS: 1 # OF ADDITIONAL FIXTURES: 0 # OF KITCHENS: 0 # OF FIREPLACES: 0 # OF METAL FIREPLACES: 0 # OF BASEMENT GARAGES: 0
PRINCIPAL BUILDING AREAS	
GROSS BUILDING AREA: 13,944 FINISHED BUILDING AREA: 10,348 BASEMENT AREA: 3,476 # OF PRINCIPAL BUILDINGS: 1	
ASSESSED VALUES	
LAND: 40,500 YARD: 0 BUILDING: 213,100 TOTAL: \$253,600	
SKETCH	PHOTO

CAI Technologies

www.cai-tech.com

Data shown on this report 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 report.

4/10/2019

Property Information - Rochester, NH 18 of 161

Page 1 of 1

Unofficial Property Record Card - Rochester, NH

General Property Data

Parcel ID 0121-0369-0000
 Prior Parcel ID --
 Property Owner BENNETT TERRY M &
 ALLISON MELANIE PIPER
 Mailing Address 658 SILVER ST

Account Number 27313

Property Location 73 77 NO MAIN ST
 Property Use RETAIL/SVC
 Most Recent Sale Date 7/31/2018
 Legal Reference 4594-523
 Grantor PLUTO REALTY LLC,
 Sale Price 0
 Land Area 0.090 acres

City ROLLINSFORD
 Mailing State NH Zip 03869-5413
 ParcelZoning DTC

Current Property Assessment

Card 1 Value Building Value 213,100

Yard Items 0
 Value

Land Value 40,500

Total Value 253,600

Building Description

Building Style MIX RETAIL
 # of Living Units 4
 Year Built 1905
 Building Grade AVG. (+)
 Building Condition Average
 Finished Area (SF) 10348
 Number Rooms 0
 # of 3/4 Baths 0

Foundation Type BRICK/STONE
 Frame Type WOOD
 Roof Structure FLAT
 Roof Cover MEMBRANE
 Siding BRICK
 Interior Walls AVERAGE
 # of Bedrooms 0
 # of 1/2 Baths 1

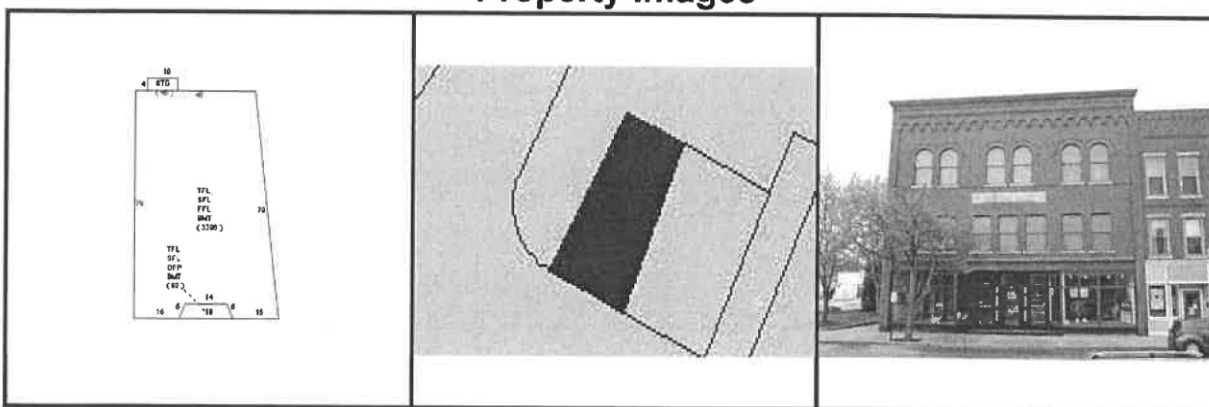
Flooring Type AVERAGE
 Basement Floor CONCRETE
 Heating Type FORCED H/W
 Heating Fuel OIL
 Air Conditioning 0%
 # of Bsmt Garages 0
 # of Full Baths 0
 # of Other Fixtures 0

Legal Description

Narrative Description of Property

This property contains 0.090 acres of land mainly classified as RETAIL/SVC with a(n) MIX RETAIL style building, built about 1905 , having BRICK exterior and MEMBRANE roof cover, with 4 unit(s), 0 room(s), 0 bedroom(s), 0 bath(s), 1 half bath(s).

Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

**United States Department of the Interior
Heritage Conservation and Recreation Service**

**National Register of Historic Places
Inventory—Nomination Form**

For HCERS use only

received

date entered


Continuation sheet

Item number 7

Page 7

Site NumberDescription

North Main Street (cont.)

10.  The Hartigan Block - 85 North Main Street - c. 1901 - Late Victorian Commercial: 3-story brick commercial block, 6-bay wide facade framed by brick piers. Roofline accentuated by arched corbelling and pressed metal cornice. Top story has three groups of paired, round-headed windows with brick hoods and stone sills, second story has rectangular windows with stone sills. All windows have original 1/1 sash. An inscription stone reading "19 Hartigan Block 01" is centered on facade. Two storefronts are focused around a recessed entry. Storefront design consists of plate glass windows in wood frames, topped by transoms. Building was erected to house produce business of Patrick H. Hartigan. This building and the adjacent Elm Block (Site #11) form a stylistically similar pair. (42/281).
11. The Elm Block - 67-71 North Main Street - c. 1900 - Late Victorian Commercial: 3-story brick commercial block, 8 bays wide. Rectangular windows have 2/2 sash, rock-faced lintels and tooled sills. Brick corbelling articulates the roofline, two sawtooth brick stringcourses ornament the facade. The three storefronts have all been altered. The building was later known as the Grange Block and housed the Grange Hall. (42/282).
12. Commercial Structure - 54 North Main Street - c. 1940: 2-story, 5-bay wide commercial block, aluminum siding. Storefront consists of display windows flanking recessed central entry. Non-contributor. (42/283).
13. 55 North Main Street - c. 1930 - Art Deco: Single story commercial building with sculptured concrete facade featuring fluted piers, buff brick above the storefronts and bas-relief ornamentation along the roofline. It is the only example of its type in Rochester. (42/284).
14. The Chesley Building - 47 North Main Street - c. 1870 - Italianate: 2-story commercial building. Altered facade now features large picture window across second story. Facade is flush boarded. The upper story corners have paneled pilasters which rise to a prominent cornice supported on paired console brackets. A similar cornice spans the altered storefront. Building is one of the few vestiges of commercial Italianate architecture within the district. (42/285).
15. Commercial Structure - 31-43 North Main Street - c. 1960: 1-story cinder block commercial building with five individual storefronts on facade. Non-contributor. (42/286).



08/29/2019

City of Rochester, New Hampshire

Division of Community Development

31 Wakefield Street, Rochester NH 03867

(603) 335-7522 www.thinkrochester.biz

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

Building Name (if any): <u>Hartigan Block Building</u> Building Address: <u>73-77 North Main Street</u> Owner Name(s): <u>Justin Gargiulo</u> Owner Address: <u>12 Rose Petal Lane, Kensington, NH 03833</u>	Map# <u>021</u> Lot# <u>0369</u> Zoning: <u>DTC</u> Overlay District: <u>Special Downtown</u> Year Built <u>1905</u> Square Footage of Building <u>10,348</u>
Contact Name: <u>Justin Gargiulo</u> Phone #: <u>603-766-8784</u> Email address: <u>justin@gargiulo@greatnorth.net</u>	Applicant Name(s) (if different from owner): <u>same</u> Applicant Address: _____ Phone # _____ Email address: _____
	Application Fee Paid: <u> x </u> Yes <u> </u> No
Existing Uses (describe number of units by type and size) Is there a change of use associated with this project? <u> x </u> Yes <u> </u> No If so, please describe: <u>The building has been vacant for a number of years. Renovations will include commercial on the first floor and residential on the 2nd and 3rd floors.</u>	Is the building eligible or listed on the State or National Register of Historic Places or located in a Local, State, or Federal Historic District? Yes <u> </u> x <u> </u> No <u> </u> Provide historic district name: The Hartigan Block
Will the project include rehabilitation of residential units? <u> x </u> Yes <u> </u> No If yes, how many: <u> 7 </u> If yes, please describe: <u>The second and third floor will consist of 7 one bedroom market rate apartments.</u>	Will the project involve affordable residential units? <u> </u> Yes <u> x </u> No If yes, please describe: <u>Portsmouth-Rochester, NH 60% RENT LIMIT</u> <u>EFFIC. \$925/ 1 BR \$991/ 2 BR \$1,189</u> <u>NHHFA RENTS EFFECTIVE DATE: 5/1/2014</u> <u>Rental rates are below the above maximums.</u>
<u>Other Review & Comment (if necessary)</u> Historic District Review: yes Special Downtown Review: yes _____ Minor Site Review: TBD Planning Board Review: TBD Zoning Board of Adjustment: no Tax Assessor: yes	<u>Section 79:E-4</u> Application Date: <u>7/19/19</u> Complete: Yes Staff Review: <u>7/25/19</u> Community Development Committee: <u>8/9/19</u> Finance Committee: <u>8/10/19</u> Post Public Hearing: <u>no later than 8/31/19</u> Public Hearing Date: <u>9/9/19</u> *Required within 60 days of receipt of application City Council: <u>10/1/19</u> *Required within 45 days of Public Hearing

Does this application meet the appropriate tests?

Is it a qualifying structure located in a designated downtown zone? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Pre-rehabilitation assessed value (from most recent City Assessment): \$ <u>253,600</u>	
Total estimated cost of rehabilitation (from application):	\$ <u>950,000</u>
Percentage of rehabilitation costs to assessment valuation:	<u>374%</u>
Does the estimated cost of rehabilitation exceed 15% of pre-rehabilitation assessed valuation, or \$75,000, whichever is lower? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Is there public benefit? Must satisfy at least 1 of the conditions below. (Section 79-E:7) <input checked="" type="checkbox"/> It enhances the economic vitality of the Downtown District. <input checked="" type="checkbox"/> It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district. <input checked="" type="checkbox"/> It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community. <input checked="" type="checkbox"/> It increases residential housing in urban or town centers. <input checked="" type="checkbox"/> In a Local, State, or Federal Historic District?	
Are other funding programs being applied to this project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Other Programs. – The provisions of this chapter shall not apply to properties whose rehabilitation or construction is subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50 percent of construction costs from state or federal programs.	

ELIGIBILITY: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1) Substantial Rehabilitation Tax Relief Incentive (Up to 5 Years)	<u>5</u>
2) Additional Tax Relief Incentive for New Residential Units (Up to 2 Years)	<u>2</u>
3) Additional Tax Relief Incentive for Affordable Housing (Up to 4 Years)	<u> </u>
4) Additional Tax Relief for rehabilitation of historic places* (Up to 4 Years)	<u>4</u>
* Rehabilitation in accordance with the in accordance with Secretary of Interior's Standards for Rehabilitation.	<u>11</u>
	(Total)

Name & Title: Jenn Marsh; Economic Development SpecialistDate: 7/25/19

City Council Review/Decision

Public Hearing Posting: _____ Public Hearing Date: _____

City Council Meeting Date: _____

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

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

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

IF DENIED, REASON(S) FOR DENIAL

Number of Yea: _____ Number of Nay: _____

Follow Up Letters Sent to:

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

COVENANTS

Completed By: _____ Date: _____

Filed at Strafford County: _____ Date: _____

Copies to:

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

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

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

Comments from Historic District Commission:

Name & Title: _____

Meeting Date: _____

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

79-E:1 Declaration of Public Benefit. –

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

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

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

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

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

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

Section 79-E:2

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

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

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

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

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

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

VI. "Tax relief" means:

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

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

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

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

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

Section 79-E:3

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

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

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

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

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

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

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

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

Section 79-E:4

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

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

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

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

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

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

(1) The governing body finds a public benefit under RSA 79-E:7; and

(2) The specific public benefit is preserved through a covenant under RSA 79-E:8; and

(3) The governing body finds that the proposed use is consistent with the municipality's master plan or development regulations; and

(4) In the case of a replacement, the governing body specifically finds that the local heritage commission or historic district commission or, if such local commissions are not established, the New Hampshire division of historical resources has determined that the replaced qualifying structure does not possess significant historical, cultural, or architectural value, the replacement of the qualifying structure will achieve one or more of the public benefits identified in RSA 79-E:7 to a greater degree than the renovation of the underutilized structure, and the historical, cultural, or architectural resources in the community will not be adversely affected by the replacement. In connection with these findings, the governing body may request that the division of historical resources conduct a technical evaluation in order

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

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

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

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

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

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

Section 79-E:5

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

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

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

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

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

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

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

Section 79-E:6

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

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

Section 79-E:7

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

- I. It enhances the economic vitality of the downtown;
- II. It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located;

II-a. It promotes the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.

- III. It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community,

consistent with RSA 9-B; or

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

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

Section 79-E:7-a

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

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

Section 79-E:8

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

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

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

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

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

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

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

Section 79-E:9

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

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

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

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

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

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

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

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

Section 79-E:10

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

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

Section 79-E:11

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

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

Section 79-E:12

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

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

Section 79-E:13

79-E:13 Extent of Tax Relief. –

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

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

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

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

Section 79-E:14

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

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

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City Clerk's Office

Additional recommendation from the 9/9/2019 Planning Board Meeting are highlighted below:

**Amendment to Chapter 275 of the General Ordinances of the City of Rochester the
Downtown Commercial District**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 275, Section 20.2.K. (~~65~~) of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (changes in red):

(~~65~~) Downtown Commercial District. Within the Downtown Commercial (DC) District, multifamily is allowed with the following restrictions:

~~(a) 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 for parcels fronting any of the following streets:~~

- ~~i. Union Street~~
- ~~ii. North Main Street South of North Main Street Bridge~~
- ~~iii. South Main Street~~
- ~~iv. Wakefield Street south of Columbus Avenue~~
- ~~v. Hanson Street~~
- ~~vi. Museum Way~~

~~(ab) Ancillary ground floor multifamily use, such as entryways, lobbies, utility areas, and similar functional spaces shall be minimized to the extent practical. Remaining Gground floor space within the first 50 feet of building depth shall be reserved for non-residential uses, as permitted in the DC District, unless otherwise required to comply with state building code and/or fire code, for parcels fronting any of the following streets (Applicants may apply for a Conditional Use Permit to the Special Downtown Committee to locate these uses between 30 feet and 50 feet):~~

- ~~i. Union Street~~
- ~~ii. North Main Street south of North Main Street Bridge~~
- ~~iii. South Main Street~~
- ~~iv. Wakefield Street south of Columbus Avenue~~
- ~~v. Hanson Street~~
- ~~vi. Museum Way-~~
- vi. Columbus Avenue (from Summer Street to South Main Street)

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City Clerk's Office



9/12/19

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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<div>SUMMARY STATEMENT</div>

<div>RECOMMENDED ACTION</div>

August Department Reports:

- 7.1 Assessor's Office P. 37**
- 7.2 Building, Zoning, and Licensing Services P. 39**
- 7.3 City Clerk's Office P. 47**
- 7.4 Department of Public Works P. 51**
- 7.5 Economic & Community Development P. 61**
- 7.6 Finance Office P. 123**
- 7.7 Planning & Development Department P. 131**
- 7.8 Recreation & Arena P. 135**
- 7.9 Rochester Fire Department P. 137**
- 7.10 Rochester Police Department P. 141**
- 7.11 Rochester Public Library P. 155**
- 7.12 Tax Collector's Office P. 157**
- 7.13 Welfare Department P. 161**

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City Clerk's Office



City of Rochester, New Hampshire

Assessor's Office

19 Wakefield Street

Rochester, New Hampshire 03867-1915

(603) 332-5109

Email: assessor@rochester.net

Web Site: www.rochesternh.net

September 10, 2019

To: City Manager/Council

From: Theresa Hervey, Assessing

Subject: August Council Report

Revenue Received/Collection Warrants issued:

Property Record Cards & Copy Revenue	\$33.50
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- 2019 City Wide Revaluation ongoing
- Theresa Hervey attended a one day course "So you want to be a Supervisor" at the Primex facility in Concord, NH.
- Nancy Miller and Theresa Hervey joined the Downtown Steering Committee.
- We have a new Deputy Assessor in our office, Christian Kuhn. A big "Thank You" to the City Council for approving this position.

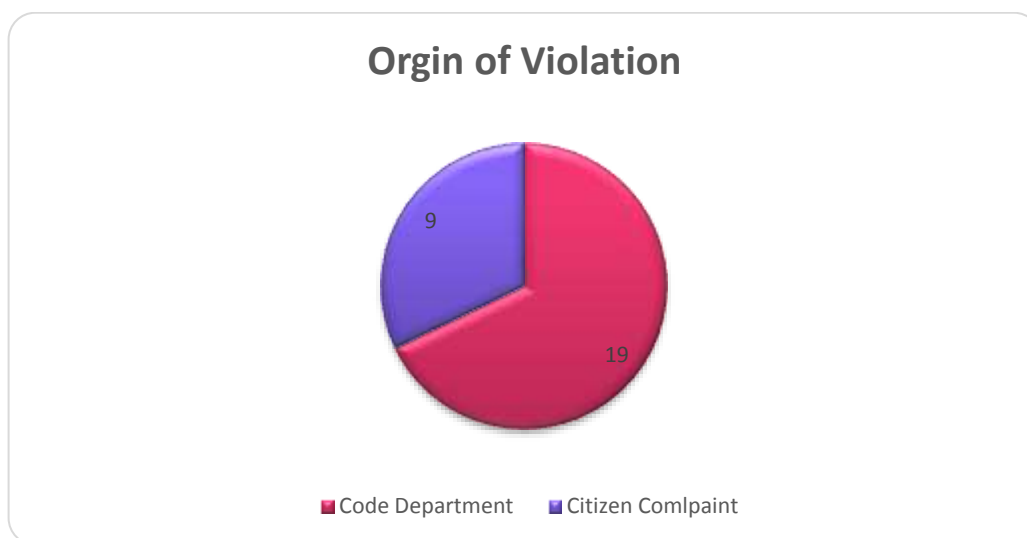
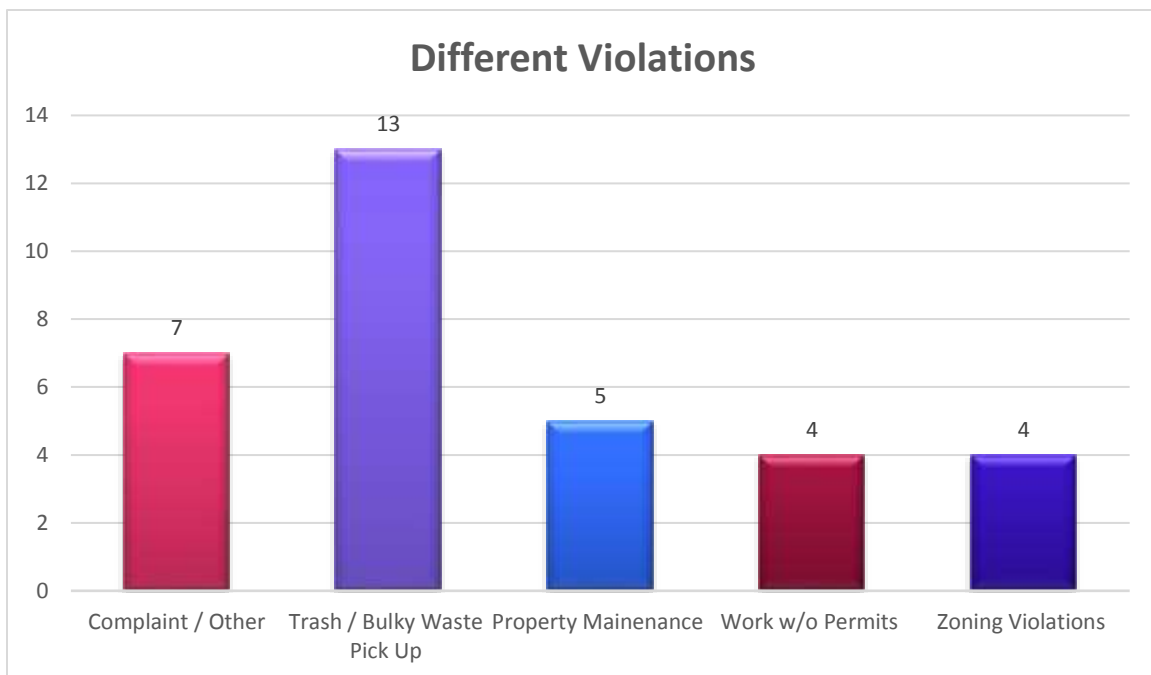
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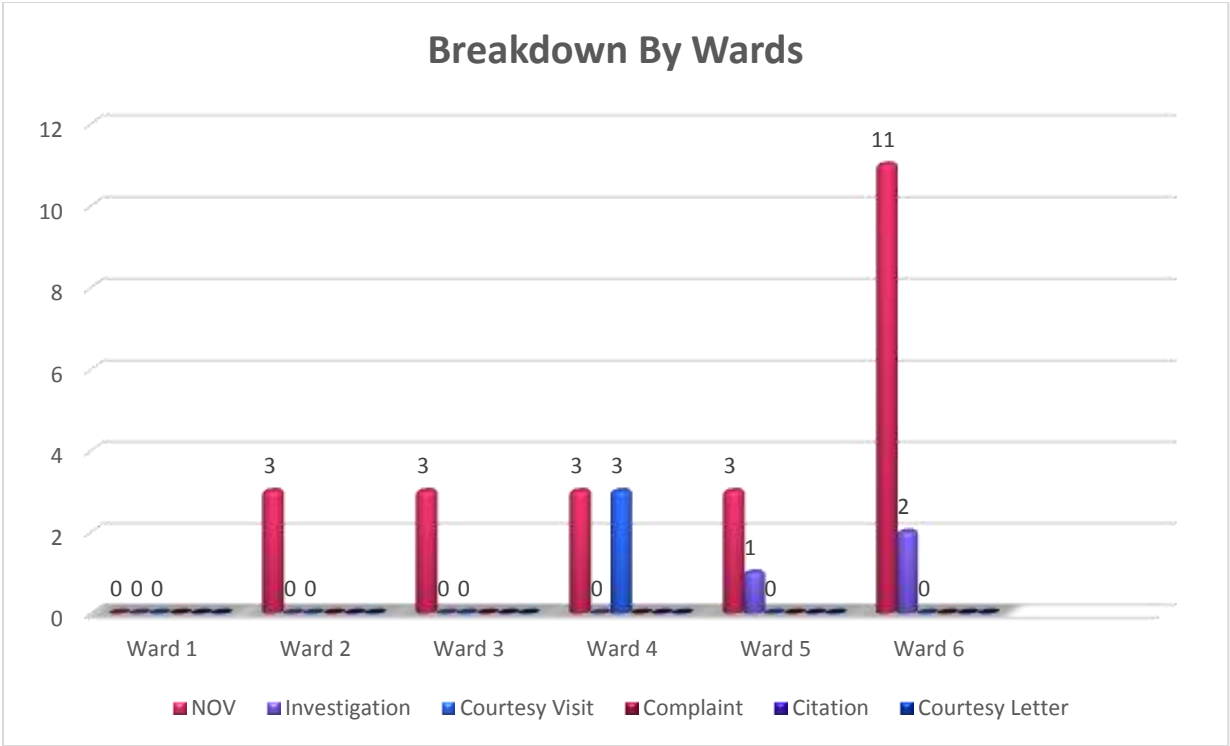
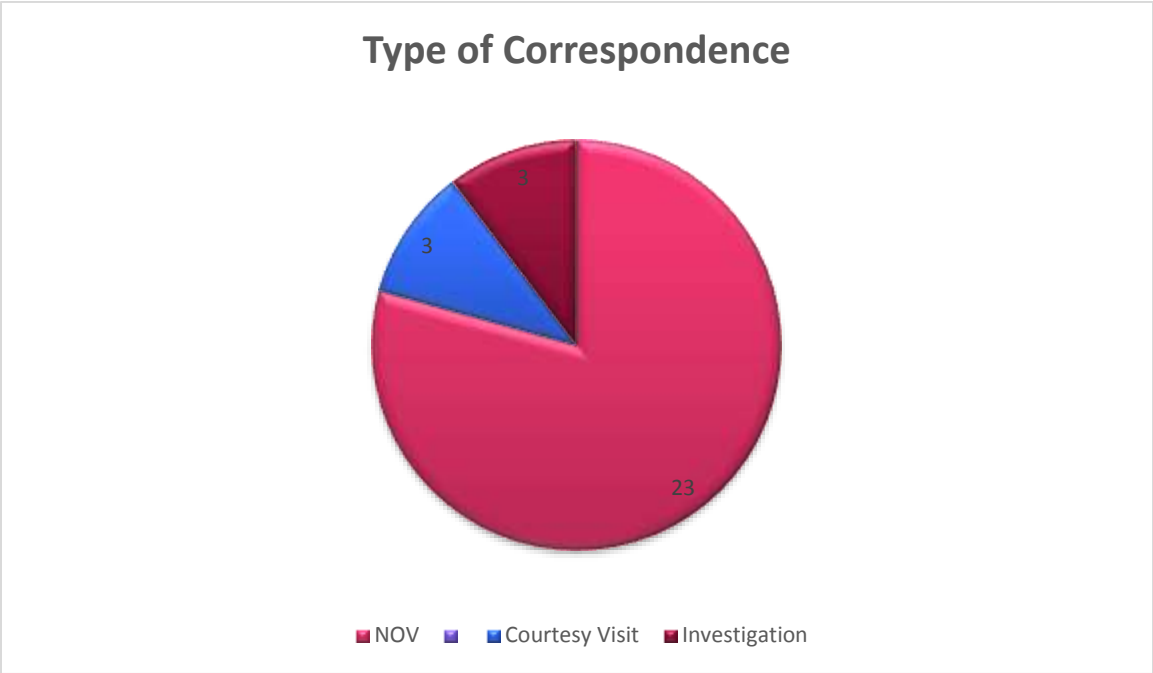
City Clerk's Office

August 2019 Code Compliance

Monthly Report

For the month of August, Code Compliance dealt with 28 properties with a total of 32 documented compliance or zoning issues. All property owners in these cases have been notified and received Notice of Violations, Citations or Courtesy Visits asking for them to bring their property into compliance. Of these 28 properties, 19 of them have been brought into compliance with nine still pending. Of the 25 properties with pending issues from July, 21 have been closed and brought into compliance.





Respectfully Submitted,
Joseph Devine
Compliance Officer

End of Month Council Report

9/12/19

To the Honorable Mayor and City Council of the City of Rochester, the following is a summary of the revenue collected and the activities performed by the Department of Building, Zoning and Licensing Services for the month of August 2019 with the fiscal Year to Date

The following data is subject to adjustment & revision pending further review and analysis as well as year-end closing adjustments.

Department Revenue

Permit Type	August 2019	Year to Date
Building Permits	\$44,768.00	\$74,772.00
Electrical Permits	\$2,831.00	\$4,895.00
Gas Permits	\$0.00	\$0.00
Plumbing Permits	\$1,480.00	\$2,193.00
Zoning Permits	\$20.00	\$808.00
FireSuppression Permits	\$0.00	\$0.00
FireAlarm Permits	\$64.00	\$462.00
Sprinkler Permits	\$91.00	\$849.00
Mechanical Permits	\$3,489.00	\$5,722.00
Food_Milk Licenses	\$651.50	\$2,041.50
Taxi Licenses	\$0.00	\$20.00
General Licenses	\$75.00	\$395.00
Net Revenue	\$53,469.50	\$92,157.50

End of Month Council Report

9/12/19

Building Permit Detail

New Permits		August 2019		Fiscal Year to Date	
Permit Type	Permit For	Permits Issued	Estimated Construction Value	Permits Issued	Estimated Construction Value
Building Permits	Addition - Non-Residential	0	\$0.00	0	\$0.00
	Addition - Residential	0	\$0.00	1	\$15,000.00
	Alteration - Residential	8	\$152,855.00	15	\$716,816.00
	Alterations- Non Residential	3	\$233,200.00	5	\$413,200.00
	Apartment	0	\$0.00	5	\$2,555,000.00
	Barn	0	\$0.00	1	\$25,000.00
	Building - Non-Residential	0	\$0.00	0	\$0.00
	Condo	0	\$0.00	0	\$0.00
	Deck	24	\$120,615.00	32	\$144,866.00
	Demolition	5	\$26,900.00	9	\$50,740.00
	Fence	7	\$18,499.00	15	\$68,494.35
	Footing/ Foundation	2	\$12,200.00	7	\$12,200.00
	Garage	3	\$37,200.00	5	\$72,200.00
	Manufactured Home	3	\$215,000.00	4	\$295,000.00
	New Home	4	\$703,300.00	9	\$1,413,300.00
	Other	0	\$0.00	2	\$27,000.00
	Pool - Above Ground	2	\$34,110.00	4	\$41,750.00
	Pool - In Ground	1	\$57,350.00	3	\$92,350.00
	Repair/Replace - Non-Residential	1	\$30,000.00	1	\$30,000.00
	Repair/Replace - Residential	6	\$51,450.00	9	\$113,350.00
	Roofing	18	\$165,646.00	27	\$244,245.00
	Shed	1	\$3,400.00	10	\$30,835.00
	Siding	3	\$12,400.00	4	\$15,148.92
	Sign	3	\$18,078.00	3	\$18,078.00
	Windows	3	\$50,112.00	4	\$65,112.00
Electrical Permits	Electrical Underground	1	\$1,000.00	1	\$1,000.00
	Generator	0	\$0.00	2	\$18,600.00
	Low Voltage	1	\$75,000.00	2	\$77,000.00
	Meters	1	\$58,000.00	3	\$66,000.00
	Service	1	\$40,000.00	5	\$48,627.99
	Solar Electric System	1	\$500.00	4	\$37,605.00
	Temp Service	0	\$0.00	0	\$0.00

End of Month Council Report

9/12/19

	Wiring	38	\$171,475.00	64	\$310,689.99
FireAlarm Permits	Fire Alarm Permit	1	\$12,815.00	1	\$12,815.00
FireSuppression Permits	Fixed Fire Suppression System	0	\$0.00	0	\$0.00
Mechanical Permits	Air Conditioning	7	\$93,869.00	15	\$195,712.00
	Furnace/Boiler	22	\$512,217.00	28	\$538,202.00
	Gas Line	1	\$1,000.00	6	\$5,950.00
	Gas Piping	9	\$18,695.00	13	\$46,695.00
	Heating	11	\$82,849.00	14	\$90,849.00
	Hot Water Heater	0	\$0.00	1	\$1,232.00
	Mechanical Underground	0	\$0.00	0	\$0.00
	Other	1	\$15,000.00	1	\$15,000.00
	Pressure Testing	1	\$900.00	1	\$900.00
	Propane Tank	12	\$3,500.00	27	\$11,750.00
	Sheet Metal Work	0	\$0.00	0	\$0.00
	Tank Installation	3	\$6,500.00	10	\$36,750.00
	Ventilation	1	\$1,000.00	2	\$7,466.00
Plumbing Permits	Plumbing	18	\$163,800.00	32	\$237,000.00
	Water Heater	3	\$2,214.00	4	\$5,103.00
Sprinkler Permits	Fire Sprinkler Systems	3	\$47,335.00	3	\$47,335.00
	Total Permit Issued	233	\$3,249,984.00	414	\$8,271,967.25



City of Rochester, New Hampshire

Department of Building, Zoning & Licensing Services

ZONING MONTHLY REPORT - AUGUST 2019

Postponed Cases:

2019-13 Thomas Demchak applicant seeks a Variance from section 20.2(P)(1,2,&3) of the Zoning Ordinance to permit a commercial stable where none of the following requirements will be met:

- i. 1. The minimum lot size required shall be 5 acres.
- ii. 2. The side and rear setbacks for structures housing horses shall be 100 feet from any property line.
- iii. 3. Any storage areas for manure shall be set back at least 200 feet from any lot lines.

Manure must be handled according to best management practices.

Location: 72 Crown Point Rd, Rochester, NH 03867, MLB 0235-0050-0000 in the Agricultural Zone.

2019-14 Thomas Demchak applicant seeks a Variance from section 23.2(A)(3)(E) of the Zoning Ordinance to permit the keeping of less than ten horses as an accessory use to a residence where the following requirements will not be met:

- i. The activity is not carried out as a business;
- ii. A lot in the AG District is at least 3 gross acres;
- iii. A lot in all other districts is at least 2 gross acres;
- iv. There is an additional $\frac{1}{4}$ acre of land beyond the minimum specified in iii. and iv, above, for each animal kept beyond the first one;
- v. No area or structure for the housing, stabling, storage of manure/animal waste, or feeding of animals shall be located within 100 feet of any property line;
- vi. Handling of manure/animal waste must follow best management practices and not be a nuisance for neighbors;
- vii. No animals shall be pastured within 25 feet of any side or rear property line except where the abutting property owner consents to a reduced setback.

Location: 72 Crown Point Rd, Rochester, NH 03867, MLB 0235-0050-0000 in the Agricultural Zone.

2019-15 Thomas Demchak applicant seeks a *Variance* from section 23(b)(E) of the Zoning Ordinance. The section does not exist and we have not heard from the representative regarding the clarification of this.

Location: 72 Crown Point Rd, Rochester, NH 03867, MLB 0235-0050-0000 in the Agricultural Zone.

Variances were postponed

2019-19 Waste Management of NH applicant seeks a *Special Exception* according to table 18-D of the Zoning Ordinance to permit a contractors storage yard in the agricultural zone.

Location: 214 Rochester Neck Rd, Rochester, NH 03867, MLB 0268-0002-0000 in the Agricultural Zone.

Special Exception was approved

New Cases:

2019-20 Community Baptist Church applicant seeks a *Variance* from section 29.14(A)(1) of the Zoning Ordinance to permit the replacement of a sign that exceeds 6 square feet in area, in the residential 1 district.

Location: 276 Eastern Ave, Rochester, NH 03867, MLB 0110-0014-0000 in the R1 Zone.

Variance was approved

2019-21 Phillip Stiles applicant seeks a *Special Exception* from section 22.3(c) of the Zoning Ordinance to permit a contractor's storage yard in the HC Zone.

Location: 89 Milton Rd St, Rochester, NH 03868, MLB 0210-0050-0000 in the HC Zone

Special Exception was approved

2019-22 Selden Hannah applicant seeks a *Variance* from table 19-A of the Zoning Ordinance to permit a two lot subdivision with one lot having minimum of 60' of frontage where 100' is required.

Location: 71 Walnut St, Rochester, NH 03867, MLB 0122-0133-0000 in the R1 Zone.

Variance application withdrawn

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City Clerk's Office



City Clerk's Office
 City Hall - First Floor
 31 Wakefield Street, Room 105
 ROCHESTER, NEW HAMPSHIRE 03867-1917
 (603) 332-2130 - Fax (603) 509-1915
 Web Site: <http://www.rochesternh.net>



City Clerk's Report August 2019

Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 362 initial copies of vital records, and 185 subsequent copies of vital records in the month of August. The City Clerk's staff issued 32 Marriage Licenses.

The New Hampshire Division of Vital Records Administration generated the following report of statistics for the City of Rochester:

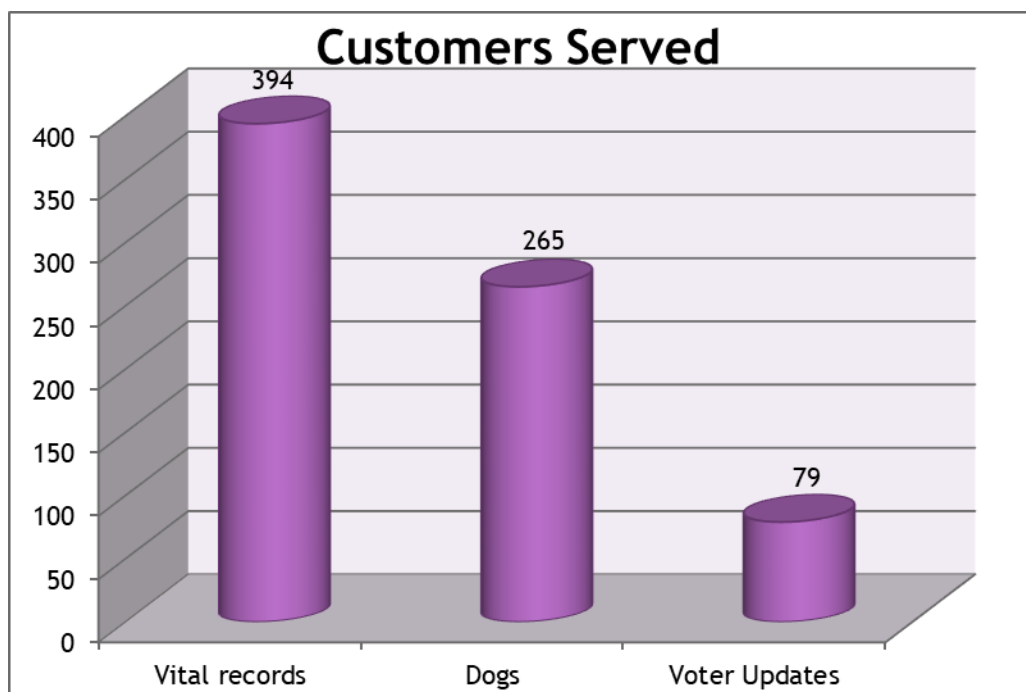
- 20 births were reported in Rochester during the month of August, 6 of these children were born to Rochester residents.
- 34 resident deaths were reported in Rochester.
- 8 couples celebrated their wedding ceremonies in Rochester during the month of August.

Revenue – Vital Records/Marriage Licenses

	2018		2019	
	State	City	State	City
Initial/Subsequent copies:	\$2,520	\$2,205	\$3,821	\$3,459
Marriage Licenses:	\$1,591	\$259	\$1,376	\$224
Total:	\$4,111	\$2,464	\$5,197	\$3,683

Dog Licensing

The City Clerk's office licensed 265 dogs during the month of August. There were \$3,775 in Civil Forfeiture fees collected.

Customers Served during the month of August 2019**Elections**

The City Clerk's office is gearing up for the upcoming Municipal Election which will take place on Tuesday, November 5, 2019. All positions for City Council, School Board, Police Commission, Election Officials and Mayor will appear on the ballot. The filing period for the municipal election will open on Friday, September 6, 2019 and will remain open until Monday, September 23, 2019.

The City Clerk's Office is still looking for election officials to assist in several of our city wards at polling locations on Tuesday, November 5th. If you are interested in assisting on election day, please contact the City Clerk's office for more information.

Voter registration summary by party as of August 31, 2019:

Ward	Democrats	Republicans	Undeclared	Totals
1	1,049	1,151	1,493	3,693
2	967	1,094	1,672	3,733
3	1,026	1,195	1,415	3,636
4	852	791	1,695	3,338
5	937	1,105	1,482	3,524
6	1,005	817	1,294	3,116
Totals:	5,836	6,153	9,051	21,040

Staff Development

Deputy City Clerk Cassie Givara and Clerk Typist II Susan Morris attended their third year of NHCTCA (New Hampshire City and Town Clerk's Association) Training from August 12th through August 16th in Concord, NH. Both Cassie and Susan completed this final year of training and have now graduated to become certified city clerks in the State of New Hampshire.

Respectfully submitted,

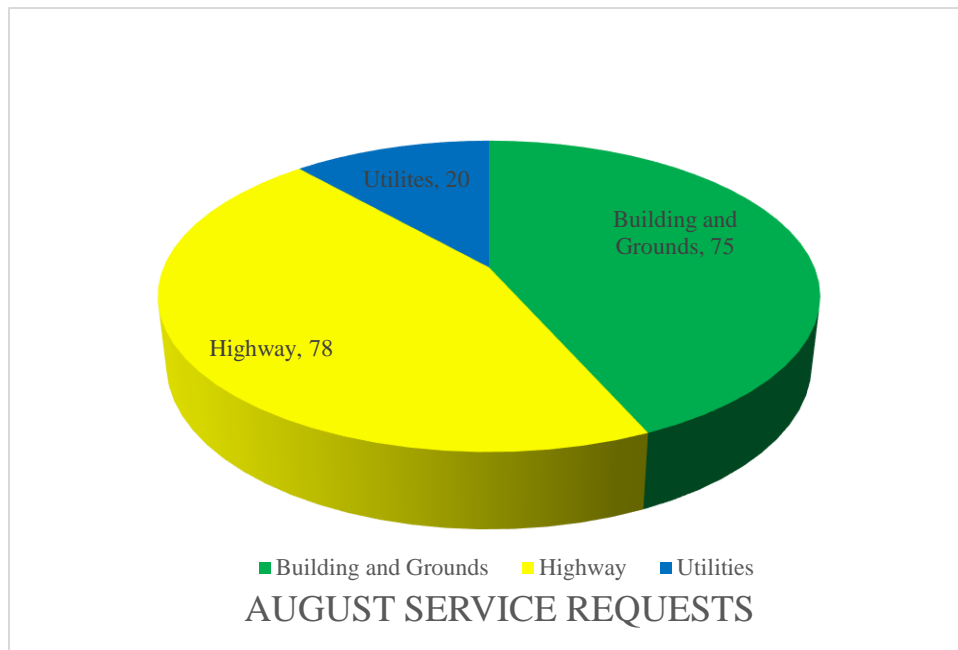
Cassie Givara
Deputy City Clerk

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City Clerk's Office

ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT AUGUST 2019

In addition to the scheduled work performed, the Department of Public Works responded to approximately 173 requests for service in the month of August. The Highway Division had 78 requests that ranged from requests to clean storm drains, pothole repairs, traffic light maintenance, and roadside brush trimming. The Utilities Division responded to 20 requests, which included sewer concerns, manhole cover repair, water connection inspection requests and daily digsafes mark outs. Buildings and Grounds Department completed 75 service requests during the month of August. Service requests included plumbing repairs and electrical repairs.



AUGUST SERVICE REQUESTS

HIGHWAY & FLEET MAINTENANCE WORK COMPLETED:

- Patched pot holes
- Repaired 4 catch basins.
- Cleaned 120 catch basins.
- Painted crosswalks and arrows throughout the city.
- Ditched Sheepboro Road
- Ditched and paved swale at #9 First Street
- Paved 1" over lay on Foch Street
- Shim bad spots with hot top on Whitehall Road
- Mill and paved sections of North Main Street and Chestnut Hill Road
- Shim paved all of Jackson Street
- Replaced 15" culvert on Jeremiah Lane
- Ditched Ten Rod Road
- Ditched Betts Road
- Repaired wash out from heavy rain storms

- Graded dirt roads
- Worked on GIS on all street signs
- Repaired and installed street signs throughout the city
- Performed brush trimming though the city.
- Replaced windshield in six wheel dump #8
- Repairs made on the flail mower # 38
- Replaced fuel pump on the one ton rack body of #105
- Repaired strobe light wiring on the one ton dump #23
- Replaced fuel pump on the six wheel dump # 17
- Replaced fuel line on the six wheel dump #19
- Replaced thermostat in pickup truck #44
- Replaced brakes on pickup truck #2
- Installed new batteries in the six wheel dump #6
- Replaced all eight tires on the excavator # 29
- Replaced the tires on the pickup truck # 53
- New brakes and rotors on the pickup truck #33
- Did preventative maintenance on ten of the city generators
- Did lube, oil and filter service on 7 vehicles
- Started to work on the state inspections



Shim Pave Jackson Street



Patch Foch Street



Ditch Maintenance

UTILITIES DIVISION WORK COMPLETED:

Utilities division performed monthly maintenance on problematic sewer runs and the city's sewer siphons. In addition to daily utility mark outs, staff responded to seven sewer back-ups. The City received a State Grant for a water leak detection survey and will apply for another grant in the next cycle. This line survey work was completed and we are waiting for the final report. A water service line was replaced at 21 Chestnut Street as a result of the detection survey. Two new water service connections were inspected and meters were installed. Quonset hut storage area on Route 202 was cleaned up. Staff removed the overgrowth of brush and organized the pipe stock. Sewer manhole adjustments were made on Route 125, Oak Street and Portland Street.



Leak Detection



Monthly Sewer Cleaning

BUILDINGS AND GROUNDS DIVISION

Buildings and Grounds Department completed 75 service requests during the month of August, including plumbing repairs, electrical repairs and painting. The grounds staff continue to work on their weekly schedule of mowing, trimming and weeding of all City property, and they continued to keep up with watering the City's barrels, hanging baskets and non-irrigated adopt a spots. Staff oversaw the work for a contracted vendor to clean-up five abandoned camps on city property. The maintenance technicians completed the restoration of the Police Department's

exterior concrete and the installation of the new decking on the bandstand at the Rochester Common. Roofing repairs were completed at the Revenue Office and walkway repairs at the library are completed as well. The LED lighting upgrades for the Community Center are 98% completed. The Recreation Department A/C Project has been completed.



Exterior Concrete work PD



Finished Results



Installation of Decking on Bandstand at Rochester Common

WASTEWATER TREATMENT DIVISION

The Wastewater Treatment Division continues to work with the coalition of communities on related wastewater and Great Bay Estuary issues. Staff also worked with local industries on various issues. Members of this division attended state sponsored training classes. The PLC Upgrade Project is moving forward. The contractor has successfully installed all of the hardware, completed programming and switched over 2 of the 4 local control systems. Staff is working with our consultant to address DES required underground storage tank (UST) and aboveground storage tank (AST) upgrades. There was a kick off meeting for the conceptual design of the Tara Estates Pump Station Upgrade Project. The WWTP lab equipment was professionally calibrated. The on-site pre-bid meeting for River Street Pump Station Upgrade was held on August 14, 2019 and the bid opening for this project is scheduled for September 19, 2019. Two pump stations received a surge during a lightning storm and damaged cable modems and EOS alarm monitoring/SCADA systems, equipment needed to be replaced. These systems are now back up and running properly. Borings were done at Route 11 pump station as part of the pump station replacement project. Staff has reviewed energy savings projects with Eversource reps and rebate checks to follow once projects are completed. Staff performed preventative and corrective maintenance on equipment, machinery and instrumentation at the WWTP and pump station. All required testing for EPA and DES has been completed and submitted. Average effluent flow for the month was = 2.776 Million Gallons per Day (MGD). Percent of design flow = 55.2%. Percent of design flow for 2019 = 65.4%. Precipitation for the month = 5.91". Precipitation for 2019 = 33.62".

WATER TREATMENT DIVISION

Treated water volume for the month of August was approximately 53.3 million gallons from the surface water treatment facility and 11.4 million gallons from the well, totaling 64.7 million gallons. All water quality testing and monitoring was completed in accordance with NHDES requirements. Second quarter disinfection byproduct annual averages remained within compliance levels and staff have been actively managing distribution water quality. We are pleased to report that the City of Rochester again met and exceeded all State and Federal standards for drinking water. Watershed inspections were conducted at the raw water transmission mains, Rochester Reservoir, Round Pond, the diversion dam, Tufts Pond, Berry Pond, and stream gage locations. Instruments measured 4.0 inches of rain at the reservoir. All reservoirs are filled to capacity. Beaver activity was strong this month as they repeatedly repaired our maintenance efforts. The diversion pipeline has been fully open with an excess of 4cfs continuing downstream except for a temporary closure due to heavy rain following NH DOT paving on Crown Point Road. The raw water temperature has risen to 22 C and organic concentrations remained near 7 mg/L. NHDES conducted a routine Sanitary Survey on August 8th. The report is pending. Equipment and grounds maintenance was performed at the Water Treatment Facility, Cocheco Well, and tanks/stations. Watershed access trail barriers were repaired at Tufts Pond and Berry Pond. Station maintenance included hardware improvements to the telemetry systems, housekeeping, exterior tank maintenance and altitude valve inspections. Maintenance at the well included SCADA system improvements, equipment inspections, and blower intake cleaning. Maintenance at the Water Treatment Facility included repairs to the sand filter indexing and backwash shoe systems, activated carbon pilot feed system, gate operator system, and independent instrument calibration. The Low Lift Pump Station project is back on track this month and work is continuing with new schedule. Progress includes chemical feed room improvements, installation of raw water pump 1, and control system programming.

The Cyanotoxin Assessment Monitoring 3 schedule for Unregulated Contaminant Monitoring Rule 4 was completed this month.

Staff is reviewing distribution system modeling for fall hydrant flushing and asset management practices. The complete report is due next month.



Busy Beavers at Crown Point and Berry Pond



Raw Water Pump 1 Installed

ENGINEERING

Project Updates for August 2019:

- **Asset Management:** The City continues to move forward in the process of acquiring the new Asset Management software; the selection process is anticipated to conclude in July 2019, with an expected six to nine month implementation phase to follow. Efforts continue to improve the GIS data layers for City infrastructure, including the City's stormwater network, which is required by the MS4 Permit. The City is also working with SRPC to collect sidewalk inventory information, including a condition assessment; this effort is anticipated to resume in summer 2019. In addition to inventory work, staff continue to populate more detailed information such as asset age, material, and condition on all of our assets and coordinate with our consultants to develop baseline information related to our water, sewer, and stormwater systems' "level of service", "likelihood of failure", "consequence of failure", and "life cycle cost analysis". Our consultants are preparing for a presentation on the Asset Management Program to the Public Works & Buildings Committee in the coming months.
- **Colonial Pines Sewer Extension:** Final paving of Railroad Avenue has been postponed until it completes some planned gas main installation work in 2019. Phase 2 includes extension of the sewer from Birch Drive across Old Dover Road to Juniper Street, Towle Street, Vinewood Lane, Susan Lane, Hickory Lane, and a portion of Hillside Drive. Phase 2 construction continues with sewer installation beginning on Juniper Street in June. Funding for future phases of this multi-phased sewer extension program has been approved in the FY20 CIP budget, and additional funding will be requested in the FY21 CIP budget. Internal plumbing and private property surveys have been conducted throughout the entire Colonial Pines area (more than 85% have been completed).
- **Pavement Maintenance & Rehabilitation:** Sampson Road reclaim/pave was attempted by the paving contractor in April; however the paving will need to be re-addressed. The City's new paving contractor began the 2019 paving program in June. Governors Rd. (Cross to Farmington Town Line) and Ten Road Rd. (Daytona to Four Rod Rd.) were paved in June; Charles St. (Columbus to Knight) and Walnut St. (Twombly to Strafford Square) were milled in June for paving in July; and the Municipal Parking Lot at Portland/Columbus, Main St. East Rochester (Cocheco to Autumn), and Colby St. will be paved in the coming months.
- **Sidewalk Rehabilitation:** Sidewalks were prepped for concrete on south side of Portland Street (between Olsen Way and Prospect St.) in June; concrete placement will begin in July.
- **Dewey Street Pedestrian Bridge:** A new City-owned utility pole and camera were installed at the end of Dewey Street in June.
- **Strafford Square Roundabout:** Final design continues. Bidding of the roundabout construction contract is now anticipated for 2020. Prior to that contract, and in preparation for that construction, a utility infrastructure contract is anticipated to be bid for construction in late 2019. Right-of-way and easement negotiations are being conducted in preparation for the construction contracts. A public information meeting for this project was held in May.
- **Granite Ridge Development – Phase 2:** A scoping meeting has been scheduled in July between the City, Waterstone, and NHDOT to discuss the improvements necessary for Route 11 as a result of this proposed development.
- **Water Treatment Plant Low Lift Pump Station Upgrade:** Construction is nearing completion. Substantial Completion of this project is anticipated in July 2019.
- **Water Treatment Plant Residuals Disposal:** An evaluation of alternatives has determined that the most cost effective method of disposal of residuals generated at the Surface Water Treatment Plant is an upgrade of the existing pipeline and addition of an attenuation tank. Funds for the implementation of this upgrade have either been approved in CIP budgets previously or will be requested in upcoming CIP budgets over the next few years.

- **Granite State Business Park Water Main Interconnection:** This project was advertised for bids in June 2019; construction is anticipated in 2019.
- **WWTF Biosolids Dewatering Facility:** This project was advertised for bids in late March 2019. Bids were received in May 2019. Additional funding will be required to award construction of this project.
- **River Street Sewer Pump Station Upgrade:** 100% design documents for this project were completed in June 2019 and are under final review. This project is anticipated to be advertised for bids in late July/early August 2019. Construction is anticipated to begin in 2019 and be completed within one year.
- **Route 11 Sewer Pump Station Upgrade:** This upgrade project is currently in design. This project is scheduled to be advertised for bids before the end of 2019, with construction occurring in 2020.
- **WWTF Upgrades (various projects):** There are several projects on-going at the WWTF: Soda Ash System Replacement, Aeration System Automation, Aeration Basin Sidewall Blower Tie-in (Iris Valve) and Mechanical Mixers, Standby Power Interconnection for Aeration Blowers, and Programmable Logic Controllers (PLC) Replacement. All of these projects are on schedule to begin construction by summer or fall 2019.
- **Wastewater Interceptor Upgrades:** A Basis of Design Report has been received from the design consultant. This report summarizes alternatives and recommends a sewer collection system master plan before proceeding with final design. Funding for a Sewer System Master Plan was approved with the FY19 CIP Budget; consultant selection process will commence in the coming months.
- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):** A new draft National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF) has not yet been issued by USEPA Region 1. As far as the Municipal Separate Storm Sewer System (MS4) NPDES General Permit for stormwater, the 2017 NH Small MS4 General Permit, issued by USEPA Region 1, became effective on July 1, 2018; on September 28, 2018, the City submitted a Notice of Intent (NOI) to comply with this MS4 General Permit; and, on June 12, 2019, the City was granted authorization by USEPA Region 1 to discharge stormwater from Rochester's MS4 under this permit. USEPA Region 1 is also proposing an estuary-wide general permit structure for nutrient loading, specifically nitrogen, in the Great Bay Estuary, which presumably would have additional requirements for nitrogen load reduction beyond the MS4 Permit requirements and the expected NPDES Permit requirements for Rochester's WWTF.
- **Asset Management:** The City has selected a vendor for the new Asset Management software; six to nine months are expected for implementation with a "go live" date anticipated in early 2020. Efforts continue to improve the GIS data layers for City infrastructure, including the City's stormwater network, which is required by the MS4 Permit. The City is also working with SRPC to collect sidewalk inventory information, including a condition assessment; this effort is anticipated to be completed in the next month or two. In addition to inventory work, staff continue to populate more detailed information such as asset age, material, and condition on all of our assets and coordinate with our consultants to develop baseline information related to our water, sewer, and stormwater systems' "level of service", "likelihood of failure", "consequence of failure", and "life cycle cost analysis". Our consultants are preparing for a presentation on the Asset Management Program to the Public Works & Buildings Committee in the coming months.
- **Colonial Pines Sewer Extension:** Final paving of Railroad Avenue has been postponed until until completes some planned gas main installation work in 2019. Phase 2 includes extension of the sewer from Birch Drive across Old Dover Road to Juniper Street, Towle

Street, Vinewood Lane, Susan Lane, Hickory Lane, and a portion of Hillside Drive. Phase 2 construction now will include drainage improvements within the project area. With the addition of drainage infrastructure work, construction of Phase 2 will continue through the 2020 construction season. Funding for a future phase of this multi-phased sewer extension program has been approved in the FY20 CIP budget. Additional funding for a final phase of sewer extension and drainage improvements in future phases will be requested in the FY21 CIP budget.

- **Pavement Maintenance & Rehabilitation:** Sampson Road reclaim/pave was attempted by the paving contractor in April; however the paving will need to be re-addressed in the coming months. The City's 2019 paving rehabilitation program is essentially complete, with only final minor work remaining, including some striping and painting. Paving maintenance work, including cracksealing, is being planned for completion in the coming months.
- **Sidewalk Rehabilitation:** Sidewalk rehabilitation work for 2019 is essentially complete with only minor restoration, including loaming and seeding, remaining.
- **Strafford Square Roundabout:** Final design continues. Bidding of the roundabout construction contract is now anticipated for late 2020. Prior to that contract, and in preparation for that construction, a utility infrastructure contract is anticipated to be bid for construction in late 2019. Right-of-way and easement negotiations are being completed in preparation for the construction contracts.
- **Granite Ridge Development – Phase 2:** A scoping meeting was held in July between the City, Waterstone, and NHDOT; as a result of this meeting, a revised traffic impact analysis study is anticipated to be completed in September 2019.
- **Water Treatment Plant Low Lift Pump Station Upgrade:** Construction is nearing completion. Substantial Completion of this project is anticipated in September 2019.
- **Granite State Business Park Water Main Interconnection:** Bids were received for the construction of this project in late July 2019; award of this construction project is anticipated in early September 2019. Construction is anticipated to commence in the coming weeks.
- **Water Treatment Plant Residuals Disposal:** An evaluation of alternatives has determined that the most cost effective method of disposal of residuals generated at the Surface Water Treatment Plant is an upgrade of the existing pipeline and addition of an attenuation tank. Funds for the implementation of this upgrade have either been approved in CIP budgets previously or will be requested in upcoming CIP budgets over the next few years.
- **WWTF Biosolids Dewatering Facility & Carbon Storage and Feed Building:** Bids were received for this project in late May 2019. Additional funding was approved and the project was awarded for construction of this project in late August 2019. Construction is anticipated to commence in the coming weeks.
- **River Street Sewer Pump Station Upgrade:** This project was advertised for bids in late August 2019. Construction is anticipated to begin in 2019 and be completed within one year.
- **Route 11 Sewer Pump Station Upgrade:** This upgrade project is currently in design. This project is scheduled to be advertised for bids before the end of 2019, with construction occurring in 2020.
- **WWTF Upgrades (various projects):** There are several projects on-going at the WWTF: Soda Ash System Replacement, Aeration System Automation, Aeration Basin Sidewall Blower Tie-in (Iris Valve) and Mechanical Mixers, Standby Power Interconnection for Aeration Blowers, and Programmable Logic Controllers (PLC) Replacement. All of these projects are on schedule to begin construction before the end of calendar year 2019.
- **Wastewater Interceptor Upgrades:** A Basis of Design Report has been received from the design consultant. This report summarizes alternatives and recommends a sewer collection

system master plan before proceeding with final design. Funding for a Sewer System Master Plan was approved with the FY19 CIP Budget; consultant selection process will commence in the coming months.

- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):** A new draft National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF) has not yet been issued by USEPA Region 1. As far as the Municipal Separate Storm Sewer System (MS4) NPDES General Permit for stormwater, the 2017 NH Small MS4 General Permit, issued by USEPA Region 1, became effective on July 1, 2018; on September 28, 2018, the City submitted a Notice of Intent (NOI) to comply with this MS4 General Permit; and, on June 12, 2019, the City was granted authorization by USEPA Region 1 to discharge stormwater from Rochester's MS4 under this permit. The first annual report for the MS4 permit is due by September 30, 2019. USEPA Region 1 is also proposing an estuary-wide general permit structure for nutrient loading, specifically total nitrogen (TN), in the Great Bay Estuary, which presumably would have additional requirements for nitrogen load reduction beyond the MS4 Permit requirements and the expected NPDES Permit requirements for Rochester's WWTF. Regulators have stated that this TN General Permit will likely be a voluntary permit, and that a draft of the permit may be published as early as September or October 2019.
- **New DPW Facility:** The new DPW facility is in final design. An RFQ to establish qualified bidders was advertised in August 2019. Bid advertisement for construction of the facility is anticipated in late October.

Economic & Community Development



8/31/2019

MANAGEMENT REPORT



Economic Development Report, Written by Jennifer Murphy Aubin

Community Development Report, Written by Julian Long



ECONOMIC DEVELOPMENT DEPARTMENT

MICHAEL SCALA, DIRECTOR OF ECONOMIC DEVELOPMENT

BUSINESS RESOURCES

Director Scala met with Miguel Moralez –Small Business Administration (SBA) and Warren Daniel Small Business Development Center (SBDC) to discuss ways to better utilize the resources of SBA and SBDC, better serve Rochester businesses.

NEW BUSINESS DEVELOPMENTS

Deputy Director Sullivan met with Index Packaging President Mike Wiles to finalize the price for the land that will hold the new site of Index Packaging, pending Council approval in September.

Scala, CM Cox, DCM Ambrose, Atty. O'Rourke, DD Sullivan all met with a Portsmouth business as part of ongoing discussions to bring them to Rochester

SKYHAVEN

As part of the Skyhaven Airport Marketing Committee, Director Scala met with the group to discuss marketing ideas and outreach strategies for the Skyhaven Airport Advisory Council.

DOWNTOWN REVITALIZATION

Local business owners came to the office to discuss the downtown area and their ideas for redevelopment.

Director Scala had an introductory meeting with the Main Street BOD and discussed future redevelopment goals and strategies for the downtown.

JENN MARSH, ECONOMIC DEVELOPMENT SPECIALIST

JOB LOAN ACTIVITY

The Economic Development Department continues to work with Back Hill Brewery in the Gonic Mill as they move to close on their approved \$35,000 JOB Loan. Early October is the anticipated closing for the loan,

with a potential grand opening in mid to late November. The applicant is accessing a SBA Express loan to leverage the remaining project costs.

BUSINESS INCENTIVES - RSA 79E APPLICATION

Specialist Marsh continues to work with 22 Main Street and 73-77 South Main projects. At the August 20th meeting, the application for 22 South Main Street approved, with the next step of signing the covenant. Principles from 73-77 South Main Street Project will attend the September 6th Council Meeting for a public hearing, first reading and attend the Historic District Commission meeting on September 11th.

ROCHESTER LISTENS & DOWNTOWN DEVELOPMENT

Specialist Marsh and Director Scala are reaching out to downtown property owners to listen to ideas for the downtown. The Economic Development staff are ensuring that business owners understand incentives, how changes in zoning supports operations, along with City and regional loan opportunities for expansion and improvements.

Specialist Marsh is working with downtown business owner and community leader, Todd Radict, of Skeletone Records and founder of Rochester Rise Up, and Stacey Purslow, of Rochester Listens, to organize an introductory meeting of the group, building relationships with other stakeholders to prioritize and work on Rochester revitalization and beautification projects. Over 45 people attended including fifteen business and property owners. <https://www.fosters.com/news/20190827/rochester-rise-up-eager-to-take-action>

The Rochester Rise Up initiative has a Facebook page over 350 supporters. The tagline and call to action is "Beautification through Unification." <https://www.facebook.com/groups/2395403810548463/>

- ❖ **Save the Date: Rochester Listens, Monday, September 23th, 6 PM – 8 PM at the Rochester Performing Arts Center.**

Agenda: Start work on the five priority projects voted at the August meeting to beautify and improve the quality of life in the community.

ROCHESTER MAIN STREET

- ❖ **Save the date: Porch Fest, Sunday, September 29 from 12 PM - 5 PM.**

BUSINESS INCENTIVES - RSA 79E APPLICATION

The Economic Development Department received two 79E applications in June and July. The first application is for 22 South Main Street, with the project moving through the July Community Development Committee, Finance Committee and Historic District Committee. The second application is for 73-77 North Main Street, with plans to go before the August Community Development Committee, Finance Committee and Historic District Committee meetings.

JENNIFER MURPHY AUBIN, EXECUTIVE SECRETARY

WAY FINDING

Along with printing assistance from GIS Technician Camara, Executive Aubin designed visuals for the downtown signage project to show a sign example to scale and an implementation plan.

7TH ANNUAL ARTS AWARDS

"It's exciting to see an example of public art going in to welcome people to Rochester,"

Said Jennifer Murphy Aubin, executive secretary at the Rochester Economic Development Commission.

"Our city is doing amazing work, with more than double the arts and culture activity than comparable cities nationwide."

"Get involved," Wyatt, urged as he closed the ceremony,

"Be a part of the change. Support the people who are making Rochester such a great place."

For more:

<https://www.fosters.com/news/20190813/rochester-honors-its-arts-all-stars>

GRANITE RIDGE DEVELOPMENT DISTRICT - RT.11 BUILD OUT ANALYSIS

Director Scala, Executive Aubin, Specialist Marsh, and Chief Planner Creighton met with consultant Bruce Mayberry to update the RT.11 Build Out analysis and to explore if there is a market need for apartment potential within the area. Consultant Mayberry completed the initial report and discussed with the rationale for the commercial and retail mix. Attached is the final report.

CENSUS DATE – COMPLETE COUNT COMMITTEE OUTREACH

Executive Aubin, Great Bay at Rochester Joan Belladue, Government Channel Coordinator Plaia met with Nicole McKenzie, Census Regional Coordinator, to discuss outreach efforts and the format of the Rochester Complete Count Committee. Based on the first meeting, there might be an additional meeting for outreach.

❖ **Save the Date: Complete Count Committee Kick Off: Tuesday, September 17, 9 AM – 10 AM, Great Bay at Rochester, 5 Milton Rd, Rochester, NH**

FITNESS COURT

Executive Aubin presented the Fitness Court to City Council, sharing the actual budget, which includes all associated costs including shipping from California and installation. The initial Fitness Court presentation only included the equipment cost of \$90,000.

The next steps for the Fitness Court project is to explore additional sponsorships, engage community stakeholders for project inclusion in FY21 budget cycle. Goodwin Community Health invited Executive Aubin to a local community group run by Goodwin Health nurses to promote healthy lifestyles in September. The leaders of the group and other medical practitioners are following the Fitness Court project closely as it aligns with their mission, beneficial to Rochester clients and a draw for visitors.

GRAPHIC DESIGN & ROCHESTER RISE UP

Executive Aubin found free online training to learn InDesign, an Adobe application to design high quality collaterals including economic development dashboards, newsletters, brochures and fact sheets. Additionally, Aubin designed business cards for economic development staff to reflect the Choose Rochester branding. She also updated business cards for Human Resources.

Executive Aubin met with Rochester Rise Up founder, Todd Radict, to design a presentation packet for Rochester Listens, showing a diverse selection of beautification projects.

50X50 ART INSTALLATION

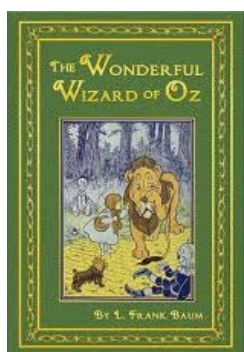
The Rochester Museum of Fine Arts participated in a 2013 national campaign to promote rediscovering classic literature, in which artists from across the country updated classic covers to reflect today's sensibilities.

In August, the Executive Aubin collaborated with the museum because it achieved multiple economic development and quality of life goals: downtown beautification/revitalization and arts/education



From an economic development revitalization perspective, these pop up galleries function an opportunity to feature underutilized, vacant properties and transforming them into mini galleries, which nationally is instrumental to spur interest and foot traffic to downtown.

“The City of Rochester, Economic Development Department is so pleased to partner with the Rochester Museum of Fine Arts, on the *Recovering the Classics* public art display. This is an opportunity to draw attention to Rochester’s downtown spaces, helping to turn the page on vacancies.



Upper left, classic cover. Upper right, 2019 cover.
The Wizard of Oz shows a Minecraft themed landscape and characters, which have broad appeal to a new generation of readers.

It is also a chance to increase foot traffic to the stalwart businesses and restaurants that are doing a spectacular job anchoring the downtown, while introducing new audiences to newly reimagined covers of classic literature that is still relevant today. What a wonderful chapter for Rochester!"

- Jennifer Murphy Aubin, Public Art Project Liaison, Office of Economic Development, Rochester, NH.

Report Attachment:

❖ GRDD Apt. Potential, August 2019

JULIAN LONG, CDBG COORDINATOR & GRANTS MANAGER

COORDINATOR REPORT

Prepared by the Community Development Coordinator

September 2019

CDBG PROGRAM

FY 2020-2025 Consolidated Plan: The Community Development Coordinator has continued the consultation and drafting processes for the FY 2020-2025 Consolidated Plan. The plan will be due concurrent with the FY 2020-2021 Annual Action Plan in May 2020. Within the last month, the Community Development Coordinator has conducted consultations with the Home for All Coalition (formerly the Greater Seacoast Coalition to End Homelessness) and the Rochester Economic Development Commission.

FY 2021 Annual Action Plan: The Community Development Coordinator has started the public consultation process for the FY 21 Annual Action Plan. So far, the Community Development Coordinator has attended Rochester United Neighborhood ward meetings in all six wards. A public hearing for the FY 21 Action Plan, as well as a public hearing for the FY 20-25 Consolidated Plan, will be scheduled in the autumn.

FY 2019 Consolidated Annual Performance and Evaluation Report (CAPER): Per HUD rules and regulations, the CAPER must be submitted within 90 days of the end of the program year (or by September 30th). The draft CAPER is attached to this report as an electronic attachment. All performance goals were met or exceeded during FY 2019, with the exception of the postponed/cancelled Rochester Housing Authority Charles St. project.

HUD Site Monitoring: Personnel from the Boston regional HUD office conducted on-site monitoring at the City's offices on August 7th and August 8th. HUD reviewed the City's financial policies and documentation, national

objective and income qualification documentation for CDBG subgrantees, and visited a Rochester residence assisted by the Community Action Partnership for Strafford County's weatherization program. Areas of improvement were identified for low-moderate income area determination criteria, employee time tracking for subgrantees who use CDBG funds to pay for salaries, and expenditure documentation for quarterly reporting. All of these suggested improvements have been incorporated into revised grant applications, quarterly reporting forms, etc. In addition, HUD staff has requested additional documentation on eligibility determinations for the Community Center tennis court lights projects (already provided) and SOS Recovery Center (in progress). The official post-site review letter and corrective action items list has not yet been provided to the city by HUD.

NH Community of Action for Lead Safety: The second statewide meeting was held in August. Attendees included the Community Development Coordinator, staff from Community Action Partnership of Strafford County, and staff from the Strafford County Public Health Network. Tentative planning included the possibility of using CDBG funds as matching funds for Rochester residents applying for state lead remediation funding. The state Division of Public Health Services' *2018 Lead Exposure Data Brief for the Strafford County Region* is attached to this report.

HUD Webinar Trainings: The Community Development Coordinator attended a HUD webinar training on use of CDBG funds for code enforcement activities.

Non-CDBG Grant Activities

NH Recreational Trails Program Grant: The Community Development Coordinator has worked with the Riverwalk Committee to submit a formal Request for Project Review to the New Hampshire Division of Historical Resources for the proposed footbridge in Hanson Pines.

Police Department: The Community Development Coordinator met with Police Department staff to discuss the possibility of obtaining grants or other funding to co-locate the city's emergency operations center and the Police Department's dispatch center in the third floor of the police station.

VOCA Grant: The City of Rochester has received its finalized grant award letter for FY 20 funding for the victim-witness advocacy program. Due to the state operating under a continuing resolution, the City of Rochester is only approved to spend one-fourth of the total grant funds in the first quarter.

Report Attachments

- ❖ Draft FY 2019 Consolidated Annual Performance and Evaluation Report
- ❖ *2018 Lead Exposure Data Brief for the Strafford County Region*, NH Division of Public Health Services

Granite Ridge Development District Potential for Apartments as Secondary Use

August 26, 2019

Prepared for:

Office of Economic Development
City of Rochester
33 Wakefield Street
Rochester, New Hampshire 03867

Prepared by:



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Executive Summary

The Rochester Office of Community and Economic Development retained BCM Planning, LLC to review the potential for apartment development within the tax increment financing district at Granite Ridge. The context for this review is based on a set of draft zoning provisions that would enable and regulate the development of apartments as a secondary, or subordinate, use on backland portions of parcels hosting commercial development.

In the original concept plans for the Granite Ridge Development District (GRDD), backland development was originally assumed to be two-story office space that would eventually account for about 50% of the total commercial space in the Primary Area of the District west of Route 11 (Farmington Road). Those original assumptions, however, were not based on market demand but on the need to assign estimates of non-retail buildout principally for the purpose of traffic modeling. The City's Office of Economic Development now believes that major new office space development is unlikely at that scale. The alternative of apartment development is under consideration as a means to more fully develop GRDD parcels to realize their tax increment potential.

Estimates of potential apartment development in this study were based on two sets of assumptions: (1) maximum potential apartment development within the principal parcels of the Primary Area of the GRDD, based on substitution of apartments for the 2009 office space allocations; and (2) the number of rental units that would be proportionately related to the housing demand generated by retail development of the parcels.

The study estimates that creation of 3.5 to 4.0 rental units for each 10,000 square feet of retail space would be reasonably related to induced housing supply needs. Based on this ratio, the development of 260 to 360 additional apartments would be commensurate with the rental housing demand associated with the number of jobs created by retail buildout within the selected parcels. Based on the 2009 land capability analysis of these parcels, the Primary Area of the GRDD should be capable of accommodating an even higher number of apartments.

The conditions contained in the draft zoning provisions convey an intent to keep apartment development opportunities within walkable distances of a diverse set of retail uses. Locations consistent with the draft standards are found on the westerly side of NH Route 11, running from the Northgate Apartments at the south end to the Tractor Supply site at the north end.

The proposed requirements may require additional flexibility to succeed. Individual parcels that support considerable retail space may not have remaining developable land to accommodate many apartments on the same lot. Consideration should be given to allowing apartment development within a set of adjacent parcels at levels that are proportionately related to their combined retail buildout. Apartment options may include both freestanding buildings as well as mixed use structures with a commercial first floor and apartments in the upper stories.

A. Objective

The original 2009 development assumptions for the Granite Ridge Development District (GRDD) envisioned about 50% of the development potential of Primary Area parcels would be office space to the rear of retail uses. Backland portions of the GRDD parcels were allocated to office space potential because they would not be as attractive for retail use due to limited visual exposure, and non-retail development assumptions were needed to model future buildout, related traffic demand, and highway improvements on NH Route 11.

About 725,000 square feet (over 800,000 square feet in some scenarios) of new office space (assuming two story buildings) was originally estimated to be possible within the Primary GRDD parcels. New retail development has been dominant since the formation of the GRDD, while new office development has been very limited in the GRDD and City-wide.

The Economic Development Department is exploring alternative zoning regulations that would permit apartment development within the GRDD as a conditional use. Development of apartments could help with infill of backland sites to enhance tax increment revenue available to fund public infrastructure improvements within the District. Apartment development could also help sustain growth of the resident labor force to support the expansion of jobs in the District and other parts of the City.

The objective of this report is provide the City with information on the potential for apartments as a component of future development options within the GRDD. The report is not intended to provide a recommended course of action, but to provide a basis and rationale for incorporation of apartments within the GRDD at a scale that would be proportionate to its retail growth.

B. Potential for Apartments as Secondary Use in GRDD

1. Conditions for Apartment Development

The Economic Development Department provided BCM Planning with a draft of proposed changes to the zoning ordinance to enable and regulate development of apartment dwellings as a conditional use within the GRDD. The principal conditions set forth in the draft provisions include the following (some emphasis added in italics):

- Multifamily apartments or 3+ unit structures would be authorized by conditional use permit *but only as a secondary use associated with a commercial use.*
- The percentage that the aggregate square footage of the first floor of apartment dwellings is to the aggregate first floor of the commercial uses would be subject to the discretion of Planning Board.
- Dwelling units not less than 500 square feet.
- Served by public water and sewer systems
- 300' setback from Route 11
- 100' setback from any single family home or any vacant lot under 3 acres zoned residential
- Access via frontage on a service road (such as Marketplace Boulevard); no frontage on an arterial or collector road
- Shared parking permitted: one space per bedroom
- Harmonious integration *within site.*
- Apartment development intended to be a *walkable distance from commercial uses*, with parking designed to include walkability.

While not explicitly stated in the draft amendments, options for apartment development within the GRDD could include both freestanding apartment buildings and mixed use buildings with a commercial first floor and upper story residences.

2. Interpretation of Draft Provisions

The proposed zoning changes reflect several policy goals that are important to interpreting where new apartments in the GRDD could reasonably meet the stated conditions. First, the draft zoning provisions would require that the apartments be *a secondary use within a given parcel*, and would be *subordinate* to its retail uses.¹

Second, the intent is to permit apartments in locations where occupants can walk to a *variety of goods and services*. A sufficient *concentration and diversity* of uses is emerging within the

¹ Options for apartment development could include mixed use buildings with commercial first floors and apartments above, as well as freestanding buildings in the backland portions of the parcel. Freestanding apartment buildings might be required to have a greater setback distance from Route 11 than mixed use options.

Primary Area at The Ridge that is unlikely to be duplicated in the GRDD Secondary Area (easterly of Route 11).

Third, the proposed zoning language indicates that the Planning Board may need some guidelines to estimate what quantity of apartments *would be reasonably related* to a given amount of retail space.

Surveys have indicated that U. S. citizens view “walkable distance” to be within a quarter to a third of a mile. These estimates are based on the distance a person would generally choose to walk rather than drive for a particular errand or trip. However, this perception will vary by age, physical ability, and by the concentration and variety of uses at the destination.

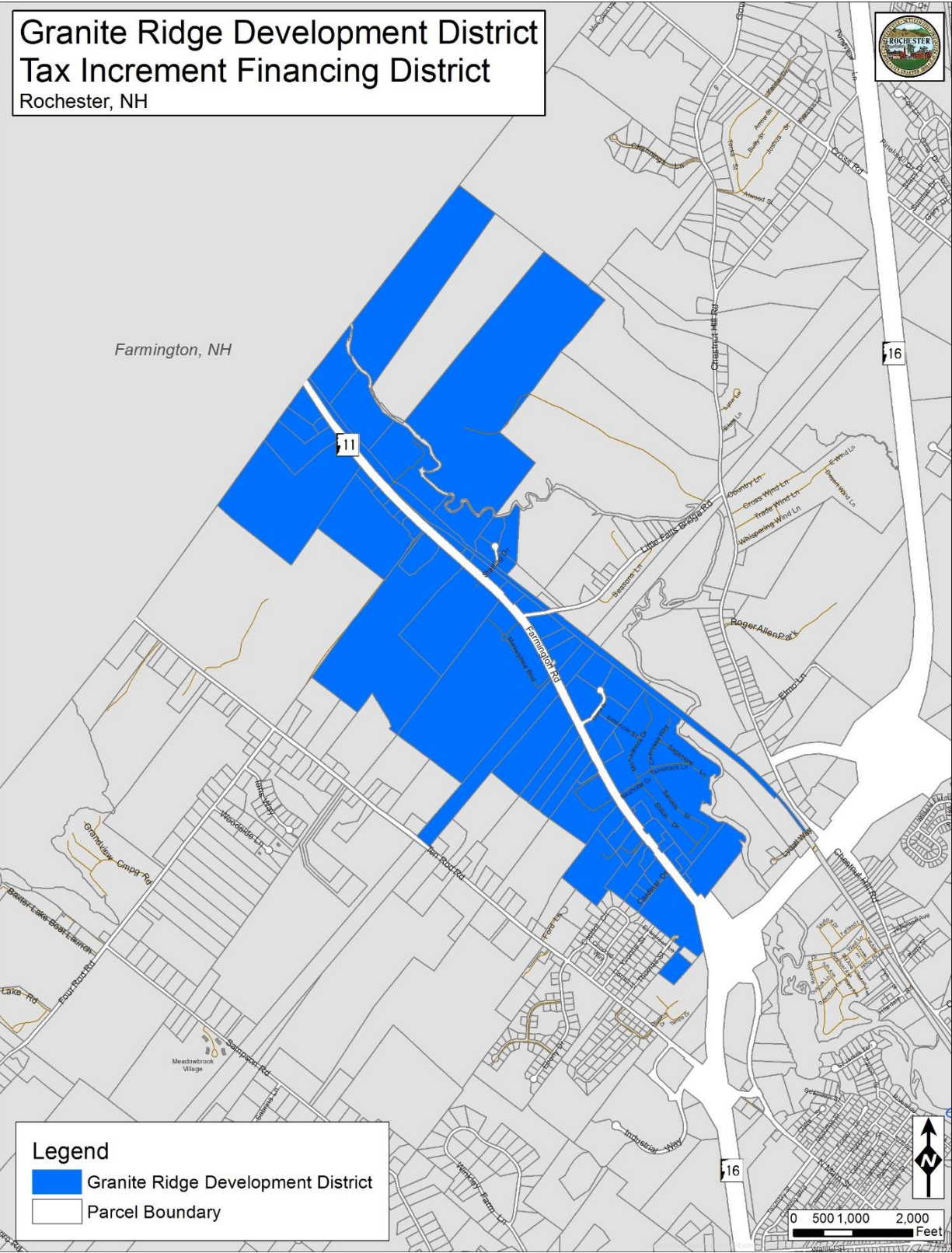
In conducting housing market studies, BCM Planning uses a *half mile walking distance* to represent a reasonable pedestrian convenience to downtown locations which offer a variety of mixed use destinations.

Sites that offer walkable distances to grocery stores, restaurants, entertainment, shopping, banking, personal services, and park and recreation uses would tend to have an advantage in attracting younger workers to rental housing.

The emerging development pattern in the GRDD indicates that the draft apartment development guidelines would be more easily satisfied on properties within the Primary Area of the GRDD (west of Route 11) centering on the Market Basket grocery store as the nucleus of new retail development in the corridor.

The maps on the next pages show (1) the general location of the entire GRDD within Rochester; and (2) a detail of selected parcels within the Primary Area of the GRDD and their relationship to reasonable walking distances from the Market Basket store. The store location is a central point within the developing retail corridor on the westerly side of NH Route 11.

Using a half mile guideline for a reasonable walking distance to retail uses, the GRDD parcels on the westerly side of Route 11, running from the Tractor Supply site at the north end to the Northgate Apartments at the south end would best accommodate the desired apartment locations envisioned by the draft zoning provisions.



[illegible]

Legend

- | | | | |
|---|----------------------------------|---|-----------------------|
|  | Main Entrance of Market Basket |  | Conservation Easement |
|  | 1/2 Mile Radius of Market Basket |  | GRDD TIF |
|  | 1/3 Mile Radius of Market Basket |  | Tax Parcels |
|  | 300' Setback to Rte. 11 |  | Buildings |

Data Sources:
City of Rochester - Parcels (2018)
Setbacks, Radii, TIF (2019)
NHDOT - Roads (2018)
ArcGIS Online - Inset Base (2017)

A horizontal number line with arrows at both ends. Major tick marks are labeled 0, 500, and 1,000 ft. There are 10 minor tick marks between each major tick mark, representing 100 ft increments.



This map is intended for planning purposes only.
All features shown should be considered approximate.
Map created by: D.C., City of Rochester, NH
Date: 8/23/2019

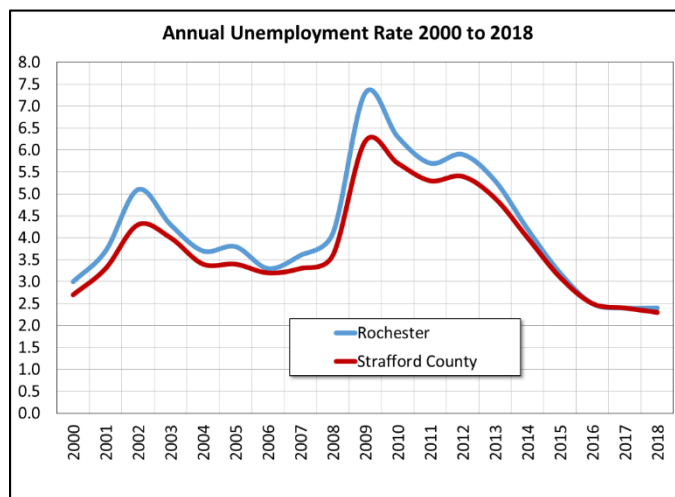
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C. Current Rental Market Conditions

1. Unemployment Rate

The unemployment rate in Rochester and Strafford County, averaging about 2.5% in 2018, have for some time remained below what is considered “full employment” (4%). Very low unemployment rates are indicative of high labor demand. The ability to satisfy this demand is partly dependent on the capacity of the City and the region to accommodate a larger labor force. The local and area unemployment rates rose during the Great Recession, but since 2014 have remained below the full employment benchmark of 4%.

Figure 1

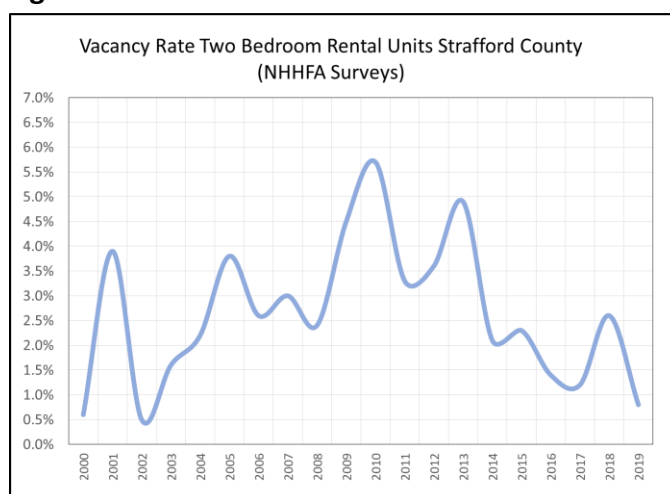


Recent and projected demographic shifts mean that an increasing share of the labor force will be entering retirement.

There will be fewer younger households to replace them unless younger workers can be attracted to the region. This is particularly challenging in Maine, New Hampshire, and Vermont which have the oldest populations in the nation.

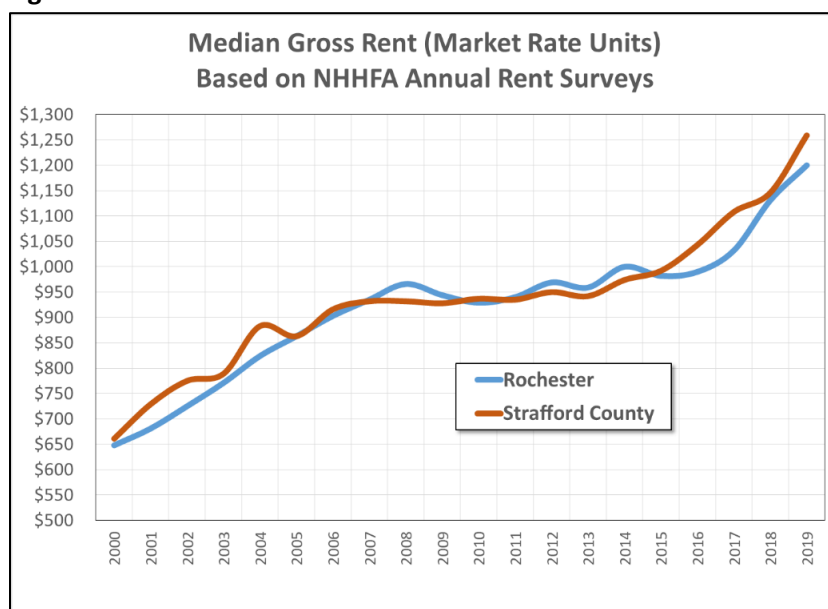
2. Rental Vacancy Rate and Market Rent Trend

Figure 2



Low rental vacancy rates often parallel low unemployment rates due to the high demand for labor relative to a limited affordable housing supply.

In its most recent June 2019 annual rent survey, the New Hampshire Housing Finance Authority (NHHFA) estimated a rental vacancy rate of less than one percent for two bedroom rental units in Strafford County.

Figure 3

Market rents have increased significantly since 2015, providing increased support for the development of market rate rental housing, and for affordable workforce housing.

3. Long Term Change in Renter Households

Table 1

Census Period (100% Count)	Net Change in Rochester Renter Households	
	For Period	Avg Per Year
1980-1990	746	75
1990-2000	621	62
2000-2010	228	23
1980-2010	1,595	40

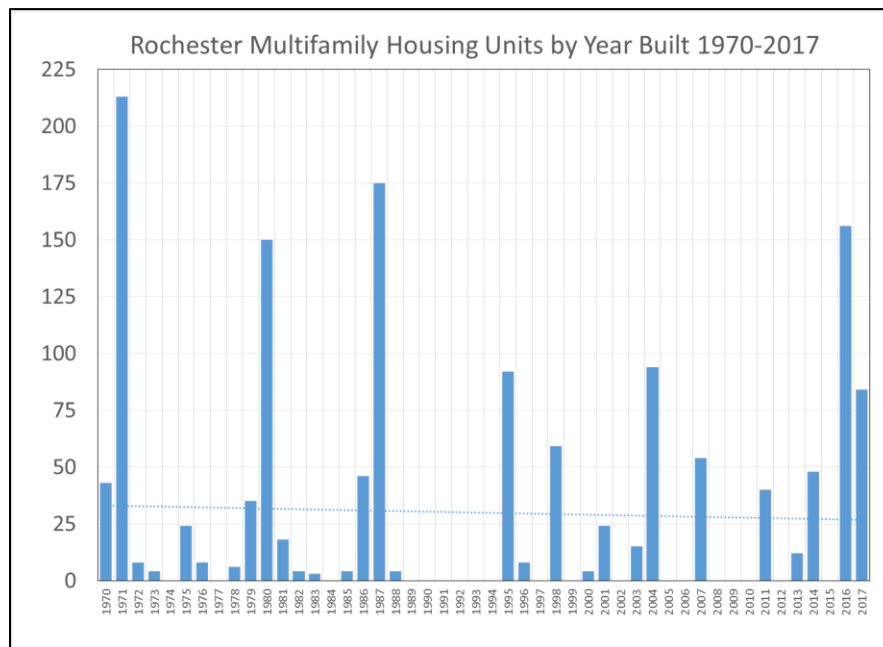
During the 30-year period 1980 to 2010, Rochester registered an increase of nearly 1,600 renter households, or a net change of about 40 per year.²

During the 2000-2010 period, the pace of renter household growth was much slower than in the prior decades.

The current rental vacancy rate in the area is indicative of pent up demand for rental housing, as are the rapid absorption rates of recently developed market rate and workforce rental housing developments created through the Low Income Housing Tax Credit (LIHTC) program administered through the NHHFA.

Based on an analysis of Rochester property tax assessment data, Figure 4 shows the historic pattern of multifamily housing development based on “year built” associated with the properties. The history indicates that multifamily development is somewhat cyclical, with high production years followed by longer periods of lower activity as the new inventory is absorbed.

² The decennial Census is the only source of 100% counts of housing units and households. Interim estimates based on small samples are available from the American Community Survey (ACS), but the ACS data are not considered accurate for whole-number estimates. They are best used to estimate proportional data such as percent distributions or ratios.

Figure 4

Historically, multifamily development in Rochester has been intermittent with periodic spikes in activity in response to market conditions and opportunities. It has not taken place at a steady pace.

Developers are likely to seek sites that can support at least 24 units as economically viable. They will often prefer locations that offer the potential for larger scale development that can be phased. This allows the pace of actual construction to respond to changes in demand and to adjust to the scale of new rental projects being created within the same market area.

D. Balancing Jobs and Housing

1. Jobs-Housing Ratio

An affordable housing supply is needed to support and recruit an adequate labor supply that will sustain business expansion. It is also in the interest of businesses to locate in places where employees can live within a reasonable distance to work. Proximity of employees to the workplace has been found to reduce absenteeism and employee turnover, and related employee training costs.

Table 2

Jobs - Housing Relationship - City and Region 2017			
Demographic Factor	Rochester	Dover- Rochester- Somersworth	Strafford Co
Jobs (All Sectors) 2017	12,108	35,620	48,165
Jobs in Retail, Lodging, Food 2017 *	4,146	9,109	11,185
Share of Total Jobs	34%	26%	23%
Households 2017	12,837	30,936	48,543
Homeowners	8,308	18,064	31,845
Renters	4,529	12,872	16,698
Renters % of Households	35%	42%	34%
Jobs/Households Ratio	0.94	1.15	0.99
Households/Job Ratio	1.06	0.87	1.01
* Retail sector defined here to include retail, restaurant, food and accommodation			

The general relationship between the number of jobs located in the City and its region relative to the number of resident households is illustrated in Table 2.

On a regional basis (Strafford County) there is about one household per job. We will assume that one average job (at

the average wage) is capable of supporting one average household. In Rochester, 35% of all households are renters; within the Tri-City area (Dover-Rochester-Somersworth) 42% of households are renters. We can reasonably expect that 35% to 40% of new households will need rental housing.

2. Apartments Supportable by Retail Development

From prior studies in Rochester, we have estimated that there is an average of about 600 square feet of finished building area per employee within the retail, food and accommodation (lodging) sectors. (For the purposes of this study, we will refer to this grouping of uses as the retail sector.)

In Table 3, we estimate the number of jobs generated by various scales of retail development by amount of floor area. Note that retail jobs are not “average jobs” with respect to the wages generated. Since retail wages are relatively low, it takes the income from 1.7 retail jobs to equal the wage generation, or income equivalent, of one average job in Rochester.

Table 3

Estimated Rental Housing Needs Associated with Retail Development				
Square Feet Retail, Lodging, Food Sectors	Rochester Retail Jobs @ 600 Sq. Ft. Per Employee (1)	Income-Equivalent Average Wage Jobs (2)	Supportable Rental Units (@ 35% - 40%)	
50,000	83	49	17	20
100,000	167	99	35	40
150,000	250	148	52	59
200,000	333	198	69	79
250,000	417	247	86	99
300,000	500	297	104	119
350,000	583	346	121	138
400,000	667	396	139	158
450,000	750	445	156	178
500,000	833	495	173	198
<i>(1) Ratio derived from 2018 Rochester Impact Fee Update by BCM Planning, LLC.</i>				
<i>(2) Average wages 2017 Rochester: retail, accommodation and food = \$26,852 (NH Employment Security) Average wage for all sectors = \$45,646. Income from 1.7 retail jobs = income from one average job. In Strafford County there is an average of one household per job</i>				
<i>(3) In Rochester, 35% of households are renters. Average for Tri-City area (Dover-Rochester-Somersworth) is 42%</i>				

With 35% to 40% of households oriented toward rental tenure, income from retail jobs may generate a need for about 3.5 to 4.0 rental units for every 10,000 square feet of commercial space

Developers seldom create new rental developments of less than 24 units. Therefore, at least 60,000 square feet of retail space or mixed commercial uses would be needed to support demand for a minimum scale rental development.

None of these estimates presume that the rental housing demands generated by retail development can be met on the same site, nor that those who live in such housing will also work in the same locations as their job.

Housing demand and supply balances occur across a large region. The exercise above is to estimate the level of apartment development that may be reasonably associated with various levels of retail expansion in Rochester.

E. Supportable Apartments in Primary Area of GRDD

1. Original (2009) Estimates of Retail and Office Potential

In an early series of projections of TIF buildout by BCM Planning (September 2006), it was projected that about 10% of the development potential within the Primary Area of the GRDD would be composed in office uses. This projection was estimated based on historical growth of the City over a long term period, with shares of new commercial growth allocated to the GRDD primary and secondary areas.

In 2009, CLD Engineers prepared a detailed land capability analysis and plan for a study area that now comprises the Primary Area of the GRDD Tax Increment Financing District. This analysis included wetland delineations of the selected parcels, and specific estimates of new retail and office space supportable on the study area parcels.

Retail and lodging uses were projected as the front line uses for most parcels, with office space opportunities allocated to the developable portions of the lots that lie behind the assumed retail portions of the site. In estimating supportable floor area, the study assumed that retail uses would be of a single story, and that office space development would be in two-story buildings.

After making initial assignments of developable land and supportable floor area to each parcel, the allocations were modified after consultation with the City to arrive at the final 2009 development assumptions. The modified estimates assigned about half of the new commercial development in the study area to office space.

The allocations of office space were not based on any particular market demand analysis. Rather, there was a need to make an estimate non-retail development potential as part of the future buildout assumptions as an input to traffic demand modeling. That modeling became the basis for projecting NH Route 11 improvement and signalization needs, and for a subsequent memorandum of understanding between the City and the NH Department of Transportation to define required highway improvement needs in the GRDD corridor.

2. Substitution of Apartments for Office Space Allocation

In this section we estimate the number of apartments that would be possible in the Primary Area of the GRDD by substituting apartment floor area equivalents of the 2009 office space assignments.

The office space assignments from the 2009 CLD study were made assuming two stories of construction. Apartment development on the same footprints could include two story or three story construction (three story is more common in the current market unless construction occurs in row or townhouse structures).

Table 4 illustrates data for Rochester apartment developments of 24 or more units by type based on property tax data analysis by BCM Planning. Average apartment buildings have about 1,000 to 1,200 square feet of finished floor area per dwelling unit.

Table 4

Rochester Apartment Developments With 24 Units+ (2018)			
Apartment Development Excluding Rehab	Multifamily Units	Finished Area of Buildings	Avg Area Per Unit
Affordable Senior Apartments	290	230,240	794
Affordable Family Apartments	153	156,532	1,023
Non-Subsidized Apartments 24 Units or More	1,027	1,004,644	978
<i>Subtotal Built 2000 Or Later</i>	<i>472</i>	<i>598,084</i>	<i>1,267</i>

For new apartment construction, we will assume about 1,200 square feet of finished space per unit. (This includes the living area within the units and finished common areas within the structures).

Commercial uses outside the downtown area of Rochester are required to have three parking spaces per 1,000 square feet (1 space for 333 square feet). The standard requirement for apartments is two spaces per unit. For a dwelling unit with 800 square feet of living area, parking would be 1 space for 400 square feet. Total living area per unit in multifamily structures including common areas is about 1,200 square feet. This would indicate that parking space needs would average 1 space per 600 square feet). The impervious areas needed for parking and circulation for apartment uses should be no greater than those assumed for a comparable amount of office space.

Depending on whether 2-story or 3-story construction is assumed, the substitution of apartment space for the office space allocations shown for the Primary Area of the GRDD would represent a maximum potential for **550 to 790** multifamily dwelling units. (See Table 5.)

It is not likely that apartments could be developed to their theoretical maximum. In the 2009 study, the development of office space on some lots noted that development of some parcels would be difficult due to the presence of wetlands, a need for some filling and mitigation, and to strategically connect developable upland areas with access drives.

The vast majority of the original office space allocation) was assigned to lot 208-1, where 550,000 square feet of office space was estimated to be possible.³ The 2009 wetland delineation noted that development of the rear portion of the site would require construction of serpentine driveways to connect upland pockets of developable land area.

Part of the development capability assigned the lot now developed as Phase 1 of The Ridge (216-11) was estimated to support 140,000 square feet of office space to the rear of the lot. Subsequently, a conservation easement⁴ was granted to the City that precludes backland

³ Lot 208-1-2, the location of Tractor Supply, appears to have been part of the original lot evaluated.

⁴ The conservation easement encumbers 46.2 acres, comprising 31.1 acres of upland and 15.1 acres of wetland.

Potential for Apartments in the GRDD

development on this site, but permits passive public recreation uses. Therefore, no on-site backland development potential for this lot is shown in Table 5. However, the proportionate apartment demand generated by the retail buildout of the parcel has been computed.

Table 5

Estimated Apartment Development Potential in Primary GRDD Parcels								Estimated Number of Apartments @ 1,200 SF Finished Area Per Unit (Note 1)		Estimated Number of Apartments Proportionate to Retail Development	
Lot(s)	Gross Acres	Developable Area Excluding Roads, Setbacks, Buffers	Retail Development Potential (One-Story)	Constructed or Approved Since Original Study	Remainder Estimated Retail Potential	2009 Estimated Office Development Potential as 2-story (See notes)	3-Story Apartment Sq. Ft. Equivalent of Office Allowance	2-Story Apartment Buildings	3-Story Apartment Buildings		
208-1 and 208-1-2	82.5	45.0	75,000	18,875	56,125	550,000	825,000	458	688	26	30
208-2	32.0	15.0	165,000		165,000	45,000	67,500	38	56	58	66
208-4	1.2	0.9	10,000		10,000					4	4
208-5	0.8	0.6	7,000		7,000					2	3
208-6	1.1	0.8	2,000		2,000					1	1
208-8 (Note 2)	71.0	10.0	100,000		100,000	See Note 2	See Note 2			35	40
216-1, 216-2, 216-3, 221-163 (Note 3)	23.7	17.6	40,000	10,950	29,050			50	50	14	16
216-4	17.1	13.0	65,000		65,000					23	26
216-6, 216-7, 216-8, 216-9	39.5	24.4	124,000	194,500	0					68	78
216-11 (Note 4)	85.0	30.0	220,000	295,000	0	See Note 4	See Note 4			103	118
Total	353.9	157	808,000	519,325	434,175	595,000	892,500	546	794	334	382

(1) Based on average living area per unit for multifamily buildings constructed in Rochester 2000 - 2017 (property assessment records).

(2) The final 2009 office allocation of 130,000 square feet to this parcel was based on "balancing the uses in the District". The rear portion of the lot was considered inaccessible due to the need for long wetland crossings. We have substituted the 100,000 square foot retail alternative from the 2009 study since the proposed zoning changes would not permit apartments within 300' of Route 11.

(3) These parcels were combined in the final 2009 estimates of development potential. The 2009 study identified potential for 50 units at this location.

(4) The 2009 study anticipated 140,000 square feet of office space on the back portion of the lot. However, backland development is now precluded by a conservation easement.

3. Apartment Development in Proportion to Retail Space

Our view is that the maximum apartment development potential estimated from substituting apartments for the original office space assignments produces a number that would be disproportionate with respect to the scale of retail development in the Primary Area of the GRDD.

If apartment development were instead proportionate to the amount of developed retail space, then the number of new apartments should be in the range of **330 to 380** units within the Primary Area of the GRDD west of Route 11. (See Table 5, right hand columns.)

Potential for Apartments in the GRDD

The proportionate number of apartments would be higher if the pre-existing Wal-Mart Supercenter were included in the estimates. The range of proportionate apartment construction, if related to the scale of major retail development within the Primary Area of the GRDD (existing and anticipated) would be as high as 470 units:

<u>Primary Area of GRDD</u>	<u>Retail SF</u>	<u>Proportionate Apartments</u>	<u>Apts. Cumulative</u>
Wal-Mart Super Center (predates TIF)	225,000	90	90
Other Retail Developed / In Process	519,000	208	298
<u>Remaining Projected Retail</u>	<u>434,000</u>	<u>174</u>	<u>472</u>
Total	1,178,000	472	

There are 115 apartments at Northgate, the only existing apartment complex within the Primary Area of the GRDD. Northgate Apartments, a 3-story complex constructed in 1971, predates the TIF designation of the area. If these units were deducted from the proportionate apartment unit calculations, then a proportionate long term goal for new apartment development in the Primary Area would be in the range of **265 to 360** multifamily units.

F. Assessed Valuation Comparison

1. Apartments and Condos

The average taxable valuation of multifamily apartments in Rochester built 2000 or later, on sites with 24 or more units, is about \$92,000 per unit, or \$72 per square foot based on total finished area within the buildings. (See Table 6.)

“Apartment” development might also occur as condominiums, which would generate higher values per unit and per square foot. Smaller condos in Rochester with living area under 1,000 square feet have an average valuation of about \$72,000 or \$86 per square foot. Larger condos with 1,000 to 1,500 square feet have average values of \$114,000 per unit or \$99 per square foot. (See Table 7.) Larger condo units generally take the form of attached or townhouse/row style units. This style of construction, however, would produce fewer units within available developable sites.

Table 6

Rochester Apartment Developments With 24 Units+ (2018)				
Apartment Development Excluding Rehab	Multifamily Units	Finished Area of Buildings	2018 Assessed Valuation Per Unit	2018 Assessed Valuation Per Sq. Ft.
Affordable Senior Apartments	290	230,240	\$59,394	\$75
Affordable Family Apartments	153	156,532	\$62,407	\$61
Non-Subsidized Apartments 24 Units or More	1,027	1,004,644	\$65,696	\$67
<i>Subtotal Built 2000 Or Later</i>	<i>472</i>	<i>598,084</i>	<i>\$91,847</i>	<i>\$72</i>

Table 7

Average Valuation - Apartments and Condos - Rochester 2018				
Multifamily Development	Assessed Valuation		Avg Living Area Per Unit	Enrollment Per Unit
	Per Unit	Per Sq. Ft.		
Market Rate Apartments 24 Units +	\$65,700	\$67	978	0.22
Built 2000 or Later	\$91,847	\$72	1,267	0.28
Condominiums				
Under 1,000 Sq. Ft.	\$71,900	\$86	839	0.20
Built 2000 or Later	insufficient number of units to tabulate			
1,000 to 1,500 Sq. Ft.	\$114,000	\$99	1,148	0.17
Built 2000 or Later	\$132,000	\$113	1,171	0.17

2. Office Valuation Comparison

The average taxable valuation of offices in Rochester is about \$111 per square foot. This varies by number of stories and age of construction. One story office space carries a higher valuation per square foot than buildings with two or more stories.

There has been very little recent construction of office space with two or more stories in Rochester. Office developments with two or more stories developed in 2010 or later has an average taxable valuation of \$106 per square foot (2018 values). The average for offices with two or more stories built 1990 or later is \$120 per square foot.

Table 8

2018 Assessed Valuation Rochester Two or More Story Office Buildings			
Period Built	Assessed Valuation	Square Feet Finished	Valuation Per Square Foot
1980 or Later	\$9,458,500	78,515	\$120
1990 or Later	\$8,749,200	72,879	\$120
2010 or Later	\$2,151,100	20,276	\$106

For comparison of long term valuation potential, we will assume that two story offices would have a taxable value averaging \$120 per square foot (based on 2018 assessed valuation data).

Comparison of Taxable Value on Building Footprint of 50,000 Square Feet

Office space – 2 Story

Footprint area 50,000 square feet @ 2 story = 100,000 square feet @ \$120 = **\$12.0 million**

Apartments - 3 Story

Footprint area 50,000 square feet @ 3 story= 150,000 square feet @ \$72 = **\$10.8 million**

Multifamily Condos < 1000 sq. ft. - 3 Story

Footprint area 50,000 square feet @ 3 story= 150,000 square feet @ \$86 = **\$12.9 million**

A three story apartment complex would generate about 90% of the total taxable valuation that would be produced by two story office development on the same footprint. If the multifamily units were in condo ownership, the residential valuation of the units would be about 7.5% higher than the office scenario.

The multifamily development scenarios, if built in three story buildings, would tend to generate roughly comparable levels of taxable valuation (and tax increments) as two story office space on the same footprint area.

G. Development Impact of Apartments

1. Population and School Enrollment

In Table 9 the demographic impacts and trip generation potential of multifamily development is estimated based on average values per unit. Impacts are shown for 50 to 400 units, representing short term vs. long term buildout scenarios.

While population would be added to the City's service base with the creation of new apartments, the housing would enable a larger labor force to live in the City near sources of local employment.

Based on the 2018 impact fee study for the City prepared by BCM Planning, LLC the average apartment in Rochester generates 0.275 public school pupils. The local schools are operating at levels below their maximum enrollment capacity. While operating expenses for education may increase, new additions to school buildings will probably not be required to serve the range of enrollment generation illustrated here.

Table 9

Estimated Residential Service Demand Factors - Apartment Development									
Service Demand Measure	Avg Per Unit	Number of Apartments							
		50	100	150	200	250	300	350	400
Population (1)									
Low	2.10	105	210	315	420	525	630	735	840
High	2.28	114	228	342	456	570	684	798	912
School Enrollment (2)									
Elementary & Middle	0.196	10	20	29	39	49	59	69	78
High School	0.079	4	8	12	16	20	24	28	32
Total Public Schools	0.275	14	28	41	55	69	83	97	110
Vehicle Ownership (3)									
Based on Average Rental Unit	1.29	65	129	194	258	323	387	452	516
Trip Generation (Trip Ends) (4)									
Average Weekday	6.72	336	672	1,008	1,344	1,680	2,016	2,352	2,688
AM Peak (7-9 AM)	0.51	26	51	77	102	128	153	179	204
PM Peak (4-6 PM)	0.67	34	67	101	134	168	201	235	268
(1) Persons per household for 5+ unit rentals (low) and average renter household size (high) - 2017 ACS sample, Rochester (2) Average enrollment in multifamily units, Rochester 2018 (from impact fee study by BCM Planning, LLC) (3) Vehicles per household estimate for renter occupied housing from 2017 ACS Rochester sample (4) ITE, Trip Generation, 7th edition, rates for apartments (use 220)									

2. Vehicle Ownership and Trip Generation

The average rental unit in Rochester is associated with an average of 1.29 vehicles. While this creates a new source of traffic demand on the road network, the City collects significant annual revenues from vehicle registrations.

Trip generation impacts are shown for average daily trips and for AM and PM peak trips. Traffic demand modeling from the 2009 CLD study was used to project signalization and other improvements needed along Farmington Road (State Route 11) to accommodate full buildout within the study area for retail and for very large complement of future office space.

In Table 10, the estimated trip generation rates per dwelling unit for multifamily housing (apartments) are converted to estimated trips per thousand square feet for comparison to the rates for larger-scale office configurations.

Table 10

Comparison of Apartment vs. Office Trip Generation Per 1000 Square Feet					
APARTMENT Trip Generation Estimates (1)	ITE Rate Per Dwelling	Assumed Average Finished Area Per Apartment			
		1,200	1,100	1,000	900
		Estimate Trips Per 1000 Square Feet			
Average Weekday	6.72	5.60	6.11	6.72	7.47
AM Peak (7-9 AM)	0.51	0.43	0.46	0.51	0.57
PM Peak (4-6 PM)	0.67	0.56	0.61	0.67	0.74
OFFICE Trip Generation Estimates (1)	Type of Office Space				
	Corporate Headquarters	Research & Development Center	General Office Building	Office Park	
Estimated Trip Ends Per 1000 Sq. Ft.					
Average Weekday		7.98	8.11	11.01	11.42
AM Peak Hour		1.49	1.24	1.55	1.74
PM Peak Hour		1.40	1.08	1.49	1.50
(1) Residential trip generation rates are computed per dwelling unit; office and commercial trip rates are computed per 1000 square feet. The ITE trip rates for multifamily units have been converted to rates per 1,000 square foot for comparison based on a range of average finished space per dwelling. Trip rates were derived from Trip Generatio, 7th Edition, Institute of Transportation Engineers (ITE).					

When compared *per thousand square feet of floor area*, the trip generation rates for apartments are lower than those of typical office space, particularly at peak hours. Peak hour traffic is significant to the determination of intersection capacity and signalization needs.

Since a very large complement of office space was part of the 2009 buildout assumptions and related traffic modeling for the Primary Area of the GRDD, the original modeling may have already accounted for a traffic volume and peak trip generation that is equal to or greater than that of comparable floor areas that are developed as apartments.

3. Supporting Infrastructure

The apartment development concept that is envisioned by the draft zoning amendments for the GRDD would provide for the integration of apartment uses and retail uses within the District, or within individual parcels.

Walkability is a central part of that integration, indicating a need to consider inclusion of supportive residential infrastructure improvements (whether public or private) such as:

- Sidewalks along the internal public or private roads and access drives that link residential sites to the commercial core area;
- Street and/or sidewalk lighting along these sidewalks;
- Winter maintenance of the walkways for year round pedestrian use;
- Hiking paths / fitness circuits / cross country ski trails that connect open space or recreation opportunities in parcel backlands.

The capacity to develop apartments within the indicated parcels of the GRDD presumes that public water and sewer infrastructure will have adequate capacity to support two to three story apartment construction on backland elevations (or that this capacity can be provided during the course of development). Evaluations should be made by the Public Works Department to assure that adequate water pressure and fire flows can be maintained at these locations.

The Rochester Planning Board has recently adopted a schedule of impact fees that will go into effect in January 2020. These fees will enable the City to assess new development for its proportionate demand on selected capital facilities. The impact fees for residential development include assessments for public schools, police, fire and municipal office facilities. For apartment buildings with average living space per dwelling, 250 apartments would generate about one million dollars in fee revenue to offset municipal capital costs.

In addition, the Planning Board may require other funds or improvements as exactions for off-site improvements to water, sewer, drainage and roads where they are necessitated by specific developments. Within the GRDD, however, certain public improvements may be funded by incremental tax revenues generated within the TIF.

It may be possible for the City to leverage affordable rental housing within the GRDD through the financing of supporting infrastructure improvements using tax increment revenues. The reduction of developer front end costs for water, sewer, and roads could be used to negotiate development agreements that incorporate affordable workforce rental housing within the GRDD, including Low Income Housing Tax Credit (LIHTC) apartments through the NH Housing Finance Authority. Affordable workforce rental housing would expand the capacity of the GRDD to support the labor supply needed to staff its retail development, and fulfill a recognized public purpose.

H. Administrative Considerations

In addition to changes in the zoning ordinance, the incorporation of apartments into the GRDD may require the amendment of the Tax Increment Development Plan⁵ for the District if the City determines that allowing apartments would be inconsistent with the 2014 adopted Plan. If a revised TIF plan is deemed necessary, it would need to be adopted by the City Council.

The GRDD is also designated as an Economic Revitalization Zone (ERZ) by the NH Division of Economic Development. The City should confirm that eligibility of the district as an ERZ will not be affected by the incorporation of apartments as a conditional use within the District.

The Rochester Planning Department has advised that the memorandum of understanding (MOU) between the City and the NH Department of Transportation with respect to planned Route 11 improvements and signalized intersections is tied directly to the buildout assumptions of the 2009 CLD report. The 2009 buildout analysis was based on traffic projections for a specific quantity of retail and office space only. Therefore, the incorporation of apartments as a land use within the GRDD will likely require that a revised MOU be created, supported by revised buildout assumptions and traffic modeling.

⁵ Granite Ridge Development District - Tax Increment Development Program and Financing Plan, adopted June 10, 2014.

**Community Development
Block Grant Program**

Consolidated Annual Performance and Evaluation Report (CAPER)



**City of Rochester, New Hampshire
July 1, 2018—June 30, 2019**

Prepared for the US Department of Housing and Urban Development

submitted September XX, 2019

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CAPER

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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This FY 2018 (July 1, 2018 – June 30, 2019) Consolidated Annual Performance Evaluation Report (CAPER) summarizes the accomplishments and financial expenditures of Year 4 of the FY 2015-2020 Consolidated Action Plan (FY 2018 Annual Action Plan) of the City of Rochester. The City of Rochester develops the Five-Year Consolidated Plan, annual Action Plan, and annual CAPER to provide a strategy for investment of federal Community Development Block Grant (CDBG) funds and review of program achievements, as required by the U.S. Department of Housing and Urban Development (HUD). The Consolidated Plan is a living document designed to identify the needs of the community, especially the low- to moderate-income residents of the City. The Consolidated Plan is the result of an eighteen-month collaborative process that includes extensive public outreach, multiple public hearings, and consultation with community agencies, neighborhood groups, and other relevant organizations. The Annual Action Plan is developed each fiscal year to describe the projects that have been funded for that year as they relate to the five-year Consolidated Plan program goals.

The Consolidated Plan under which this year's CAPER falls started July 1, 2015 and will end June 30, 2020, comprising five Annual Action Plan years (or program years). Programs and activities described in this report were intended to primarily benefit low- and moderate-income residents of the City of Rochester, neighborhoods with high concentrations of low- and moderate-income residents, and the City as a whole. The Community Development Block Grant award for the City of Rochester for FY 2018 was \$290,637.00.

All Annual Action Plans must address the needs of the community, with primary benefits addressing the needs of low- to moderate- income persons (defined as those with household incomes below 80% of the area median income). For FY 2018, the median income for the Portsmouth-Rochester Metropolitan Fair Market Rent Area was \$99,200. In addition, Consolidated Plans and Annual Action Plans must address the three national objectives set forth by HUD: (1) to provide decent housing, (2) to provide a suitable living environment, or (3) to expand economic opportunities.

All CDBG activities undertaken during FY 2018 advanced one or more of these three national HUD objectives. Public service activities (non-construction funding for social service agencies) included funding for two of the region's three homeless shelters, rental assistance for low-income families and for residents with mental illnesses or developmental disabilities, and educational programs for low-income residents. Most of these activities were aimed at providing a suitable living environment or to provide decent and affordable housing for low- and moderate-income residents.

Economic development activities included a new loan to a Rochester business through the CDBG-funded Job Opportunity Benefit (JOB) revolving loan fund, which promotes the retention and creation of jobs for low- and moderate-income residents. Several JOB Loan Program loan recipients from previous fiscal years reported several jobs created that were made available to and occupied by lower income residents during FY 2018, as

well. The JOB Loan Program is aimed at expanding economic opportunities.

Housing rehabilitation funding supported 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. In addition, FY 18 CDBG funds were allocated for a permanent supportive housing project headed by the Rochester Housing Authority that would have created eight units of permanent supportive housing for chronically homeless residents. This project has been placed on hold indefinitely.

Public facilities funding was awarded to install a new chairlift at Maple St. Magnet school between the second and third floors and to replace an old chairlift in the Spaulding High School auditorium. Both projects were completed in spring/summer 2019. These projects were aimed at providing a suitable living environment through increasing accessibility to public facilities and public buildings.

This past fiscal year also saw a number of new community development initiatives undertaken by the City of Rochester's Community Development Coordinator, as well as renewal of previous community development initiatives. These include continued adapting work on the draft Assessment of Fair Housing into a revised Analysis of Impediments to Fair Housing; partnership with the Workforce Housing Coalition of the Greater Seacoast to plan a workforce housing charrette planned that took place in September 2018, which resulted in a workforce housing report and the City of Rochester receiving the coalition's 2018 Municipal Leadership Award; continued partnership with the Home for All coalition (formerly named the Greater Seacoast Coalition to End Homelessness), including hosting a landlord outreach event to encourage local landlords to participate in voucher programs; and a new partnership with the University of New Hampshire and New Hampshire Listens on a technical assistance project aimed at reducing lead poisoning within the City of Rochester.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

As in previous years, CDBG priorities favored public services and facilities projects serving homeless residents, rental assistance and housing rehabilitation to preserve affordable housing stock, and activities and projects serving extremely low and low income residents. FY 2018 funding reflected these priorities.

In most categories of funding, goals were met or significantly exceeded, such as "Affordable Housing for Homeless Persons," "Increase Access to Quality Facilities and Services," "Retention of Affordable Housing Stock," and "Reducing Substance Abuse (Especially Heroin)." The one exception is the category of "Increasing the Supply of Supportive Housing," which encompassed the planned Rochester Housing Authority permanent supportive housing project. This project has been placed on hold due to a deficit in gap funding. The City's Community Development Coordinator met with Rochester Housing Authority during FY 2018 to discuss the funding difficulties for this project. Among possible solutions, the housing authority mentioned extending increased density allowances in the downtown region to the entire city. The Community Development Coordinator has relayed this suggestion to the City of Rochester Planning Department for analysis and consideration. In addition,

the FY 2017 Rochester Community Center tennis court lights project was completed in the first part of FY 2018. This project encountered delays due to contractor availability issues.

Overall, throughout FY 2018, significant and substantial progress was made across all funding categories to provide decent housing, to provide a suitable living environment, and to expand economic opportunities for residents of the City of Rochester.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordable Housing for Homeless Persons	Affordable Housing Homeless	CDBG: \$0.00	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	0	0	N/A	N/A	N/A	N/A
Affordable Housing for Homeless Persons	Affordable Housing Homeless	CDBG: \$19,000.00	Homeless Person Overnight Shelter	Persons Assisted	675	491	72.74%	100	147	147.00%
Affordable Housing for Homeless Persons	Affordable Housing Homeless	CDBG: \$0.00	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0	N/A	N/A	N/A	N/A
Affordable Housing for Homeless Persons	Affordable Housing Homeless	CDBG: \$0.00	HIV/AIDS Housing Operations	Household Housing Unit	0	0	N/A	N/A	N/A	N/A

Improving the Safety/Livability of Neighborhoods	Non-Housing Community Development	CDBG: \$0.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	4720	8878	188.09%	N/A	N/A	N/A
Increase Access to Affordable and Quality Housing	Affordable Housing Non-Homeless Special Needs	CDBG: \$8,000.00	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	1400	205	0.00%	60	67	111.66%
Increase Access to Quality Facilities and Services	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$77,616.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	1586	10.00%	215	215	100.00%
Increase Access to Quality Facilities and Services	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$6,595.55	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	76	N/A	205	412	200.98%

Increase Access to Quality Facilities and Services	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$0.00	Facade treatment/business building rehabilitation	Business	10	1	10.00%	N/A	N/A	N/A
Increasing the Supply of Supportive Housing	Affordable Housing Non-Homeless Special Needs	CDBG: \$0.00	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	0	0	N/A	N/A	N/A	N/A
Increasing the Supply of Supportive Housing	Affordable Housing Non-Homeless Special Needs	CDBG: \$87,198.07	Housing for Homeless added	Household Housing Unit	0	8	100.00%	8	0	0.00%
Public Services Concerned with Employment	Non-Housing Community Development Economic Development	CDBG: \$5,000.00	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	270	456	168.89%	150	215	143.33%

Reducing Substance Abuse (Especially Heroin)	Non-Homeless Special Needs Non-Housing Community Development Substance abuse	CDBG: \$5,000.00	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	150	1087	724.67%	50	1087	2174.00%
Retention of Affordable Housing Stock	Affordable Housing	CDBG: \$50,000.00	Homeowner Housing Rehabilitated	Household Housing Unit	200	138	69.00%	25	25	100.00%
Small Business Establishment and Expansion	Non-Housing Community Development Economic Development	CDBG: \$0.00 (RLF)	Jobs created/retained	Jobs	75	16	21.33%	2	6	300.00%
Small Business Establishment and Expansion	Non-Housing Community Development Economic Development	CDBG: \$0.00 (RLF)	Businesses assisted	Businesses Assisted	8	6	75.00%	0	1	N/A

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

As in previous years, CDBG priorities favored public services and facilities projects serving homeless residents, rental assistance and housing rehabilitation to preserve affordable housing stock, and activities and projects serving extremely low and low income residents. FY 2018 funding

reflected these priorities. The greatest amount of public service funding went to two of the region's homeless shelters, Cross Roads House (\$12,000 for FY 18) and My Friend's Place (\$7,000 for FY 18). In addition, general city funding in the amount of \$16,000 was awarded to the Homeless Center for Strafford County in FY 18 to support its homeless services.

For maintaining affordable housing for low-moderate income residents, \$5,000.00 was spent by the SHARE Fund to provide rental assistance to lower income residents and a bit under \$3,000.00 was spent by Community Partners to provide rental assistance for residents with mental illnesses and/or developmental disabilities. Such rental support represents an important affordable housing strategy of the city's CDBG program, as the rental market remains a large provider of affordable housing for Rochester residents. Also in FY 2018, \$50,000.00 was spent by the Community Action Partnership of Strafford County to provide weatherization for homes owned by low-moderate income residents. For most residents, this greatly reduces energy costs for the home, thereby keeping the home affordable for the owner. Also, many of the residents served by the weatherization program are low-income elderly residents seeking to "age in place," and weatherization assistance is especially essential to this demographic for keeping their housing costs affordable.

Other priorities, aligned with the needs identified in the FY 2015-2020 Consolidated Plan and FY 2018 Annual Action Plan, focused on providing for the basic needs of Rochester residents and addressing the continuing opioid addiction crisis in the region. Such activities included support for Court-Appointed Special Advocates of New Hampshire, which has seen a significant rise in child abuse and neglect cases related to the opioid epidemic; SOS Recovery Center, which provides peer-based recovery support services; and High School Equivalency Testing assistance offered through the Dover Adult Learning Center, which provides for a basic level of education for low-moderate income residents.

The two completed public facilities projects for FY 2018, the installation of a new chairlift at Maple St. Magnet School and the replacement of an old chairlift at Spaulding High School. These projects have increased accessibility to these important public facilities. Accessibility improvements have become increasingly important as the city's and state's aging demographics mean a proportional increase in residents with mobility limitations and physical disabilities.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	1,751
Black or African American	54
Asian	34
American Indian or American Native	8
Native Hawaiian or Other Pacific Islander	0
Total	1,847
Hispanic	63
Not Hispanic	1,784

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

During FY 2018, approximately 95% of the residents of the City of Rochester served were white, and approximately 5% of the residents served were of non-white races and/or ethnicities (predominantly Black/African-American and Asian). According to U.S. Census data, the City of Rochester is 95.4% white, 0.8% Black or African-American, 0.3% American Indian or Alaska Native, 1.2% Asian, 0.1% Native Hawaiian or other Pacific Islander, 1.8% Hispanic, and 1.7% two or more races. There have not been disproportionate services provided to white residents over residents belonging to racial/ethnic minorities.

Please note that there may be slight discrepancies in the numbers provided, as several multi-racial categories were included in the demographic questionnaires provided to recipients of CDBG-funded public services. Many residents identified as belonging to two races/ethnicities or as "Other/Multiracial."

CR-15 - Resources and Investments 91.520(a)**Identify the resources made available**

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	428,907	
General Fund	public - local	212,239	\$212,239

Table 3 - Resources Made Available**Narrative**

In the adopted FY 2018 Action Plan, \$316,537.02 in CDBG grant funds (which includes the \$290,637 grant allocation for FY 2018, \$25,900.02 in unexpended prior year funds, and program income from the JOB Loan Program) were made available to the City of Rochester. The adopted FY 2018 Annual Action Plan is available on the City of Rochester's website at <https://www.rochesternh.net/community-developmentdivision/pages/action-plans>.

During FY 2018, \$171,145.55 was expended on programs and activities, and \$53,389.36 was spent on planning and administration of the CDBG program, for a total expenditure of \$224,534.91 for FY 2018. The remaining funds, which consist primarily of the funds allocated to the cancelled Rochester Housing Authority permanent supportive housing project, have been reallocated to FY 2019 activities.

In the annual grant application developed by Community Development staff, CDBG applicants must state both the amount and the percentage of leveraged funds relative to the CDBG funds being requested. The percentage and amount of leveraged funds available are taken into account when grant applications are analyzed and funding decisions made.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Rochester Low-Moderate Income Census Tracts	65	58	HUD-determined census tracts of 51% or greater low-moderate income residents

Table 4 – Identify the geographic distribution and location of investments**Narrative**

In FY 2018, \$99,211.55 was spent on activities in >51% low-moderate income census tracts, and \$72,000 was spent on activities in <51% low-moderate income census tracts. All activities in non-low moderate income census tracts, however, were based on served clients' actual low-income or presumed low-income status (e.g., persons who are homeless, adults with severe disabilities).

These activities were operational expenses at two of the region's homeless shelters, My Friend's Place and Cross Roads House; rental assistance provided by Community Partners, which serves clients with mental illnesses and development disabilities; and the Community Action Partnership of Strafford County's weatherization program, which provides weatherization and related housing rehabilitation services for low-income homeowners.

All of these activities, although occurring in census tracts that are not majority low- to moderate income, serve some of the most vulnerable and neediest of Rochester's residents, including residents who are homeless and residents with mental illnesses and/or development disabilities.

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Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

During FY 2018, \$5,179,065 was also made available in leveraged funds provided by the public service agencies that received CDBG funding. The sources of these leveraged funds are various and includes non-CDBG federal grants, state grants, municipal-level funding, and private donations received by the public service agency CDBG subrecipients. The Community Action Partnership of Strafford County's weatherization assistance program, for example, receives leveraged funds through regional utility companies and the state Department of Energy. The United Way of the Greater Seacoast also provides significant funding for multiple public service agencies that receive Rochester CDBG funds, especially the three regional homeless services providers.

In the annual grant application developed by Community Development staff, CDBG applicants must state both the amount and the percentage of leveraged funds relative to the CDBG funds being requested. The percentage and amount of leveraged funds available are taken into account when grant applications are analyzed and funding decisions made.

CDBG Activity	CDBG Funding	Leveraged Funds
Cross Roads House	\$12,000.00	\$1,059,734.00
My Friend's Place	\$7,000.00	\$95,912.00
Community Partners	\$3,000.00	\$6,700.00
SHARE Fund	\$5,000.00	\$32,500.00
Court-Appointed Special Advocates of NH	\$2,910.50	\$2,104,500.00
Dover Adult Learning Center	\$5,000.00	\$1,193,000.00
Tri-City Co-op	\$3,685.05	\$177,608.00
SOS Recovery Center	\$5,000.00	\$399,111.00
Community Action Partnership of Strafford County – Weatherization Assistance Program	\$50,000.00	\$110,000.00
School Department – Maple St. Magnet School Chairlift	\$46,500.00	\$0.00
School Department – Spaulding High School Chairlift	\$31,116.00	\$0.00

Rochester Housing Authority – Elevator for Supportive Housing for Chronically Homeless Residents (cancelled)	\$87,198.07 <i>(allocated but unexpended)</i>	\$1,800,000.00 <i>(allocated but unexpended)</i>
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CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	100	147
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	100	147

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	15	24
Number of households supported through The Production of New Units	8	0
Number of households supported through Rehab of Existing Units	25	25
Number of households supported through Acquisition of Existing Units	0	0
Total	48	49

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Performance goals were significantly exceeded (by nearly 50%) for the number of homeless households and individuals provided with homeless shelter services. Local homeless shelter providers have reported that while the number of homeless persons seeking shelter tends to decline in the spring and summer, as the weather warms, that has not been the case this year. Instead, shelters are seeing continued elevated numbers of shelter admissions, and most shelters are operating at or over capacity.

Performance goals were very slightly exceeded for rental assistance and home rehabilitation. For rental assistance, most households were extremely low income, and the remainder were low income. All rental assistance provided by Community Partners was provided to extremely low income residents, and 89% of rental assistance provided by the SHARE Fund was provided to extremely low income residents, with the remaining percentage of residents being low income. For home rehabilitation, 28% of households were extremely low income, 44% of households were low income, and 28% of households were moderate income.

Discuss how these outcomes will impact future annual action plans.

The Seacoast's homeless shelters, including current subrecipients Cross Roads House and My Friend's Place, participate in the regional Coordinated Entry system and have found it challenging to accurately estimate how many clients will be served within the any given year since all homeless clients are now funneled through the same organizational point of contact. It is also difficult sometimes to establish what the most accurate residency for a homeless individual or family might be, as many of these individuals and families are frequently moving between various cities and towns in the Seacoast region. Thus, while a shelter may be serving the same or greater number of clients overall, the specific percentage of Rochester residents may decline. Prior to the next CDBG grant application period, the Community Development Coordinator will consult with the regional homeless shelters to discuss current client trends and to provide directives on how to accurately estimate projected goals for the next fiscal year.

The postponement of the Rochester Housing Authority's permanent supportive housing project due to issues in gap funding will result in more thorough analyses of future CDBG grant applications that involve projects relying on non-CDBG funding sources as part of the overall budget. Applicants will be required to provide information indicating that all other funding has been encumbered and, if such funding is not yet encumbered, what the agency's plans and back-up plans are for securing the necessary funds.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	771	0
Low-income	1,169	0
Moderate-income	12	0
Total	1,952	0

Table 7 – Number of Households Served

Narrative Information

The overwhelming majority (99.4%) of Rochester residents assisted with CDBG funds during FY 2018 were extremely low or low income, with a significant percentage being extremely low income (39.5%). The non-low-moderate income residents assisted were one Dover Adult Learning Center student and new hires resulting from JOB Loan Program business loans.

For CDBG purposes, "extremely low income" is defined as 30% of the area median income, "low income" is defined as 50% of the area median income, and "moderate income" is defined as 80% of the area median income. For FY 2018, the area median income for the Portsmouth-

Rochester Metropolitan Fair Market Rent Area was \$99,200.

There is not a situation in which moderate-income residents are being assisted at disproportionate levels compared to low-income residents. The opposite is the case, with most residents served by CDBG-funded activities falling into the low income category, followed by the extremely low income category and then the moderate income category. This reflects the City of Rochester's prioritization of providing basic needs and ensuring CDBG funding serves the city's most vulnerable residents.

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CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

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

Activities to address homelessness in FY 2018 included public service agency grants to two of the region's homeless shelters that provide services to Rochester residents (My Friend's Place and Cross Roads House), rental assistance for families who are threatened by homelessness via funding the SHARE Fund's rental assistance program and Community Partner's rental assistance program for residents with mental illnesses or developmental disabilities, and participation by Community Development staff in multiple events and coalitions addressing homelessness issues. The Community Development Coordinator attended most New Hampshire Balance of State Continuum of Care meetings, continued in a leadership role with the Home for All coalition (formerly known as the Greater Seacoast Coalition to End Homelessness), participated heavily in the Tri-City Mayoral Homelessness Task Force, and engaged in extensive consultations with homeless services and allied providers.

In addition, in FY 2018, the City of Rochester provided \$16,000 in local funding to the Homeless Center for Strafford County, which is located within the City of Rochester. The region's three homeless shelters, along with Coordinated Entry staff housed within the Community Action Partnership of Strafford County, provide individual assessment for each homeless person or family, or each person or family at risk for homelessness. Based on these assessments, the person or family is placed with a homeless shelter that best fits their needs, referred to an organization that can provide emergency rental assistance, or provided other relevant referrals. The continued implementation of the Coordinated Entry system for the entire Seacoast region has formalized this intake process and ensured that the provided resources are a good match for the individual's particular situation and needs. In addition, all of the regional shelters work with the Continuum of Care on the annual Point in Time count, which in recent years has focused especially on obtaining accurate counts and needs assessments of unsheltered persons not connected with shelter or other service providers.

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

During FY 2018, CDBG public service agency operating grants were awarded to two of the region's homeless shelters that provide services to Rochester residents, and local funding was provided to a third homeless shelter that is located within the City of Rochester. Over forty percent of the available public service agency operating grant funds awarded for FY 2018 went to funding homeless shelters and their services. All three funded shelters (My Friend's Place, Cross Roads House, and the Homeless Center for Strafford County) provide emergency shelter and supportive services to residents, including financial counseling, educational and vocational training, child care, and health clinics. Two of the three shelters have transitional housing units

available. Cross Roads House, the regional homeless shelter with the largest capacity, also runs a Housing First program.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after 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); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

During FY 2018, CDBG funds supported two rental assistance programs for families who are threatened by homelessness, via public service grants to the SHARE Fund and Community Partners, and housing rehabilitation for low-income homeowners via funding for the Community Action Partnership of Strafford County's weatherization assistance program. Without this assistance, it is likely that these Rochester residents would have been placed at risk of losing their current housing and becoming homeless.

In particular, Community Partners' rental assistance program provides assistance to residents with mental illnesses and/or developmental disabilities. This includes both direct funding (such as for security deposits) and ongoing case management for the Community Partners client. Ongoing supportive services have been identified by several agencies, such as Community Partners and Cross Roads House, as necessary for eviction prevention.

The Community Development Coordinator has also been active in multiple coalitions and groups through FY 2018, including the Home for All coalition (formerly known as the Greater Seacoast Coalition to End Homelessness) and the Tri-City Mayoral Homelessness Task Force. In spring 2019, the Community Development Coordinator worked with Home for All to host an educational forum for local landlords on the Family Unification Program vouchers. The forum focused on the challenges and needs of youth exiting the foster care system. The Tri-City Mayoral Homelessness Task Force worked throughout 2018 and 2019 to draft a regional homelessness master plan that included housing and employment needs analyses for residents exiting mental health facilities and correctional programs.

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.

During FY 2018, CDBG public services grants were awarded to two regional homeless shelters, My Friend's Place and Cross Roads House, which provide services to Rochester residents. These shelters have transitional housing units available and provide supportive services to residents, including financial counseling, educational and vocational training, child care, and health clinics.

Cross Roads House also has implemented a Housing First initiative and established a housing stability/eviction prevention program to assist former shelter residents in maintaining housing once they have left the shelter. The post-housing case management has already prevented several evictions for residents who are now in permanent housing.

The City of Rochester also allocated FY 2018 funds toward the Rochester Housing Authority's Charles St. permanent supportive housing project. This project has been placed on hold due to a deficit in gap funding. The City's Community Development Coordinator met with Rochester Housing Authority during FY 2018 to discuss the funding difficulties for this project. Among possible solutions, the housing authority mentioned extending increased density allowances in the downtown region to the entire city. The Community Development Coordinator has relayed this suggestion to the City of Rochester Planning Department for analysis and consideration.

In addition, the Community Development Coordinator has been active in multiple coalitions and groups through FY 2018, including the Home for All coalition (formerly known as the Greater Seacoast Coalition to End Homelessness) and the Tri-City Mayoral Homelessness Task Force. In spring 2019, the Community Development Coordinator worked with Home for All to host an educational forum for local landlords on the Family Unification Program vouchers. The forum focused on the challenges and needs of youth exiting the foster care system. The Tri-City Mayoral Homelessness Task Force worked throughout 2018 and 2019 to draft a regional homelessness master plan that included housing and employment needs analyses for residents exiting mental health facilities and correctional programs.

CR-30 - Public Housing 91.220(h); 91.320(j)**Actions taken to address the needs of public housing.**

The most recent Five Year Plan prepared by the Rochester Housing Authority (RHA) reports its goals and objectives as including reduction of public housing vacancies, increase in affordable housing units, the creation of workforce housing, and the promotion of economic opportunities and an increase in affordable healthcare access to low-income families. During FY 2018, CDBG funding supported two rental assistance programs for low-income residents, including residents with mental illnesses or developmental disabilities, via public service grants to the SHARE Fund and Community Partners. CDBG funding also helped fund housing rehabilitation for low-income homeowners via funding for the Community Action Partnership of Strafford County's weatherization assistance program. One new Job Opportunity Benefit loan were also awarded to a local business with an anticipated three new jobs to be created for low-income Rochester residents.

The City of Rochester also allocated FY 2018 funds toward the Rochester Housing Authority's Charles St. permanent supportive housing project. This project has been placed on hold due to a deficit in gap funding. The City's Community Development Coordinator met with Rochester Housing Authority during FY 2018 to discuss the funding difficulties for this project. Among possible solutions, the housing authority mentioned extending increased density allowances in the downtown region to the entire city. The Community Development Coordinator has relayed this suggestion to the City of Rochester Planning Department for analysis and consideration.

In addition, Rochester Community Development staff has arranged to have all CDBG construction project bids posted at RHA housing units to encourage the hiring of public housing residents for CDBG-funded projects.

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

The Rochester Housing Authority maintains a Resident Advisory Board, including representatives from each of the RHA's housing locations, that meets to review the RHA annual and five-year plans. The Resident Advisory Board also provides input on general RHA operations. During the FY 2018 Annual Action Plan citizen participation plan and the FY 2020-2025 Consolidated Plan citizen participation process, the City of Rochester's Community Development consulted with the RHA Resident Advisory Board on identifying how to increase homeownership opportunities for lower-income residents, especially residents who are racial/ethnic minorities. This planning is currently being incorporated into the draft FY 2020-2025 Consolidated Plan and draft Analysis of Impediments to Fair Housing update.

The Community Development Coordinator also forwards programs and funding opportunity regarding affordable homeownership to RHA staff as such information becomes available.

Actions taken to provide assistance to troubled PHAs.

N/A. The Rochester Housing Authority is not designated as a troubled agency by HUD.

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CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken 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. 91.220 (j); 91.320 (i)

The City of Rochester's Community Development staff has assisted the Planning Department in planning projects funded through technical assistance grants. The New Hampshire Municipal Technical Assistance Grant, which was awarded in FY 2017 and for which CDBG administrative/planning funds were used as matching funds, funded consultant work to review and revise downtown land use regulations to increase allowed density for buildings in the downtown region. A revised version of the draft downtown recommendations were adopted by the Rochester City Council in FY 2018.

The City's Community Development Coordinator also met with Rochester Housing Authority during FY 2018 to discuss the funding difficulties and regulatory difficulties for its postponed Charles St. permanent supportive housing project. Among possible solutions, the housing authority mentioned extending increased the density allowances in the downtown region to the entire city. The Community Development Coordinator has relayed this suggestion to the City of Rochester Planning Department for analysis and consideration.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

Some of the top underserved needs within the City of Rochester continue to be supportive services and affordable housing for residents with mental illnesses and/or substance use disorders. The main obstacles to serving these underserved needs are lack of funding and lack of organizational capacity.

These obstacles have been addressed through a variety of means. CDBG public service agency funding was awarded in FY 2018 to two regional homeless shelters, My Friend's Place and Cross Roads House, whose clients disproportionately serve residents with mental illnesses or substance use disorders. CDBG funds were also awarded to Community Partners, to provide rental assistance for lower-income clients with mental illnesses and/or developmental disabilities, and to SOS Recovery Center, to provide recovery services for residents with substance use disorders.

Throughout FY 2018, the Community Development Coordinator has also continued to remain active in the Home for All coalition (formerly known as the Greater Seacoast Coalition to End Homelessness), as the cofacilitator for its Housing Opportunities Workgroup, and with the Tri-City Mayoral Homelessness Task Force. The Housing Opportunities Workgroup worked throughout 2018 and 2019 to develop plans for a landlord reassurance fund program that would encourage landlords to accept higher-need tenants (such as those with mental illness or substance use disorders) by providing case management and fund availability for damages or missed rent payments. The Tri-City Mayoral Homelessness Task Force worked throughout 2018

and 2019 to draft a regional homelessness master plan that included housing and supportive service needs analyses for residents with mental illnesses and/or substance use disorders.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

In spring 2019, the City of Rochester was accepted into a statewide lead poisoning community project 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; and Building, Zoning, and Licensing Services Department. Rochester Main Street, Community Action Partnership of Strafford County, and the Strafford County Public Health Network 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.

In addition, the Community Action Partnership for Strafford County's weatherization assistance program, which received \$50,000.00 in CDBG funding during FY 2018, provides weatherization assistance to low-income residents of the City of Rochester. This includes updating heaters and boilers, replacing inadequate insulation, and other related rehabilitation activities. While performing this rehabilitation work, the weatherization assistance program also provides lead evaluation, containment, and/or abatement services when circumstances, such as the age of the home in question, indicate the need for such. In FY 2018, a total of 25 housing units received housing rehabilitation assistance, including 19 units constructed prior to 1978.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The City of Rochester seeks to reduce poverty among city residents through a multi-pronged strategy. One prong of this approach is the provision of direct services aimed at addressing basic and immediate needs of our most vulnerable, lowest-income residents. This includes emergency housing assistance, in the forms of funding for the region's homeless shelters and for rental assistance provided by the SHARE Fund and Community Partners. The SHARE Fund's rental assistance helps low-income residents pay security deposits or back rent payments, and Community Partners' rental assistance program helps its clients with mental illnesses and/or developmental disabilities to pay security deposits and provides ongoing supportive services throughout the clients' tenancy.

A second prong involves investment in activities and programs that will help prevent poverty and/or address poverty in the longer term. This includes funding for educational and vocational services, such as Dover Adult Learning Center's High School Equivalency Testing program. Dover Adult Learning Center provides High School Equivalency testing preparation services to lower-income residents, as well as English as a Second Language classes for Rochester's growing immigrant population.

A third prong involves investing funds to create and broaden economic opportunities within the City of Rochester. The City maintains a revolving loan fund, the Job Opportunity Benefit (JOB) loan program, to provide funding to local businesses that commit to retaining at-risk jobs or creating new jobs specifically for low- to moderate-income residents. One new JOB loan was entered into during FY 2018, with an anticipated three jobs to be created for low- and moderate-income residents.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City of Rochester is a public entity that regularly plans and finances economic development projects, code enforcement, planning and zoning review, emergency financial relief assistance, and community development activities. Rochester's Community Development Division works with other city departments, including the Planning Department and Department of Public Works, and with many regional public service agencies, including agencies that receive CDBG funding subgrants and agencies that do not. This coordination has enabled the efficient provision of supportive services, housing rehabilitation, and public facilities improvements for low- and moderate-income Rochester residents. This coordination also identifies specific program and activity needs within the City, as well as other funding sources for city projects that may not qualify under CDBG.

In addition, the Community Development Coordinator regularly participates in the New Hampshire Balance of State Continuum of Care as a Rochester representative, in the Tri-City Mayoral Homelessness Task Force as a Rochester representative, and in workgroup leadership position with the Home For All coalition (formerly named the Greater Seacoast Coalition to End Homelessness) as a Rochester representative. The involvement of Community Development staff in these organizations and coalitions provides for the development and strengthening of cross-agency relationships and projects, especially those related to reducing and eliminating homelessness, one of the top community concerns.

Finally, in spring 2019, the City of Rochester was accepted into a statewide lead poisoning community project 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; and Building, Zoning, and Licensing Services Department. Rochester Main Street, Community Action Partnership of Strafford County, and the Strafford County Public Health Network are also represented on the project team. Although this planning project is still in progress, already the team has identified multiple potential cross-agency partnerships and program opportunities.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The Community Development Division has engaged in a broad range of outreach and networking activities throughout FY 2018, which have included regularly relaying relevant HUD, New Hampshire Bureau of Homeless and Housing Services, New Hampshire Housing Finance Authority, and other housing- and homelessness-related training opportunities to public service

agencies and other regional contacts who might be interested. The Community Development Coordinator also participates as a member of the New Hampshire Balance of State Continuum of Care, the Home For All coalition (formerly the Greater Seacoast Coalition to End Homelessness), and the Tri-City Mayoral Homelessness Task Force. As part of the Home For All coalition, the Community Development Coordinator helped plan and host a landlord outreach event encourage local landlords to participate in voucher programs

This past fiscal year also the Community Development Division partner with the Workforce Housing Coalition of the Greater Seacoast to plan a workforce housing charrette planned that took place in September 2018, which resulted in a workforce housing report and the City of Rochester receiving the coalition's 2018 Municipal Leadership Award. The Community Development Coordinator has worked with coalition staff, Rochester Housing Authority staff, city Planning and Economic Development staff, elected officials, and various non-profit partners (such as Rochester Main Street) to plan the charrette.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

Throughout FY 2018, the Community Development Coordinator continued to collaborate with the Rochester Housing Authority to finish the consultation process for what was originally planned to be a joint Assessment of Fair Housing. Consultations have included discussions with City staff, municipal staff from neighboring jurisdictions, mental health agencies, civil rights organizations, local housing services providers, and residents of all six City wards. As the AFH Rule has been suspended, this work has resulted in the drafting of an updated Analysis of Impediments to Fair Housing. The updated Analysis of Impediments to Fair Housing was reviewed by the Rochester Community Development Committee meeting in July 2019 and will be voted upon by the full City Council in August 2019.

The Community Development Coordinator also has continued to attend and participate in relevant trainings of fair housing-related topics, such as a November 2018 fair housing training hosted by the New Hampshire Housing Finance Authority and New Hampshire Legal Assistance. The Community Development Coordinator also continues to share information on fair housing issues, such as HUD bulletins and training information, with its CDBG subrecipients as well as other relevant public service agency contacts.

One of the key goals of the city's current Analysis of Impediments to Fair Housing is to monitor city ordinances and policies that affect housing development (whether positively or negatively) and impact on housing availability and affordability for various residential demographics. Lack of housing affordability, in particular, has been identified as a key impediment to fair housing. The New Hampshire Municipal Technical Assistance Grant, which was awarded in FY 2017 and for which CDBG administrative/planning funds were used as matching funds, funded consultant work to review and revise downtown land use regulations to increase allowed density for buildings in the downtown region. A revised version of the draft downtown recommendations were adopted by the Rochester City Council in FY 2018.

In addition, the City's Community Development Coordinator also met with Rochester Housing Authority during FY 2018 to discuss the funding difficulties and regulatory difficulties for its postponed Charles St. permanent supportive housing project. Among possible solutions, the housing authority mentioned extending increased the density allowances in the downtown region to the entire city. The Community Development Coordinator has relayed this suggestion to the City of Rochester Planning Department for analysis and consideration.

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CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements.

The City of Rochester collects both quarterly and annual reports from its subrecipients. These reports include racial/ethnic, sex, income, and other demographical information of clients served, as well as expense details. In June 2019, the Community Development Coordinator performed annual site monitoring visits to the offices of all FY 2018 CDBG grant subrecipients, as part of its established policy to provide annual monitoring to all CDBG subrecipients. There is a monitoring checklist that the City of Rochester uses to facilitate these visits, and the checklist is attached to this report.

During each visit, Community Development staff interviewed key agency personnel, reviewed program and financial documents, and discussed performance successes and challenges. Financial monitoring includes discussion and review of the subrecipient procurement policies, review of the audit trail report and CDBG trial balance report, review and discussion of the subrecipient's most recent audit or equivalent financial statements, review and discussion of the subrecipient's system of internal controls, review of any CDBG expenditures on staff salary/benefits, and review and discussion of cost allowability.

There were no performance issues identified during any of the FY 2018 subrecipient site visits. However, based on quarterly reports and annual site monitoring visits, the City of Rochester may identify deficiencies and formulate corrective action plans to remediate these deficiencies. For example, the successful completion of a corrective action plan for the Community Action Partnership of Strafford County's weatherization assistance program was discussed in the FY 2016 CAPER, and documentation on this correction plan and procedures was supplied as an attachment with the FY 2017 CAPER.

Prior to the award of any CDBG funds, all potential subrecipients are subject to risk assessment during the grant application process. The City of Rochester CDBG grant application requires agencies to provide information on agency history, federal grant management experience, budget information, information on board of directors and administrator-level staff, whether the agency currently collects client demographics data and has a conflicts of interest policy, and whether and how the agency currently employs performance measures. A copy of the agency's most recent financial review and a description of any findings from the most recent financial review are also requested as grant application attachments.

Community Development staff also performed environmental reviews for all CDBG-funded projects and Davis-Bacon Act wage rate compliance monitoring for all CDBG-funded construction projects. For environmental reviews, this included field site visits to project sites and consultations with the New Hampshire Division of Historical Resources for projects not already covered under the Programmatic Agreement between the City of Rochester and the Division of Historical Resources. Community Development staff also discussed environmental review procedures with all FY 2018 CDBG subrecipients prior to the beginning of the fiscal year to ensure that all subrecipients understood that work on the projects could not begin until the completion of the environmental review.

For Davis-Bacon Act compliance, this has included site visits to Spaulding High School and Maple St.

Magnet School for the two chairlift installation projects. No compliance issues were identified during the site visits or in review of submitted payroll documentation. The Rochester Housing Authority's Charles St. permanent supportive housing project has been postponed, so there was no Davis-Bacon Act monitoring for this project. The Community Action Partnership of Strafford County's weatherization assistance program is currently exempt from Davis-Bacon Act requirements, as work occurs on single-family and duplex homes.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The final draft of the Consolidated Annual Performance and Evaluation Report (CAPER) is made available to the public through a variety of means. Hard copies of the report are provided for public viewing at City Hall, the Rochester Public Library, and the Office of Economic and Community Development. An electronic copy of the report is provided for public viewing and download on the City of Rochester's Community Development Division webpage at <https://www.rochesternh.net/community-developmentdivision/pages/annual-reports>. Notice of the public comment opportunity on the draft CAPER is posted in a local newspaper of general circulation, *Foster's Daily Democrat*, as well as at City Hall, the Rochester Public Library, the Rochester Community Center, and on the Community Development Division webpage. The notice also includes information in French on how to receive an oral interpretation of the plan, if needed, in accordance with the City of Rochester's Language Access Plan.

Notice of the public comments period regarding the draft FY 2018 CAPER was posted on July XX, 2019, more than 30 days prior to the submission of this CAPER to HUD. [comments received]

Summary of Public Comments Received

[comments received]

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

There have not been any changes in the City of Rochester's program objectives during FY 2018. The City of Rochester would, and has, changed its activities as a result of its experiences in implementing CDBG programs and activities, however. For example, in FY 2015-2016, the City of Rochester has discontinued CDBG funding to the New Hampshire Small Business Development Center due to ongoing performance issues and after counseling and other attempts to improve performance were unsuccessful. Also, in FY 2016-2017, there were three minor plan amendments that allocated allocated prior year unexpended CDBG funds on previously approved activities (the Community Action Partnership of Strafford County weatherization program, the Tri-City Co-op HVAC and handicap ramp project, and the Homeless Center for Strafford County back-up generator project)

Also, during FY 2018, Community Partners reported no activity and no clients served during quarter 2 and 3. The Community Development Coordinator met with Community Partners staff to discuss this lack of performance and to advise that continued non-performance would result in a corrective action plan and, if necessary, defunding. Community Partners improved performance significantly in quarter 4 of FY 2018 and ultimately met its performance goals for the program year.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

The City of Rochester does not have any open Brownfields Economic Development Initiative grants.

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

N/A. The City of Rochester is not a BEDI grantee.

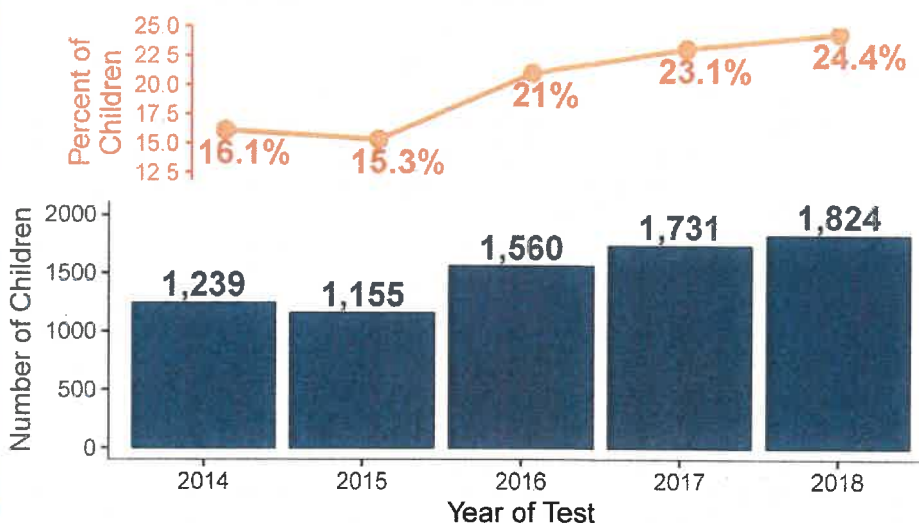


2018 LEAD EXPOSURE DATA BRIEF FOR THE STRAFFORD COUNTY REGION

Lead poisoning is entirely preventable. However, nearly 1 million children living in the United States have blood levels high enough to impair their ability to think, learn, and concentrate.

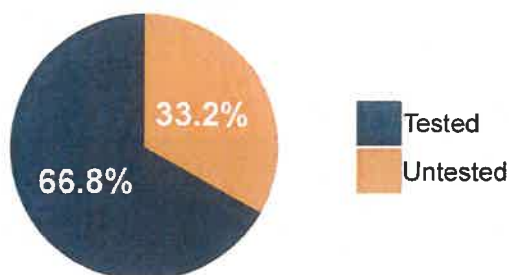
In 2018, 73 children (0 – 72 months old) in the Strafford County Region were identified with elevated blood lead levels of 5 ug/dL or higher.

Annual Number (and Percent) of Children, 0 to 72 Months Old, Tested for Blood Lead in the Strafford County Region 2014 – 2018



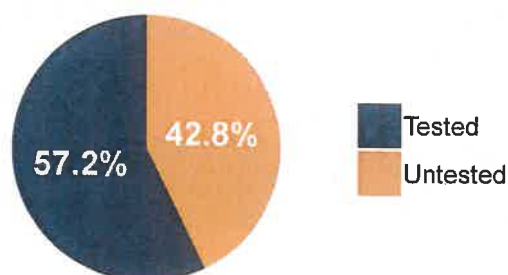
Percent of Children Tested per New Hampshire Screening and Management Guidelines

Percent of One-Year-Old Children Tested for Blood Lead



In 2018, 66.8% of one year-old (12–23 month-old) children residing in the Strafford County Region were tested for lead in their blood (854 of an estimated 1,279 children).

Percent of Two-Year-Old Children Tested for Blood Lead



In 2018, 57.2% of two year-old (24–35 month-old) children residing in the Strafford County Region were tested for lead in their blood (653 of an estimated 1,141 children).

In 2018, New Hampshire passed a state law requiring providers to conduct blood lead level tests for all one and two year-old children.

Childhood Lead Exposure by Town, 2018

TOWN	AGE GROUP (IN MONTHS)	POPULATION DPHS ESTIMATE 2018	NUMBER TESTED 2018	PERCENT TESTED (%) 2018	NUMBER WITH EBLL 5+ ug/dL 2018 ONLY	NUMBER WITH EBLL 5+ ug/dL 2014-2018	NUMBER WITH EBLL 10+ ug/dL VENOUS TESTS 2014-2018
BARRINGTON	0 to 72	618	154	25	1 - 4	15	1 - 4
	12 to 23	105	74	70	1 - 4	9	1 - 4
	24 to 35	94	57	61	0	1 - 4	1 - 4
DOVER	0 to 72	1980	502	25	17	77	15
	12 to 23	344	245	71	6	36	8
	24 to 35	308	173	56	1 - 4	16	1 - 4
DURHAM	0 to 72	197	58	29	1 - 4	1 - 4	1 - 4
	12 to 23	30	30	100	1 - 4	1 - 4	1 - 4
	24 to 35	25	17	68	0	0	0
FARMINGTON	0 to 72	488	110	22	8	43	7
	12 to 23	84	56	67	1 - 4	18	5
	24 to 35	75	42	56	1 - 4	14	1 - 4
LEE	0 to 72	258	61	24	1 - 4	6	1 - 4
	12 to 23	42	34	81	0	1 - 4	1 - 4
	24 to 35	38	21	55	1 - 4	1 - 4	0
MADBURY	0 to 72	126	23	18	1 - 4	1 - 4	0
	12 to 23	21	9	43	0	1 - 4	0
	24 to 35	19	11	58	0	1 - 4	0
MIDDLETON	0 to 72	124	19	15	0	1 - 4	0
	12 to 23	22	9	41	0	1 - 4	0
	24 to 35	19	7	37	0	0	0
MILTON	0 to 72	303	55	18	1 - 4	12	0
	12 to 23	52	23	44	1 - 4	1 - 4	0
	24 to 35	46	23	50	1 - 4	6	0
NEW DURHAM	0 to 72	153	25	16	0	1 - 4	0
	12 to 23	26	10	38	0	1 - 4	0
	24 to 35	23	12	52	0	0	0
ROCHESTER	0 to 72	1981	513	26	31	176	29
	12 to 23	339	223	66	8	70	17
	24 to 35	303	192	63	15	55	6
ROLLINSFORD	0 to 72	158	41	26	1 - 4	5	0
	12 to 23	27	22	82	0	1 - 4	0
	24 to 35	24	8	33	1 - 4	1 - 4	0
SOMERSWORTH	0 to 72	891	204	23	1 - 4	66	9
	12 to 23	154	90	58	1 - 4	30	1 - 4
	24 to 35	138	66	48	0	12	1 - 4
STRAFFORD	0 to 72	203	59	29	1 - 4	9	1 - 4
	12 to 23	33	29	88	1 - 4	5	1 - 4
	24 to 35	29	24	83	0	1 - 4	0
STRAFFORD COUNTY	0 to 72	7480	1824	24	73	421	66
	12 to 23	1279	854	67	26	182	37
	24 to 35	1141	653	57	25	117	11

Childhood blood lead test data is from the NH Healthy Homes Childhood Lead Poisoning Prevention Program. Elevated blood lead levels (EBLL) 5+ ug/dL is defined as a venous or capillary blood test with a result of 5 micrograms per deciliter (ug/dL) or higher. Exact numbers or percents cannot be reported when there are 1-4 cases due to suppression guidelines to protect privacy.

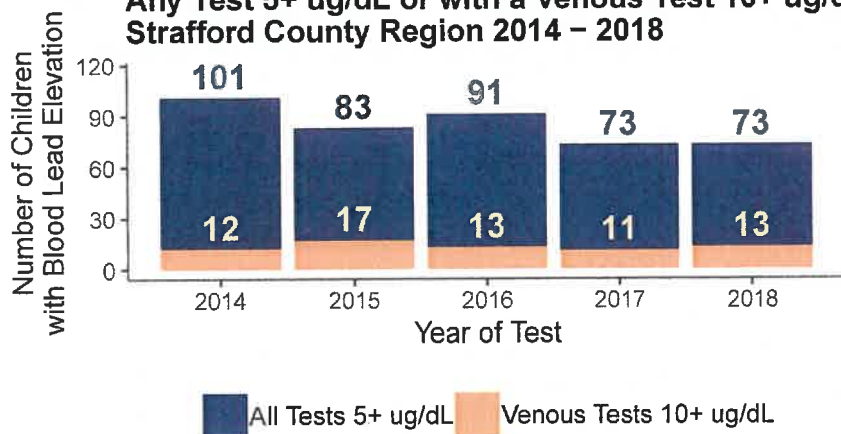
Childhood Lead Risk Factors by Town

TOWN	POPULATION UNDER 6 YO PERCENT (%)	HOUSING UNITS BUILT PRE-1950 PERCENT (%)	HOUSING UNITS RENTER OCCUPIED PERCENT (%)	HOUSEHOLDS MOVED IN LAST YEAR PERCENT (%)	UNDER 6 YO LIVING BELOW FED. POVERTY LEVEL PERCENT (%)	UNDER 6 YO IN WITH NO HEALTH INSURANCE PERCENT (%)
BARRINGTON	7.7	14	3	6.1	0	0
DOVER	6.1	28	53	14	20.1	1.6
DURHAM	2.6	20	27	19.2	2.8	4.2
FARMINGTON	8.4	37	33	11.1	6.7	0
LEE	4.6	8	15	8.1	0	0
MADBURY	7	9	22	7.4	0	8.2
MIDDLETON	6.2	12	53	7.4	5.7	0
MILTON	6.8	34	34	1.8	0	7.9
NEW DURHAM	6.6	21	8	4.3	0	0
ROCHESTER	5.9	26	43	10.6	24.7	5.3
ROLLINSFORD	5.9	36	32	13.4	0	4
SOMERSWORTH	8.3	36	58	13.8	19.5	3.2
STRAFFORD	5	22	7	8.7	0	0
STRAFFORD COUNTY	6	26	40	11.5	14	2.8

Risk factor data is from the American Community Survey (ACS), 5-Year Estimate Data (2013–2017).

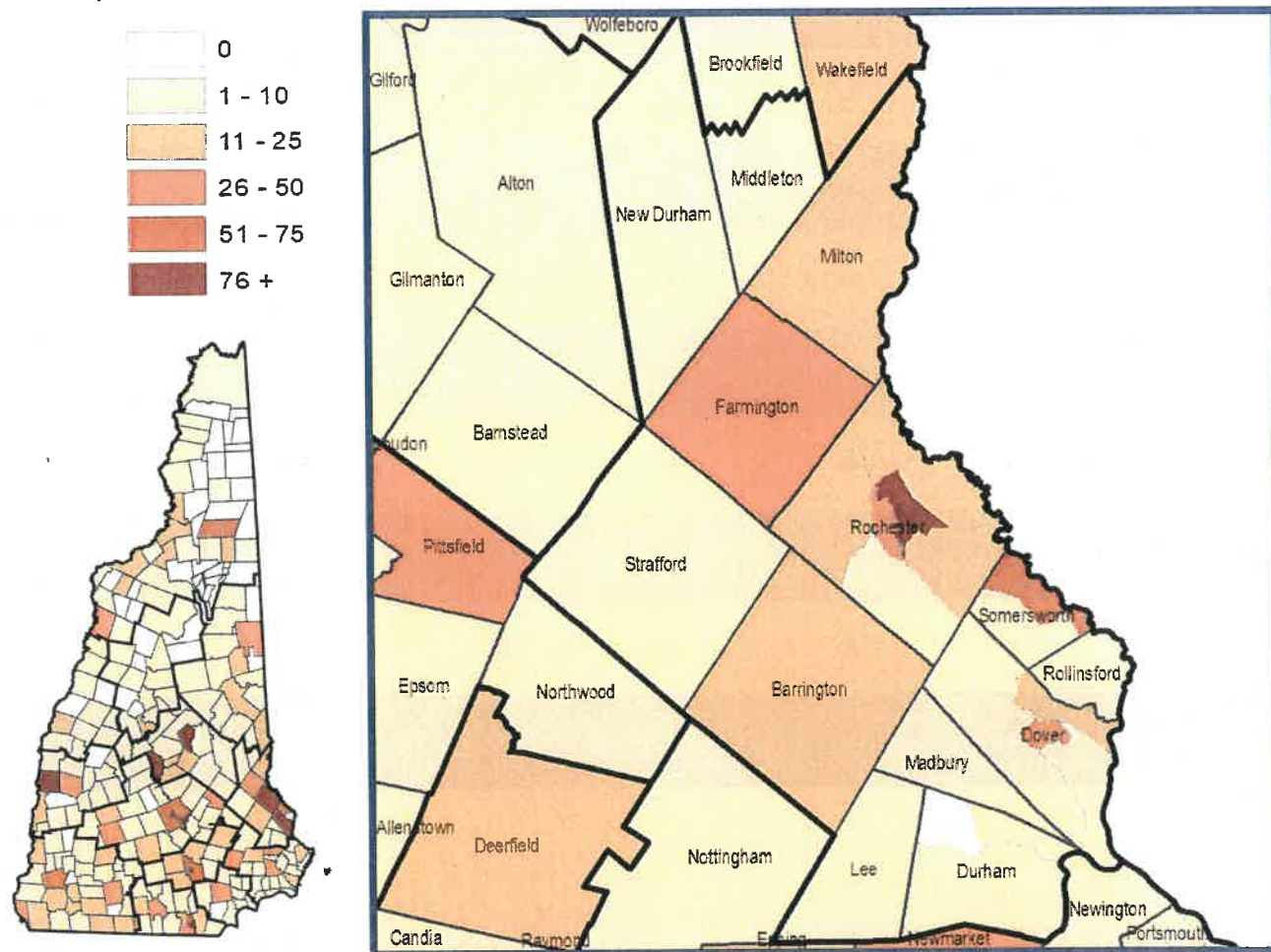
Childhood Lead Exposure

**Annual Number of Children 0 to 72 Months Old with Any Test 5+ ug/dL or with a Venous Test 10+ ug/dL
Strafford County Region 2014 – 2018**



**It only takes a speck
of lead dust the size
of a grain of salt to
poison a child**

**Number of Children 0 to 72 Months Old with Elevated Blood Lead Levels 5+ ug/dL
by Town (or Census Tract) in the Strafford County Region, 2014–2018**



NH HEALTHY HOMES AND LEAD POISONING PREVENTION PROGRAM

NH Department of Health and Human Services | Division of Public Health Services | Bureau of Public Health Protection
www.dhhs.nh.gov/dphs/bchs/clpp/
 August 2019

FINANCE COMMITTEE

Agenda Item

9/12/19

Agenda Item Name: Monthly Financial Statements Summary – as of August 31, 2019.

For the full detail report, click here: [August 2019 Financial Detail Report](#)

Name of Person Submitting Item: Mark Sullivan Deputy Finance Director

E-mail Address: mark.sullivan@rochesternh.net

Meeting Date Requested: September 10, 2019

Issue Summary Statement

The August 31, 2019 financial summary reports are attached.

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	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
<hr/>						
1000 GENERAL FUND						
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11031 CITY CLERK REVENUE	105,920	0	105,920	22,273.56	83,646.44	21.0%
11051 ASSESSORS REVENUES	0	0	0	43.50	-43.50	100.0%
11061 BUSINESS OFFICE REVENUE	350,000	0	350,000	79,230.19	270,769.81	22.6%
11062 BUSINESS OFFICE REVENUE	1,000	0	1,000	.00	1,000.00	.0%
11071 TAX COLLECTOR REVENUE	32,271,384	0	32,271,384	14,908,076.00	17,363,308.00	46.2%
11081 GENERAL OVERHEAD REVENUE	4,080,748	9,966	4,090,714	749,860.41	3,340,853.59	18.3%
11082 GENERAL OVERHEAD REVENUE	1,548,683	0	1,548,683	.00	1,548,683.00	.0%
11091 PUBLIC BLDGS REVENUE	0	0	0	220.05	-220.05	100.0%
11101 PLANNING	16,250	0	16,250	17,711.59	-1,461.59	109.0%
11201 REV LEGAL OFFICE	50,000	0	50,000	8,483.32	41,516.68	17.0%
12011 POLICE CITY REVENUE	325,400	0	325,400	39,292.53	286,107.47	12.1%
12021 FIRE CITY REVENUE	25,500	0	25,500	296.00	25,204.00	1.2%
12022 FIRE STATE REVENUE	41,812	0	41,812	.00	41,812.00	.0%
12031 DISPATCH CENTER	60,290	0	60,290	.00	60,290.00	.0%
12041 CODE ENFORCEMENT REVENUE	394,175	0	394,175	89,662.50	304,512.50	22.7%
13011 PUBLIC WORKS REVENUE	33,700	0	33,700	2,989.65	30,710.35	8.9%
13012 STATE HIGHWAY SUBSIDY	634,612	0	634,612	194,752.64	439,859.36	30.7%
14011 WELFARE REVENUE	2,500	0	2,500	.00	2,500.00	.0%
14021 RECREATION REVENUE	120,000	0	120,000	75,651.70	44,348.30	63.0%
14031 LIBRARY REVENUE	14,200	0	14,200	1,732.72	12,467.28	12.2%
TOTAL GENERAL FUND	40,076,174	9,966	40,086,140	16,190,276.36	23,895,863.64	40.4%
<hr/>						
5001 WATER ENTERPRISE FUND						
<hr/>						
510001 WATER WORKS REVENUE	6,607,310	0	6,607,310	857,472.64	5,749,837.36	13.0%
TOTAL WATER ENTERPRISE FUND	6,607,310	0	6,607,310	857,472.64	5,749,837.36	13.0%
<hr/>						
5002 SEWER ENTERPRISE FUND						
<hr/>						
520001 SEWER WORKS REVENUE	8,017,640	0	8,017,640	865,558.98	7,152,081.02	10.8%
520002 SEWER WORKS REVENUE	411,989	0	411,989	.00	411,989.00	.0%
TOTAL SEWER ENTERPRISE FUND	8,429,629	0	8,429,629	865,558.98	7,564,070.02	10.3%
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5003 ARENA ENTERPRISE FUND						
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	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
530001 ARENA REVENUE	402,865	0	402,865	59,333.66	343,531.34	14.7%
TOTAL ARENA ENTERPRISE FUND	402,865	0	402,865	59,333.66	343,531.34	14.7%
6000 COMMUNITY CENTER SP REV FUND						
600001 COMMUNITY CENTER REVENUE	861,466	0	861,466	189,591.16	671,874.84	22.0%
TOTAL COMMUNITY CENTER SP REV FUND	861,466	0	861,466	189,591.16	671,874.84	22.0%
GRAND TOTAL	56,377,444	9,966	56,387,410	18,162,232.80	38,225,177.20	32.2%

** END OF REPORT - Generated by Mark Sullivan **

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 GENERAL FUND							
11000051 CITY MANAGER	470,894	0	470,894	69,790.34	40,053.50	361,050.16	23.3%
11012351 ECONOMIC DEVELOPMENT	510,030	0	510,030	95,241.55	86,657.69	328,130.76	35.7%
11020050 IT SERVICES	797,462	0	797,462	114,354.39	87,968.32	595,139.29	25.4%
11030051 CITY CLERK	334,803	0	334,803	55,327.13	6,889.78	272,586.09	18.6%
11040050 ELECTIONS	54,479	0	54,479	2,945.60	961.00	50,572.40	7.2%
11050070 ASSESSORS	569,498	0	569,498	95,035.38	13,801.65	460,660.97	19.1%
11060051 BUSINESS OFFICE	543,461	0	543,461	106,195.69	2,527.67	434,737.64	20.0%
11063151 HUMAN RESOURCES	213,071	10,000	223,071	33,915.30	30,906.52	158,249.18	29.1%
11070070 TAX COLLECTOR	382,295	0	382,295	74,809.71	6,786.37	300,698.92	21.3%
11080050 GENERAL OVERHEAD	1,021,733	-14,000	1,007,733	77,465.16	196,072.71	734,195.13	27.1%
11090050 PB CITY WIDE 50	668,503	4,000	672,503	108,273.53	8,799.52	555,429.95	17.4%
11090051 PB CITY HALL 51	66,066	0	66,066	7,658.37	43,699.55	14,708.08	77.7%
11090052 PB OPERA HOUSE 52	48,551	0	48,551	7,332.06	28,984.37	12,234.57	74.8%
11090054 PB CENTRAL FIRE 54	10,979	0	10,979	3,027.25	5,121.75	2,830.00	74.2%
11090055 PB GONIC FIRE 55	10,594	0	10,594	1,777.25	6,044.25	2,772.50	73.8%
11090056 PB LIBRARY 56	18,893	0	18,893	3,770.56	12,072.01	3,050.43	83.9%
11090057 PB DPW GARAGE 57	11,874	0	11,874	2,637.25	7,566.75	1,670.00	85.9%
11090059 PB ER FIRE STATION 59	775	0	775	23.28	301.72	450.00	41.9%
11090061 PB HISTORICAL MUSEUM 61	1,520	0	1,520	.00	997.00	523.00	65.6%
11090063 PB HANSON POOL 63	5,100	0	5,100	1,481.94	318.00	3,300.06	35.3%
11090064 PB GONIC POOL 64	2,900	0	2,900	822.63	59.99	2,017.38	30.4%
11090065 PB EAST ROCHESTER POOL 65	2,600	0	2,600	822.62	60.01	1,717.37	33.9%
11090068 PB GROUNDS 68	12,160	0	12,160	509.13	-115.00	11,765.87	3.2%
11090069 PB DOWNTOWN 69	17,000	0	17,000	.00	2,233.60	14,766.40	13.1%
11090070 PB REVENUE BUILDING 70	22,331	0	22,331	2,763.67	16,466.88	3,100.45	86.1%
11090071 PB PLAYGROUNDS 71	3,000	0	3,000	.00	.00	3,000.00	.0%
11090075 PB NEW POLICE STATION	24,252	0	24,252	3,940.63	12,660.50	7,650.87	68.5%
11090077 PB ANNEX	4,260	0	4,260	.00	2,178.00	2,082.00	51.1%
11102051 PLANNING	433,139	0	433,139	70,828.25	16,509.79	345,800.96	20.2%
11200051 LEGAL OFFICE	597,718	0	597,718	79,080.91	8,698.02	509,939.07	14.7%
12010053 PD ADMINISTRATIVE SERVICES	1,976,055	0	1,976,055	419,062.42	113,466.51	1,443,526.07	26.9%
12012453 PD PATROL SERVICES	4,951,564	0	4,951,564	652,362.28	.00	4,299,201.72	13.2%
12012553 PD SUPPORT SERVICES	425,815	0	425,815	58,282.64	.00	367,532.36	13.7%
12020054 FIRE DEPARTMENT	4,669,781	0	4,669,781	821,805.57	40,399.15	3,807,576.28	18.5%
12020055 FIRE DEPT 55 GONIC SUBSTAT	28,735	0	28,735	1,227.24	-509.74	28,017.50	2.5%
12020754 CALL FIRE	31,373	0	31,373	705.33	.00	30,667.67	2.2%
12023354 EMERGENCY MANAGEMENT	41,812	0	41,812	.00	.00	41,812.00	.0%
12030153 DISPATCH CENTER	882,328	0	882,328	126,232.34	7,524.21	748,571.45	15.2%
12040051 CODE ENFORCEMENT	606,553	0	606,553	96,984.87	4,717.96	504,850.17	16.8%
12050050 AMBULANCE	61,832	0	61,832	.00	.00	61,832.00	.0%

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
13010057 PUBLIC WORKS	2,301,219	0	2,301,219	357,323.47	-28,863.41	1,972,758.94	14.3%
13010957 WINTER MAINTENANCE	518,492	0	518,492	1,612.69	.00	516,879.31	.3%
13020050 CITY LIGHTS	218,000	0	218,000	14,027.37	77,077.63	126,895.00	41.8%
14010051 WELFARE	469,070	0	469,070	73,464.20	9,807.98	385,797.82	17.8%
14022072 RECREATION ADMINISTRATION	650,242	0	650,242	104,730.28	5,444.50	540,067.22	16.9%
14022150 RECREATION PLAYGROUNDS/CAM	98,951	0	98,951	81,038.88	-6,377.97	24,290.09	75.5%
14022250 RECREATION POOLS	83,588	0	83,588	55,246.00	2,198.50	26,143.50	68.7%
14030056 LIBRARY	1,299,148	0	1,299,148	237,369.17	70,631.10	991,147.73	23.7%
15000051 COUNTY TAX	6,610,000	0	6,610,000	.00	.00	6,610,000.00	.0%
17010051 TRANSFERS/PAYMENTS DEBT SV	4,159,335	0	4,159,335	1,397,032.54	.00	2,762,302.46	33.6%
17030050 OVERLAY	92,000	0	92,000	1,536.62	.00	90,463.38	1.7%
17040051 TRANSFER TO CIP & OTHER FU	3,040,340	9,966	3,050,306	9,966.00	.00	3,040,340.00	.3%
TOTAL GENERAL FUND	40,076,174	9,966	40,086,140	5,529,839.49	940,798.34	33,615,502.17	16.1%
5001 WATER ENTERPRISE FUND							
51601057 WATER WORKS EXPENSE	5,294,828	0	5,294,828	744,437.05	43,832.68	4,506,558.27	14.9%
51601073 WATER TREATMENT PLANT	1,250,396	0	1,250,396	118,068.89	147,900.56	984,426.55	21.3%
51601570 WATER REVENUE OFFICE	62,086	0	62,086	9,936.00	51.37	52,098.63	16.1%
TOTAL WATER ENTERPRISE FUND	6,607,310	0	6,607,310	872,441.94	191,784.61	5,543,083.45	16.1%
5002 SEWER ENTERPRISE FUND							
52602057 SEWER WORKS EXPENSE	4,513,071	0	4,513,071	1,904,825.54	18,330.06	2,589,915.40	42.6%
52602074 SEWER TREATMENT PLANT	3,855,328	0	3,855,328	215,507.56	232,182.17	3,407,638.27	11.6%
52602470 SEWER REVENUE OFFICE	61,230	0	61,230	9,832.61	51.38	51,346.01	16.1%
TOTAL SEWER ENTERPRISE FUND	8,429,629	0	8,429,629	2,130,165.71	250,563.61	6,048,899.68	28.2%
5003 ARENA ENTERPRISE FUND							
53603060 ARENA EXPENSE	402,865	0	402,865	46,876.50	44,192.94	311,795.56	22.6%
TOTAL ARENA ENTERPRISE FUND	402,865	0	402,865	46,876.50	44,192.94	311,795.56	22.6%
6000 COMMUNITY CENTER SP REV FUND							

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6000	COMMUNITY CENTER SP REV FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6070572	COMMUNITY CENTER EXPENSE	861,466	0	861,466	116,125.01	186,188.79	559,152.20	35.1%
	TOTAL COMMUNITY CENTER SP REV FUND	861,466	0	861,466	116,125.01	186,188.79	559,152.20	35.1%
	GRAND TOTAL	56,377,444	9,966	56,387,410	8,695,448.65	1,613,528.29	46,078,433.06	18.3%

** END OF REPORT - Generated by Mark Sullivan **



Planning Board
Conservation Commission
Historic District Commission
Arts & Culture Commission

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

PLANNING & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR AUGUST 2019

The Planning Board, Conservation Commission, and Historic District Commission (HDC) all held their regular meetings in August. The Arts & Culture Commission did not hold a regular meeting in August but they did hold their Annual Arts Awards. You will find the summaries of the agendas and discussions further down in this report. The Planning Board also held their August workshop meeting. They held a discussion on possible zoning amendments for the Downtown Commercial District, received an update on surety and inspections, granted an extension on an approval for Farmington Associates, approved a 3-lot subdivision, and continued two applications to a future date.

The Planning & Development Department remains extremely busy in general with many meetings with citizens, developers, applicants, and the processing of applications. The Department received three (3) new applications for the September Planning Board meeting. We will have a very busy meeting in September due to four additional continued applications that will be on the agenda. In addition, we continued working with our consultants, VHB, on the Transportation Master Plan and will be looking to have a draft for an October Steering Committee meeting. The Downtown Master Plan Steering Committee also met with the consultants for the Downtown Master Plan Chapter and we have begun the public outreach campaign. I also participated in the monthly meeting of the Leadership Committee for the Economic Development Division of the American Planning Association, which I am a member. I attended the monthly COAST Board meeting now that I am the representative for the City. Staff also participated in the TRG meetings, pre-construction meetings, Minor Site Plan Review meeting, Special Downtown Review and the Metropolitan Planning Organization's Technical Advisory Committee (MPO TAC) monthly meeting. We are starting to see more interest in the development in the downtown. We also continued work on a Zoning Amendment for the Downtown Commercial District for allowing housing on the first floor in certain instances. That amendment went to the Planning Board in August and will be going back in September. City staff met with representatives from NHDES on the Highfield Commons development and the issues revolving around the amount of work being done in relation to the permits they have (or don't have).

Michelle Mears was still out on maternity leave we brought in a planning consultant two days a week to fill in for her. The temporary position is being filled by Elizabeth (Liz) Durfee. Michelle will be coming back in September.

APPLICATIONS REVIEWED BY THE PLANNING BOARD

Real Estate Advisors, Inc., 24 Jeremiah Lane (by Berry Surveying & Engineering) Amendment to an approved subdivision to change from 53-lots to 54-lots and change from 72 units to 74 units. Case # 223 – 21 – A – 19 **CONTINUED TO 9/9/2019**

Kenneth & Ingrid Pheonix, 8 Norway Plains Road (by Norway Plains Assoc.) 3-Lot subdivision and Conditional Use Permit. Case # 222 – 63 – R2 – 19 **APPROVED**

Waste Management of NH, 214 Rochester Neck Road (by Sanborn, Head & Assoc.) Site plan and Conditional Use Permit for expansion of a container storage area. Case# 268 – 2 – A – 19 **APPROVED**

400 North Main Street, LLC, 400 North Main Street (by TF Moran, Inc.) Site plan for vehicle sales, and service. Case# 114 – 2 – HC – 19 **CONTINUED TO 9/9/2019**

Glenn Davids Integrity Auto, Inc., 415 North Main Street (by Berry Surveying & Engineering) Site plan to expand vehicle sales and service. Case# 114 – 4&5 – HC – 19 **CONTINUED TO 9/9/2019**

Donald & Bonnie Toy, 418 Old Dover Road (by Berry Surveying & Engineering) 14-unit expansion of mobile home park. Case# 256 – 54-1 – A – 19 **CONTINUED TO 9/9/2019**

Farmington Associates, LLC, 60 Farmington Road (by Tighe & Bond) Request for an extension to an approved site plan to construct a 163,000 sq ft shopping center. Case# 216 – 8,9,10 – GRD – 15 **APPROVED**

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

1. **Minutes:** Meeting Minutes of July 24, 2019 were reviewed and accepted.
2. **Conservation Overlay District:** None.
3. **NH Department of Environmental Services Applications:**
 - a) Index Packaging, Innovation Drive, Site Plan to build new industrial facility. Tax Map 256 Lot 5. Wetland impacts proposed.

The Con Com discussed this application and heard from three memebbers who walked the property with the project engineer on August 3rd.

4. **Discussion:** Open.

5. **Notice of Intent to Cut Wood or Timber / Intent to Excavate:**

- a) Notice of Intent to Cut - Tax Map 207-1, Chestnut Hill Rd / Little Falls Bridge Rd.
- b) Notice of Intent to Cut - Tax Map 256A-66-21, Athenian Dr./Old Dover Road

These items were discussed with no major concerns.

6. New Business:

a) Scheduling a site walk of 144 Meaderboro Rd to review proposed wetland/buffer impacts
A brief discussion was had regarding this incomplete Planning Board application for a cell phone tower and related proposed wetland impacts associated with the proposed access driveway.

7. Reports:

- a) Technical Review Group.
- b) Planning Board.

A Conservation Commission member provided updates to the others regarding the status of Planning Board applications currently under review.

8. Old Business: Open.

9. Non-Public Session pursuant to RSA 91-A:3 II(d): Discussion of acquisition of real property and/or recent site walks and LACE sheets was had.

10. Site Walks:

The members held two site walks in August, one at 91 Innovation Drive and one at 144 Meaderboro Rd. Both of these properties are proposing wetland impacts associated with non-residential development. Both site walks did not have a quorum of members, and as such minutes were not taken.

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION
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The Historic District Commission met on August 14, 2019 and approved the applications listed below:

Pavan Reddy, 74 South Main Street Certificate of Approval for a building addition to an existing structure. Case# HDC 120 – 338 – DTC – 19

Troy Dillow, 32 Wakefield Street Certificate of Approval to allow a mural design on rear of the building facing Barker Court. Case# HDC 121 – 380 – DTC – 19

Granite State Investments, LLC, 45 Hanson Street Certificate of Approval for rehabilitation of the existing building to include a new roof, siding, and windows.
Case# HDC 120 – 383 – DTC – 19

The Planning Department Staff administratively approved 107 North Main Street for various minor repairs and paint; and 103 North Main Street for repair/replacing broken clapboards and trim;

ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts and Culture Commission did not meet this month.

Respectfully submitted,
James B. Campbell, AICP
Director of Planning & Development

Memorandum

To: Blaine Cox, City Manager
Mayor McCarley
Members of the City Council

From: Lauren Krans, Recreation & Arena
Date: September 10, 2019
Re: August 2019 Report

August Programs	#
Adult Volleyball	104
Advanced Senior Fitness	14
Concert on the Common	587
Hiking with Heather	7
Public Swim East Rochester	562
Public Swim Gonic	403
Public Swim Hanson Pines	1,198
Senior Aqua Zumba	90
Senior Art	35
Senior Breakfast/Cookout	60
Senior Dance Lessons	15
Senior Power Hour	79
Senior Swim	109
Senior Trips	9
Senior Yoga Chair	17
Senior Yoga Gentle	30
SHS/BCA open Gym	1
Summer Camp	150
Swim Lessons Level 1+	84
Swim Lessons Toddler	25
Teen Travel Camp	29
August Total Participation	3,108

Rochester Art Awards

Our department was once again recognized by the Rochester Arts and Culture Commission for our summer concert series, Concert on the Common. Our Program Coordinator Cindy Lamie has done a wonderful job at continuing this 90+ year old tradition by showcasing local talent at the park. It is estimated that over 853 people attended the Concert on the Common program during the summer of 2019.

Public Swim

Our aquatics team had another successful summer. Our Swim Lessons had 233 registered participants for the summer, many of whom signed up for multiple lessons. The three public pools had over 6,9000 visitors for the entire summer. We're proud that even with this high volume of patrons we had minimal facility closings and no serious incidents. This is a testament to our trained Lifeguards, Pool Attendants and Aquatics Facility staff.

Summer Camp

Last fall our Recreation & Arena Advisory Commission supported our recommended changes to the structure of our Summer Camp Staff. Mirroring other successful camp programs, this included having a "Camp Director" on site at each location. Our Camp Directors were returning staff members who are all certified NH teachers. Having these knowledgeable staff members on site each day made this summer a HUGE success. These experienced staff members assist our camp counselors in utilizing positive behavior intervention. Instead of focusing on negative behaviors, these Camp Directors guided our staff in re-directing campers and being proactive to avoid situations where bad behaviors may occur. Summer Camp Yellow Cards (department forms that document when a camper breaks a camp rule) were down by 25% this summer due to this new staffing strategy.

Farmers Market at the Rochester Arena

The Rochester Arena proved to be a great inclement weather location for the Rochester Farmers Market. The market re-located to the Arena three times during the summer month. Our staff was extremely accommodating and feedback was very positive from the Farmers Market team!



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City Clerk's Office



ROCHESTER FIRE DEPARTMENT

MARK E. KLOSE
CHIEF OF DEPARTMENT

37 Wakefield Street

Rochester NH, 03867
www.rochfd.org

Tel (603) 335-7545



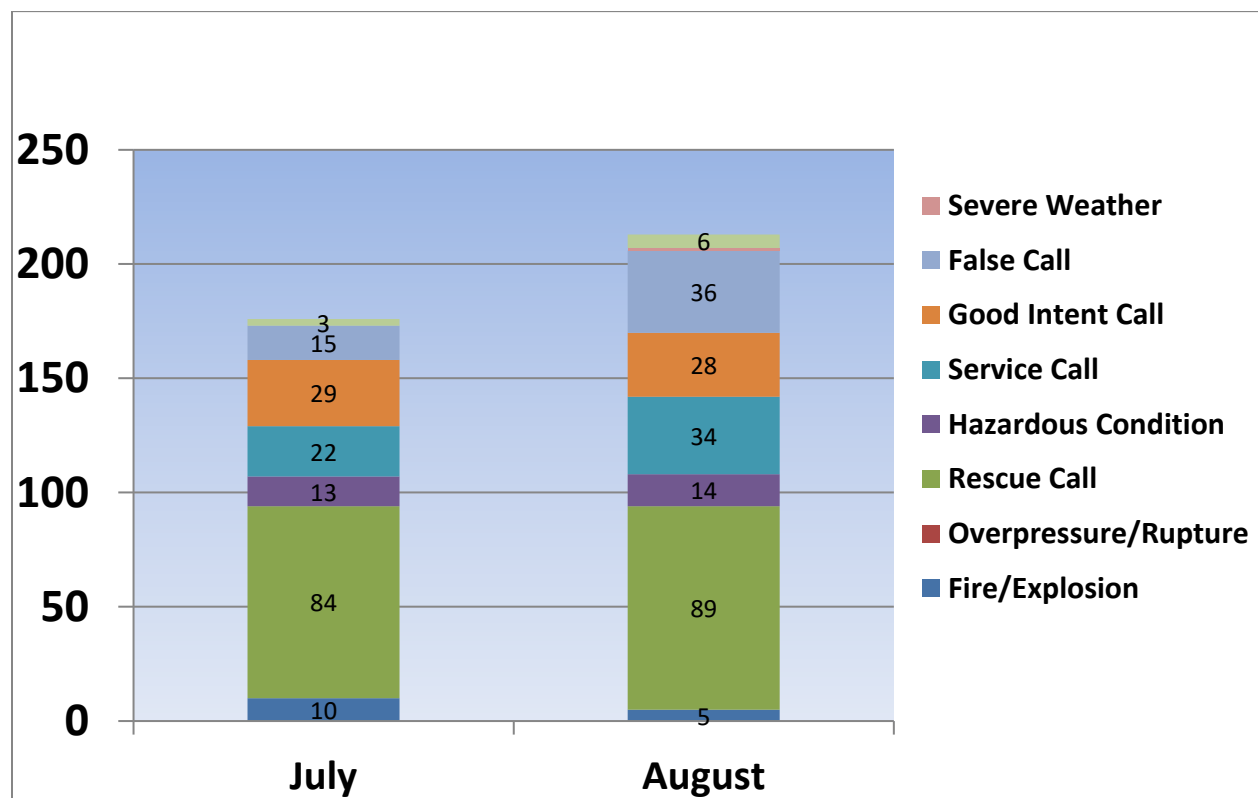
To: Blaine Cox, City Manager

From: Mark E Klose, Fire Chief

Date: September 9, 2019

Ref: Monthly Report for August 2019

On behalf of the Rochester Fire Department, I am pleased to provide you with the following report. The report serves as a summary of the activities, incidents, projects and programs underway within the department.



The above graph shows our runs for Fiscal Year 2020 with August's data shown individually with their respective totals. For the month of August there were **213** calls for service. Rochester Fire responded to a total of **389** calls for Fiscal Year 2020.

FIRE DEPARTMENT OPERATIONS

Managed shift coverage assignments

Managed and organized equipment and supply purchases as needed

Fire Department members spent 1.5 hours each Friday mentoring a student from the Monarch School

Managed apparatus repairs as needed

DEPARTMENT INFORMATION:

Administration completed necessary shift transfers to equal out shifts to help with overtime.

- 3 Shifts at 9 Firefighters (1 Captain, 1 Lieutenant and 7 Firefighters)
- 1 Shift at 8 Firefighters (1 Captain, 1 Lieutenant and 6 Firefighters[B Shift])
- Manning Station 1 and Gonic Station

The Fire Apparatus Committee continues to work on the new engine with Eastern Fire Apparatus and Toyne

PERSONNEL:

Members of the department continue to attend advanced firefighter courses and leadership classes.

We have two members on active duty military assignments and one member on TAD.

FF Laferte is deployed on active duty with the United States Air Force

FF Taatjes is out on medical TAD

FF Berry is deployed on active duty with the United States Marine Corps

RESPONSE ACTIVITY:

August 19th – Rochester – Camper Fire. Engine 5, Rescue 1, Engine 3 and Engine 7 responded to mile marker 24, southbound, Spaulding Turnpike for a camper fire. Camper had a brake fire which was extinguished by the owner. Engine 3 and Engine 7 were cancelled, Engine 5 and Rescue 1 returned in service.

August 21st – Strafford – Building Fire. Engine 5, Engine 7 and Chief 1 responded to Province Road in Strafford for a building fire. Arrived on scene and reported to Command. Stood by in staging. Released by Command. All apparatus returned to the City.

August 22nd – Rochester – Camper Fire. Engine 3, Engine 5, Truck 1 and Engine 7 responded to Gear Road for a report of a camper on fire next a residence. Engine 3 arrived on scene with a pop up camper fully involved and starting to melt the siding off the garage. A hand line was pulled to cool the exposure and started to knock the fire down. The garage was checked for extension inside, no fire found. Overhauled the front of the garage and camper. The camper was plugged into an outlet in the garage. The camper experienced a lightning strike while camping and was experiencing electrical issues after that.

August 29th – Sanford, ME – Building Fire. Truck 1 responded to the scene of a structure fire in Sanford, ME. Once on scene, Truck 1 and crew was tasked to go to the second floor of the 2 car garage to open the ceiling for fire attack. Once crews were finished, they were released and returned to the City.

August 29th – Sanford, ME – Building Fire. Truck 1 and Engine 7 was requested to the scene of a structure fire at the same location as earlier in the day. Crews were cancelled on arrival and returned to the City.

Respectfully submitted,

Mark E Klose

Mark E Klose, Fire Chief

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City Clerk's Office

9/12/19



ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127
FAX (603) 330-7159
www.rochesterpd.org
"Dedication, Pride, Integrity"

POLICE COMMISSION

DEREK J. PETERS
Chairman
DAVID R. STEVENS
Vice Chairman
LISA M. STANLEY
Commissioner

PAUL R. TOUSSAINT
Chief of Police

September 8, 2019



TO: City Manager Blaine Cox

RE: Monthly Report – August 2019

OPERATIONS: Ward 1 was the only Ward that met this period. Police issues brought up included concerns for how people park while stopping for yard sales. They were advised to call police if a hazard existed. There was a review of thefts from motor vehicles, burglaries and bicycle thefts and discussed ways to prevent becoming victims of those crime types. The current staffing, new officers and the training involved before an officer is "boots on the ground" was also discussed.

The investigations bureau had 40 cases sent up from patrol for review or investigation. There are currently 70 cases assigned. There were 17 cases presented to the Grand Jury all with true bills. There were six detective call outs (an aggravated sexual assault, reckless conduct, a wanted fugitive which resulted in SWAT activation, an overdose death, an officer involved shooting and an assist regarding bicycle thefts.) There were also 1 polygraph and two backgrounds for dispatch underway. There were 403 pieces of evidence logged in, 85 items returned to owners and an additional 113 pieces destroyed.

CEO/ COMMUNITY ENGAGEMENT OFFICER: Off. Danie and Sgt. Babine have been doing research for the development of the new POP (Problem Oriented Policing) unit, and have met with other agencies. A proactive enforcement for the first day of school was organized to include motor vehicle enforcement and speaking with students and parents at bus stops. Officer Danie attended the Rochester Rise Up meeting.

COMP STAT: Traffic stops dipped this period, attributed to staffing levels and an increase in calls for service. Proactive activity was completed on bicycle stops to verify serial numbers to ensure bikes were not stolen. Thefts *from* motor vehicles were up again this period, many still from unlocked cars. We have completed public service announcements on social media and talked about this in Ward meetings. There was an increase in burglaries and two subjects were arrested in one case. Latent prints recovered at other scenes have been sent to the State Lab for comparison. Officers continue to monitor drug activity and provide information about rehabilitation programs to assist with substance abuse disorder.

COMMUNICATIONS: The Communications Supervisor position has been filled. She has been covering open shifts during the hiring process for two open positions.

DIVERSION: It was a successful summer of Teen travel camp with 30 teens engaged with staff and developing friendships and mentorships. National Night Out on August 6 had an estimated 3000 in attendance during the evening. Nicole is working with the school district to implement the Youth 2 Youth model following the completion of the Bridging the Gaps grant funding. Nicole was requested to sit on a Statewide Juvenile Justice Reform Group selected by Georgetown University as one of seven national groups to work on a Capstone project to improve our juvenile justice system and probation reform. Staff continues to work with the County's 3-year strategic plans for the continuum of care to ensure law enforcement representation and connections to the Governor's task forces.

EMD USE: Display and Deploy: One
Display Only: One

FINANCIAL/PURCHASING: The bid for front line cruisers was opened. The low bidder was Irwin Ford in Laconia; they also hold the NH State bid. There is a delay from Ford in fulfilling orders. The 2020 Interceptors have been completely redesigned, and none of the equipment will be transferrable. We may not see the cruisers until January or February. The backline cruiser was ordered and expected for delivery in late September. We continue to work on the on line crime reporting software. We are also continuing to wear-test models of outer load bearing vest carrier. Lastly, we were notified that we have been awarded slightly more than \$27,000.00 in Justice Assistance Grant funds. We have begun the process to apply for those funds.

FORFEITURE SPENDING: None

HIRING: We have posted the evidence technician job. Officers Miller, Flathers and Root will start their first day on August 5. Recruits Riddle, Coffey and Crawford graduated from the Academy on August 23. We still have four open police positions and held a PT test as part of the hiring process on August 10, followed by oral boards. The next step is the Commission interviews.

HONOR GUARD: The Honor Guard will participate in the upcoming September 11 memorial at the central fire station.

PROSECUTION - ADULT: There were 344 new cases with 423 charges. There were 109 guilty pleas, 100 not guilty, 50 cases nol prossed and 24 cases continued. There were 104 who failed to appear, 15 found guilty by the court, 17 cases dismissed by the court and 4 cases placed on file.

PROSECUTION - JUVENILE: Juvenile prosecution had 20 petitions. There were 18 arraignments (17 set for trial, 1 resolved by plea, 3 rescheduled). There were 1 review hearing, 5 violation hearings, 1 emergency placement hearings. 4 trials resolved by plea. Additionally Lt. Gould completed 11 investigations (complaint and warrant) for bail jumping. She also completed 1 investigation for contempt and 12 motions to impose suspended sentences.

RENTAL PROPERTY OWNERS ASSOCIATION: At the August 1, 2019 meeting, Lt. Bossi and discussed the recent increase in bicycle thefts and what the Department has been doing to investigate these. Lt. Bossi provided a staffing update and discussed recent activity in the City. Lt. Bossi answered additional questions about camera in rental properties and where they can be placed.

TRAINING: A refresher training was held for our crossing guards. All of the CIT officers attended the Halias Safety Symposium at UNH.

Respectfully Submitted,

Paul R. Toussaint
Chief of Police

Rochester Police Department

July 2019 Comp Stat Report



July 2019 Field Activities

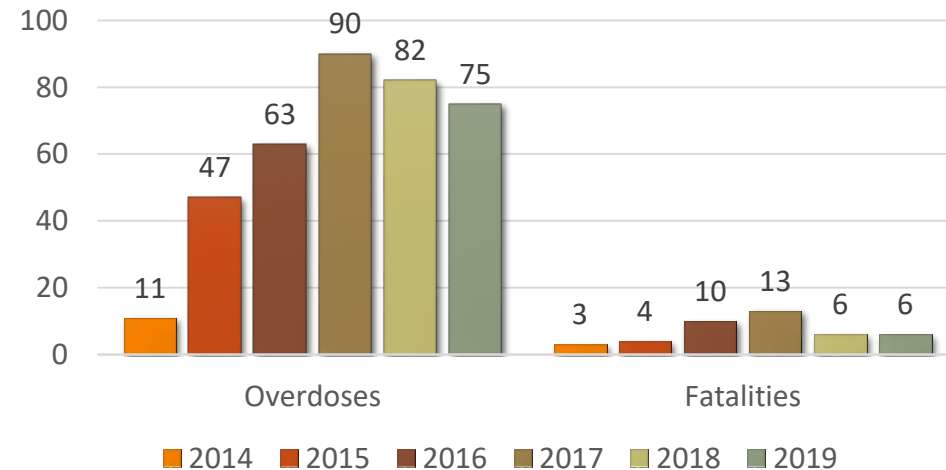
Specific Crimes	Jul-19	Jul-18	% Change	Jun-19	% Change	May-19	YTD 19	YTD 18	% Change	YTD 17
Traffic Stops	273	737	-63%	323	-15%	458	2636	6168	-57%	4033
Arrests from Stops	19	41	-54%	17	12%	10	117	234	-50%	154
Summons	25	52	-52%	18	39%	11	106	398	-73%	244
Warnings	212	618	-66%	273	-22%	418	2312	5343	-57%	3535
No Action	12	20	-40%	14	-14%	13	88	160	-45%	97
Accidents	81	100	-19%	104	-22%	70	459	609	-25%	568
Summons from ACs	2	4	-50%	3	-33%	1	11	19	-42%	14
Arrests from ACs	3	6	-50%	6	-50%	6	29	37	-22%	34
Field Interviews	18	15	20%	12	50%	7	49	59	-17%	95
DWI	8	7	14%	11	-27%	5	42	48	-13%	17
Narcotics	1	3	-67%	3	-67%	2	12	12	0%	17
Alcohol	7	4	75%	8	-13%	3	30	36	-17%	17
DWI from Accidents	2	3	-33%	3	-33%	3	11	13	-15%	17

July 2019 Property Crimes

All Incident Reports												
Specific Crimes	Jul-19	Jul-18	% Change	Jun-19	% Change	May-19	YTD 19	YTD 18	% Change	YTD 2019 Closure Rate	YTD 2018 Closure Rate	YTD 17
Burglary	21	5	320%	11	91%	7	50	47	6%	20%	17%	44
Shoplifting	15	17	-12%	13	15%	12	121	137	-12%	103%	91%	153
Theft from a Building	18	10	80%	13	38%	8	80	97	-18%	21%	9%	112
Theft from M/V (including Parts)	33	3	1000%	34	-3%	19	95	52	83%	6%	2%	100
All Other Theft	31	37	-16%	21	48%	9	58	58	0%	7%	9%	75
M/V Theft	4	3	33%	3	33%	0	18	15	20%	33%	27%	14
Vandalism	39	44	-11%	31	26%	39	179	185	-3%	44%	37%	209
Total Property	161	114	41%	115	40%	94	601	544	10%	36%	29%	663
Arrests												
Specific Crimes	Jul-19	Jul-18	% Change	Jun-19	% Change	May-19	YTD 19	YTD 18	% Change			YTD 17
Burglary	4	3	33%	2	100%	0	10	8	25%			6
Shoplifting	7	22	-68%	14	-50%	11	125	125	0%			100
Theft from a Building	3	2	50%	0	0%	6	17	9	89%			14
Theft from M/V (including Parts)	2	1	100%	1	100%	0	6	1	500%			8
All Other Theft	0	8	-100%	2	-100%	1	4	5	-20%			7
M/V Theft	0	0	0%	3	-100%	1	6	4	50%			2
Vandalism	11	11	0%	19	-42%	14	79	68	16%			63
Total Property	27	44	-39%	39	-31%	33	237	212	12%			194

July 2019 Drug Incidents

All Incident Reports												
Specific Crimes	Jul-19	Jul-18	% Change	Jun-19	% Change	May-19	YTD 19	YTD 18	% Change	YTD 2019 Closure Rate	YTD 2018 Closure Rate	YTD 17
Possession	13	14	-7%	16	-19%	11	72	84	-14%	85%	81%	111
Drug Events	37	N/A	N/A	34	9%	40	149	N/A	N/A			N/A
Overdoses	15	24	-38%	13	15%	25	75	100	-25%			90
Fatal	2	2	0%	0	0%	2	6	8	-25%			13
Total Drug	50	38		50	0%	51	221	184				214
Arrests												
Specific Crimes		Jun-18	% Change	Jun-19	% Change	May-19	YTD 19	YTD 18	% Change			YTD 17
Possession	10	9	11%	13	-23%	9	61	68	-10%			105



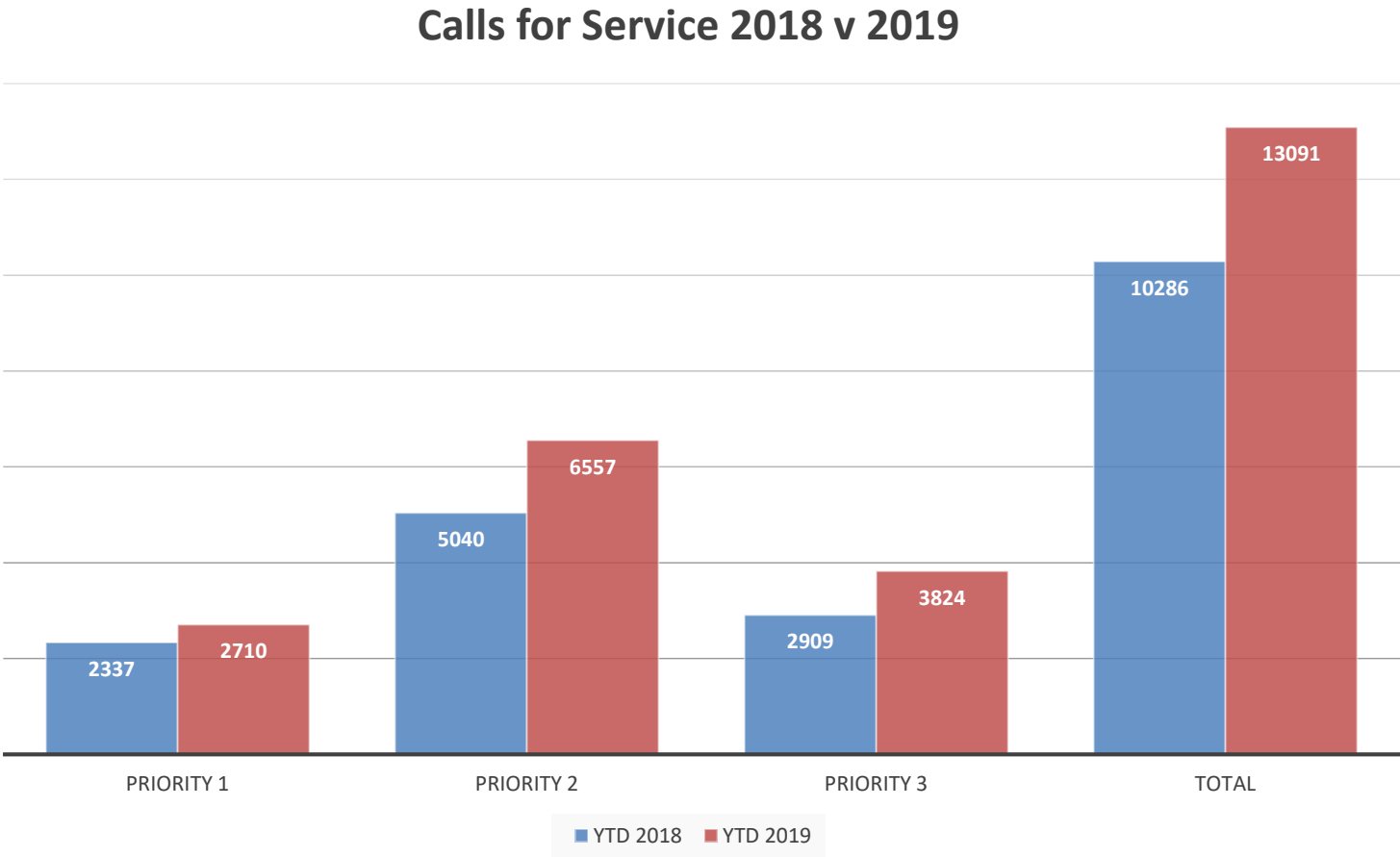
July 2019 Violent Crimes

All Incident Reports												
Specific Crimes	Jul-19	Jul-18	% Change	Jun-19	% Change	May-19	YTD 19	YTD 18	% Change	YTD 2019 Closure Rate	YTD 2018 Closure Rate	YTD 17
Homicide	0	1	-100%	0	0%	0	0	1	-100%	0%	0%	0
Robbery	1	0	0%	1	0%	1	4	10	-60%	75%	50%	18
Aggravated Assault	5	3	67%	8	-38%	10	36	37	-3%	58%	54%	34
<i>from DV*</i>	3	2	50%	2	50%	4	11	17	-35%	73%	71%	10
Simple Assault	35	39	-10%	43	-19%	32	197	243	-19%	63%	50%	239
<i>from DV*</i>	15	26	-42%	25	-40%	21	100	119	-16%	70%	69%	113
Total Violent	46	42	10%	52	-12%	43	237	291	-19%	49%	39%	291
Arrests												
Specific Crimes	Jul-19	Jul-18	% Change	Jun-19	% Change	May-19	YTD 19	YTD 18	% Change			YTD 17
Homicide	0	0	0%	0	0%	0	1	0	0%			0
Robbery	0	0	0%	0	0%	0	3	5	-40%			7
Aggravated Assault	0	2	-100%	6	-100%	5	21	20	5%			16
<i>from DV*</i>	0	2	-100%	1	-100%	4	8	12	-33%			8
Simple Assault	14	19	-26%	29	-52%	23	125	122	2%			99
<i>from DV*</i>	10	11	-9%	18	-44%	13	70	82	-15%			61
Total Violent	14	21	-33%	35	-60%	28	150	147	2%			122

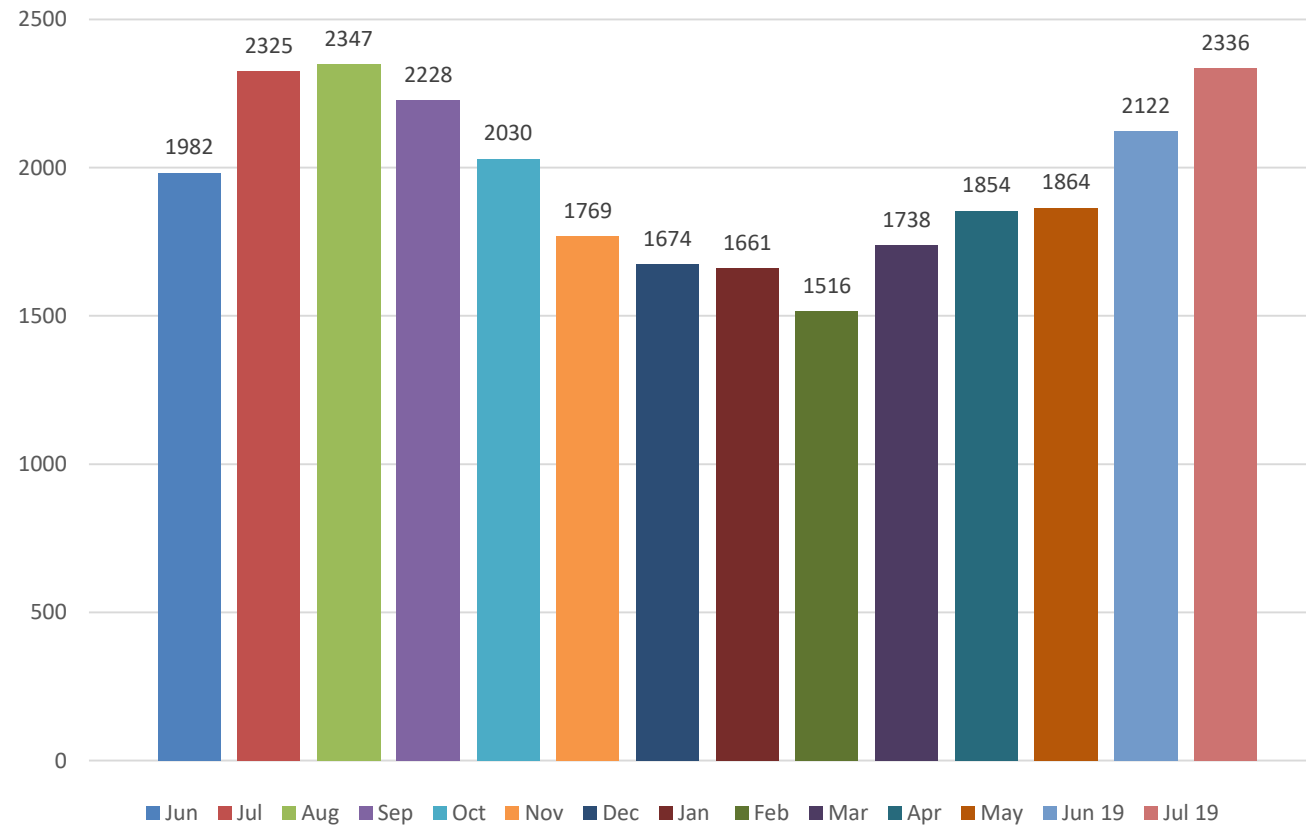
July 2019 Threshold

Crime	Monthly Average	Normal Range	Current Month	Activity Level
Accidents	86	71-100	82	Normal
Traffic Stop	804	470-1138	273	Low
DWI	7	4-10	8	Normal
Robbery	2	0-3	1	Normal
Aggravated Assault	6	3-9	5	Normal
Simple Assault	39	31-48	35	Normal
Burglary	9	6-13	21	Moderately High
Shoplifting	25	18-32	15	Slightly Low
Theft from Building	18	11-25	18	Normal
Theft from MV	16	7-24	33	Moderately High
MV Theft	3	0-5	4	Normal
Vandalism	35	27-44	39	Normal
Possession	16	10-22	13	Normal
Crime	Monthly Average	Normal Range	Current Month	Activity Level
Violent	47	37-57	46	Normal
Property	122	94-151	161	Moderately High

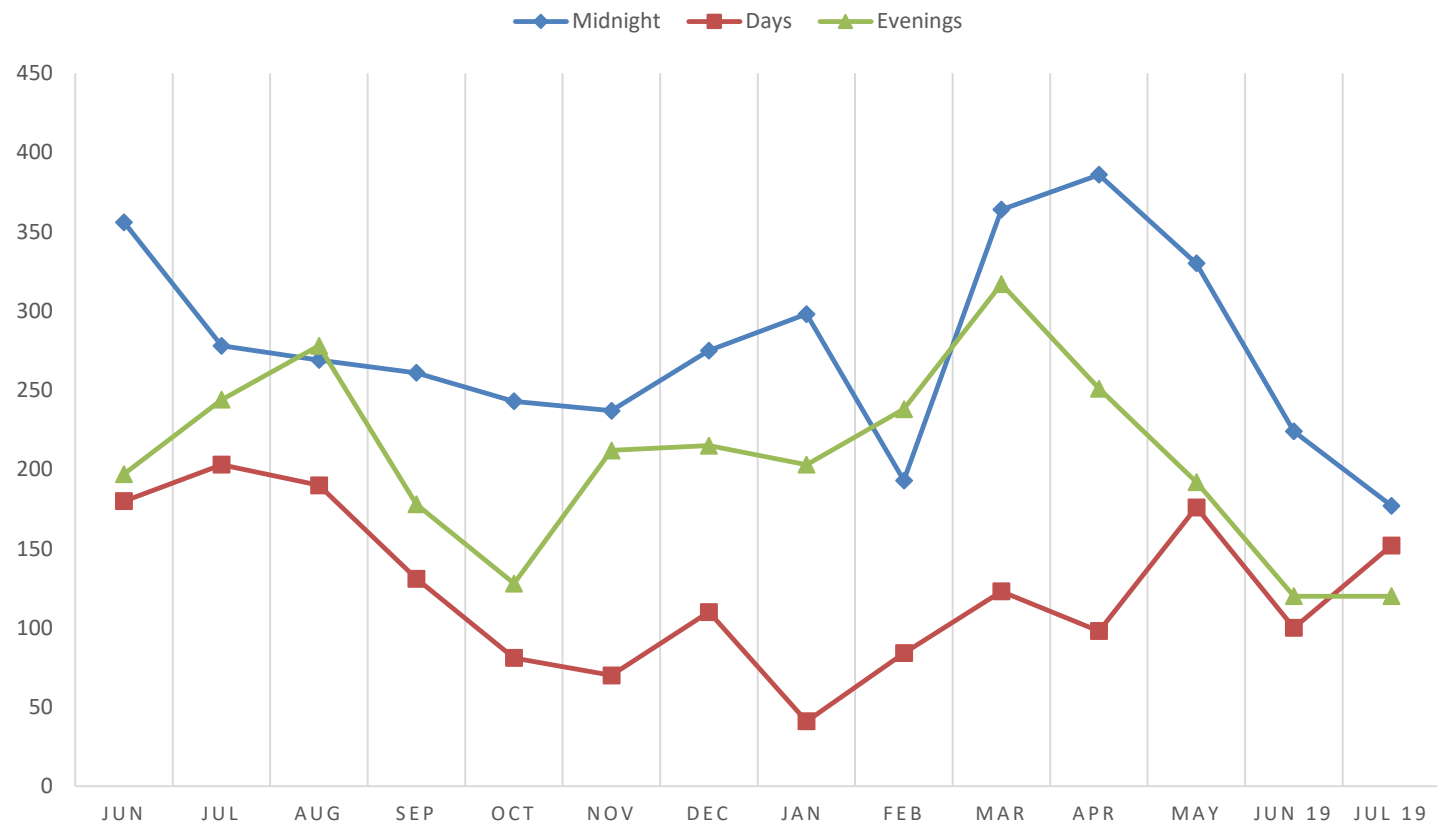
Calls for Service 2018 v 2019



YTD Calls for Service 2018 v 2019



July 2019 Proactive Hours by Shift



DV COMPSTAT
July 2019

Dates	3/1/19 – 3/31/19	4/1/18 – 4/30/18	5/1/19– 5/31/19	6/1/19– 6/30/19	7/1/19 – 7/31/19	Prior Verbal (PV)	YTD 2019	PV YTD	YTD 2018
Misdemeanor Arrests	19	10	24	19	24	5	134	18	123
Felony Arrests	2	1	3	2	2	0	14	2	17
Verbal Cases	26	14	14	16	19		125		154
Total Cases	47	25	41	37	45	5	273	20	294

2019 FJC Clients


Month	Jan	Feb	March	April	May	June
New Clients	2	4	3	3	6	10
Unique Clients	15	19	20	18	26	27
Rochester Residents					8	10
	July	August	September	October	November	December
New Clients	7					
Unique Clients	30					
Rochester Residents	11					

2018 FJC Clients

Month	Jan	Feb	March	April	May	June
New Clients	13 (13)	18 (17)	6 (19)	6 (21)	8 (24)	5 (12)
	July	August	September	October	November	December
New Clients	2 (16)	5 (25)	2 (13)	3 (22)	2(17)	5 (10)

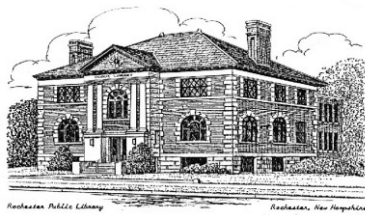
FJC stats now represent new clients and unique clients

(Unique clients are those that have active case management and new clients are excluded from that number)



Listen with curiosity...
Speak with honesty...
Act with integrity...

– Roy T. Bennett
[@messages365greetings.com](https://www.messages365greetings.com)



Rochester Public Library
65 South Main St.
Rochester, NH 03867

9/12/19
Main Desk: (603) 332-1428
Reference: 335-7550
Children's: 335-7549
Fax: 335-7582
www.rpl.lib.nh.us

MONTHLY REPORT

August 2019

There were a total of 15,895 items circulated with 10,421 people visiting the library in the month of August. One hundred eighty-six patrons used the library's Internet computers for 453 hours. Current number of patron registrations is 39,215. Interlibrary loan activity included 74 materials borrowed from other libraries and 215 loaned to other libraries.

August brought to a close all of the Libraries summer reading programs. On Friday, August 2nd, the library hosted a celebration for all the children that took part in this year's summer reading program. The over 350 children registered in the program reading thousands of books. Small weekly prizes were given to each participant as a reward for their accomplishments.

The Adult Summer Reading program had readers earning a raffle entry for each book read this summer. The prize raffle had over 1,500 entries, with one person taking home a prize basket.

The Teen Reading program had forty-two teens from 6th-12th grade logging in 466 hours of summer reading. Participants receive free ice cream coupons after turning in weekly reading logs. Each week there were drawings for gift cards to local businesses and trivia questions earning the teen's small prizes. Most of the weekly prizes were purchased with a very generous donation given by Feliciano Limousines and BT Roofing. At the end of the program, grand prize raffles were drawn with all the participants included. This program is a success thanks to generous donations from Hilltop Fun Center, Boston Red Sox, Canobie Lake Park, Barnz's Barrington Cinema, Fisher Cats, Golick's Dairy Bar, JetPack Comics, Portland Sea Dogs, Water Country, and York's Wild Kingdom.

The Library was pleased to present the artwork of Adult Circulation Staff member, Nicholas Gagnon during the month of August. Nick's photographs have been published in the Appalachian Mountain Club Outdoors Magazine, Best Read Guide and online as a web article for the Appalachian Mountain Club. His work is inspired by growing up in New England and exploring the varying landscapes and changing seasons.

In addition to the print versions of available books, 305 of our library patrons downloaded 1,659 e-books to media devices through the library's web site this month. The RPL website also enabled 54 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 305 digital downloads from Hoopla.

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City Clerk's Office

City of Rochester Tax Collector's Office
August 31, 2019

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2019	Semi Annual	32,520,503	30,719,050.17	94.46%	1,801,452.83	5.54%
2018	Warrant	63,834,824	62,966,764.21	98.64%	868,059.79	1.36%
2017		60,524,791	59,987,774.14	99.11%	537,016.86	0.89%
2016		58,196,003	57,961,362.53	99.60%	234,640.47	0.40%
2015		56,938,119	56,804,022.48	99.76%	134,096.52	0.24%
2014		55,068,779	54,984,839.16	99.85%	83,939.84	0.15%
2013		53,324,262	53,256,355.98	99.87%	67,906.02	0.13%
2012		50,952,912	50,911,100.61	99.92%	41,811.39	0.08%
2011		48,856,892	48,818,037.40	99.92%	38,854.60	0.08%
2010		47,308,832	47,276,182.53	99.93%	32,649.47	0.07%
2009		46,898,827	46,869,070.57	99.94%	29,756.43	0.06%
2008		46,522,769	46,505,442.89	99.96%	17,326.11	0.04%
2007		42,964,450	42,950,023.04	99.97%	14,426.96	0.03%
2006		40,794,160	40,784,880.95	99.98%	9,279.05	0.02%
2005		38,024,453	38,017,087.20	99.98%	7,365.80	0.02%
2004		36,065,496	36,057,439.13	99.98%	8,056.87	0.02%
2003		33,310,579	33,305,001.65	99.98%	5,577.35	0.02%
2002		29,725,878	29,720,692.63	99.98%	5,185.37	0.02%
2001		26,943,136	26,937,802.91	99.98%	5,333.09	0.02%
2000		25,415,248	25,411,043.45	99.98%	4,204.55	0.02%
1999		22,973,308	22,969,992.33	99.99%	3,315.67	0.01%
1998		30,592,529	30,587,901.82	99.98%	4,627.18	0.02%
1997		29,835,914	29,831,457.52	99.99%	4,456.48	0.01%
1996		27,726,424	27,722,073.99	99.98%	4,350.01	0.02%
1995		27,712,029	27,709,191.61	99.99%	2,837.39	0.01%
1994		26,989,803	26,987,206.62	99.99%	2,596.38	0.01%
1993		25,611,050	25,608,622.48	99.99%	2,427.52	0.01%
1992		24,746,736	24,744,940.64	99.99%	1,795.36	0.01%
1991		24,296,285	24,294,507.32	99.99%	1,777.68	0.01%
					3,975,123.04	

Tax Collector
Doreen Jones, CTC

CSS Count FY 20		
Month	Total \$\$	# of Payments
July	\$ 832,265.53	656
Aug	\$ 86,735.97	451
Sept		
Oct		
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
June		
Totals	\$ 919,001.50	1107

Doreen Jones, CTC
Tax Collector

Online Citizen Self Service Totals FY 19		
Month	Total \$\$	# of Payments
July	\$ 70,642.36	32
Aug	\$ 25,303.24	16
Sept	\$ 3,047.61	7
Oct	\$ 28,402.05	5
Nov	\$ 48,552.23	14
Dec	\$ 123,132.45	117
Jan	\$ 161,311.48	237
Feb	\$ 93,687.34	189
Mar	\$ 575,396.95	231
Apr	\$ 96,946.04	290
May	\$ 73,913.99	443
June	\$ 250,193.77	440
Totals	\$ 1,550,529.51	2021

Doreen Jones, CTC
Tax Collector

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City Clerk's Office

Rochester, New Hampshire Inter office Memorandum

TO: Blaine Cox
City Manager

FROM: Todd M. Marsh
Director of Welfare

SUBJECT: Analysis of Direct Assistance for August 2019.

DATE: September 5, 2019

This office reported 192 formal interview notes for the month.

Voucher amounts issued were as follows:

	<u>33</u> <u>Families</u> 9 new	<u>24</u> <u>Single</u> 2 new
Burial.....	00.00	650.00
Dental.....	00.00	00.00
Electricity.....	1,631.60	147.10
Food00	00.00
Fuel heating.....	0.00	00.00
Mortgage.....	.00	00.00
Prescriptions	00.00	00.00
Rent.....	8,447.54	6,171.50
Temporary Housing	995.00	365.00
Transportation.....	<u>359.00</u>	<u>00.00</u>
TOTAL	\$11,433.14	\$7,333.60

This represents an average cost per case/family of \$346.45 and case/Individual of \$305.56 for this month.

Total vouchers issued: \$18,766.74

There was an increase of \$5,699.57 in assistance issued this month compared to August 2018. There was a decrease of \$504.19 in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling \$0.00.

NOTES

Increasing rental rates and insufficient homeless shelter capacity has resulted in higher rental assistance costs and increased temporary housing assistance (motels) until transitions to permanent housing or available homeless shelters. The Welfare Department continues to minimize the increases.