



**City Council Regular Meeting  
December 7, 2021  
Council Chambers  
31 Wakefield Street  
6:30 PM**

**Agenda**

- 1. Call to Order**
- 2. Opening Prayer**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Acceptance of Minutes**
  - 5.1 Regular City Council Meeting: November 3, 2021  
*consideration for approval* P. 9**
  - 5.2 City Council Special Meeting: November 16, 2021  
*consideration for approval* P. 37**
- 6. Communications from the City Manager**
  - 6.1 City Manager's Report P. 47**
- 7. Communications from the Mayor**
  - 7.1 Reading from Rochester Poet Laureate Ed Pacht**
- 8. Presentation of Petitions and Council Correspondence**
- 9. Nominations, Appointments, Resignations, and Elections**
  - 9.1 *Resignation:* Terry Garland, Zoning Board of Adjustments,  
alternate member *consideration for approval***
- 10. Reports of Committees**
  - 10.1 Appointments Committee P. 73**

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**10.1.1 New Appointment:** Jeremiah Minihan – Historic District Commission, Alternate member *term to expire 1/02/2023 consideration for approval*

**10.1.2 New Appointment:** Craig Brady – Recreation & Arena Commission, Alternate member *term to expire 1/02/2024 consideration for approval*

**10.1.3 New Appointment:** Palana Hunt-Hawkins – Arts & Culture Commission, Regular member *term to expire 7/01/2023 consideration for approval*

**10.1.4 Reappointment:** Shawn Libby – Utility Advisory Board Regular member *term to expire 1/02/2024 consideration for approval*

## **10.2 Codes & Ordinances Committee P. 75**

**10.2.1 Code of Ethics** *motion to accept* P. 77

## **10.3 Fidelity Committee P. 99**

## **10.4 Planning Board P. 105**

## **10.5 Public Safety P. 119**

**10.5.1 Committee Recommendation:** To install a streetlight at the intersection of Blackwater Road and Tebbetts Road *consideration for approval* P. 122

## **10.6 Public Works P. 127**

# **11. Old Business**

**11.1 Amendment to Chapter 275 of the General Ordinances of the City of Rochester regarding Impact Fees** *second reading and consideration for adoption* P. 131

**11.2 Resolution Approving certain renumbering on Tebbetts**

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Road ***first reading and consideration for adoption*** P. 137

**12. Consent Calendar**

**13. New Business**

**13.1 RSA 79-E Extension for 22 South Main Street  
*consideration for approval*** P. 143

**13.2 RSA 79-E Extension for 73-77 North Main Street  
*consideration for approval*** P. 143

**13.3 Resolution in Support of New Hampshire Department of  
Transportation (NHDOT) Exit 10 Feasibility Study *first  
reading and consideration for adoption*** P. 145

**13.4 Resolution Authorizing the Acceptance of a \$17,500.00  
United States Department of Justice (USDOJ) Vest Grant  
by the City of Rochester and Supplemental Appropriation  
in Connection Therewith *first reading and consideration  
for adoption*** P. 153

**13.5 Unsealing of Non-public minutes. *Motion to unseal the  
following* :**

**13.5.1 August 21, 20218, RSA 91-A:3, II(d) Land**

**13.5.2 September 18, 2018, RSA 91-A:3, II(d) Land**

**13.5.3 October 16, 2018, RSA 91-A:3, II(a)  
Personnel and II(d) Land**

**13.5.4 November 13, 2018, RSA 91-A:3, II(d) Land**

**13.5.5 December 4, 2018, RSA 91-A:3, II(d) Land**

**13.5.6 January 15, 2019, RSA 91-A:3, II(a)  
Personnel**

**13.5.7 April 16, 2019, RSA 91-A:3, II(a) Personnel**

**13.5.8 May 21, 2019, RSA 91-A:3, II(a) Personnel**

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- 13.5.9 June 18, 2019, RSA 91-A:3, II(a) Personnel**
- 13.5.10 June 18, 2019, RSA 91-A:3, II(d) Land**
- 13.5.11 July 2 ,2019, RSA 91-A:3, II(d) Land**
- 13.5.12 July 16, 2019, RSA 91-A:3, II(d) Land**
- 13.5.13 August 20, 2019, RSA 91-A:3, II(d) Land**
- 13.5.14 September 3, 2019, RSA 91-A:3, II(d) Land**
- 13.5.15 September 17, 2019, RSA 91-A:3, II(d) Land**
- 13.5.16 October 15, 2019, RSA 91-A:3, II(d) Land**
- 13.5.17 January 7, 2020, RSA 91-A:3, II(d) Land, 294 Rochester Hill**
- 13.5.18 January 7, 2020, RSA 91-A:3, II(d) Land, Scenic/Salinger**
- 13.5.19 February 4, 2020, RSA 91-A:3, II(d) Land**
- 13.5.20 February 18, 2020, RSA 91-A:3, II(d) Land**
- 13.5.21 March 3, 2020, RSA 91-A:3, II(d) Land**
- 13.5.22 April 7, 2020, RSA 91-A:3, II(d) Land**
- 13.5.23 April 21, 2020, RSA 91-A:3, II(d) Land**
- 13.5.24 May 12, 2020, RSA 91-A:3, II(d) Land**
- 13.5.25 September 1, 2020, RSA 91-A:3, II(d) Land and II (a) Personnel**
- 13.5.26 October 4, 2020, RSA 91-A:3, II(d) Land**
- 13.5.27 January 19, 2021, RSA 91-A:3, II (j) Consideration of exempt Confidential, Commercial, and Financial information**

**14. Other**

**15. Adjournment**

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**City Council Regular Meeting  
November 3, 2021  
Council Chambers  
31 Wakefield Street  
6:30 PM**

**COUNCILORS PRESENT**

Councilor Abbott  
Councilor Bogan  
Councilor Gray  
Councilor Hainey  
Councilor Hamann  
Councilor Hunt-Hawkins  
Councilor Hutchinson  
Councilor Jean  
Councilor Lachapelle  
Councilor Rice  
Councilor Walker  
Mayor Lauterborn

**OTHERS PRESENT**

Blaine Cox, City Manager  
Katie Ambrose, Deputy City Manager  
Terence O'Rourke, City Attorney

**COUNCILORS ABSENT**

Councilor Fitzpatrick

**Minutes**

**1. Call to Order**

Mayor Lauterborn called the Regular City Council meeting to order at 6:30 PM.

**2. Opening Prayer**

Mayor Lauterborn called for a moment of silence.

**3. Pledge of Allegiance**

Mayor Lauterborn led the Pledge of Allegiance.

**4. Roll Call**

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

the exception of Councilor Fitzpatrick who had been excused.

## **5. Acceptance of Minutes**

### **5.1 Regular City Council Meeting: October 5, 2021** ***consideration for approval***

Councilor Lachapelle **MOVED** to **ACCEPT** the Regular City Council Meeting minutes of October 5, 2021. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

### **5.2 City Council Special Meeting: October 19, 2021** ***consideration for approval***

Councilor Lachapelle **MOVED** to **ACCEPT** the Special City Council Meeting minutes of October 19, 2021. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

## **6. Communications from the City Manager**

### **6.1 City Manager's Report**

The City Manager's Report is as follows:

#### **Contracts and Documents Executed since last month:**

##### **Department of Public Works**

- Letter of Commitment – 2023 Household Hazardous Waste Day
- Financing agreement – Water Main Extension, Scenic Salinger
- Construction agreement, Little Falls Bridge Turn Lane – GW Brooks & Son
- Corrected Change Order, River St Pump Station – Apex Construction
- Change Order #2 – New DPW

##### **Economic Development**

- Review of Certificate of Consistency - BHHS
- FY22 CDBG Environmental Review – CAP Weatherization 10-14
- FY22 CDBG Environmental Review – CAP Weatherization 10-18

##### **Finance**

- Statement of Work – Vision Government Solutions

### **IT Department**

- Training services quote – OpenGov University
- Warranty renewal – Systems Engineering

### **Standard Reports:**

- Permission & Permits Issued –none
- Personnel Action Report Summary

City Manager Cox stated that the Holiday Tree Lighting Event has been scheduled for December 3, 2021, at 5:30 PM. He invited the City Council and public to attend the ceremony presented by the Chamber of Commerce.

City Manager Cox announced that there will be a Comic Book Christmas Holiday Parade to be held on December 5, 2021.

## **7. Communications from the Mayor**

### **7.1 Proclamation: Art for Everyone Day, November 16, 2021**

Mayor Lauterborn read the proclamation in its entirety. She congratulated the Rochester Museum of Fine Arts on their 10<sup>th</sup> Anniversary. She said she is thankful for this organization, which has brought so much art into the downtown area (second floor of the Rochester Public Library) as well as the James W. Foley Memorial Community Center.

Mayor Lauterborn thanked the City Clerk's Office for a job well done relative to the Municipal Elections this year.

## **8. Presentation of Petitions and Council Correspondence**

No discussion.

## **9. Nominations, Appointments, Resignations, and Elections**

### **9.1 Municipal Election Vote Returns – Canvas of Votes *motion to accept results***

City Clerk Walters gave an overview of the Municipal Elections. She thanked the Deputy City Clerk, Cassie Givara, Matthew Winders, who was in attendance at the meeting, along with staff members, Susan, Marcia, and Diane.

The City Clerk said tonight will trigger the recount period, which shall

remain open until November 9, 2021, at 5:00 PM. There are four races which qualify for the \$10 recount fee.

City Clerk Walters requested that a number of write-ins be included with the canvas of votes as follows:

- Ward 6 Moderator, Sara Eames (46 Votes)
- Ward 6 Ward Clerk, Pamela Beliveau (45 Votes)
- Ward 6 Selectman, Mike Scala (19 Votes)

Councilor Lachapelle **MOVED** to **ACCEPT** the Canvas of Votes as presented.

Councilor Bogan, who worked as the Ward Clerk in Ward 6, spoke very highly about the Poll Pad Trial. She said the voters seemed to favor them as well as election workers. At the end of the night the checklist/ballot counts were accurate.

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

## **10. Reports of Committees**

### **10.1 Codes & Ordinance Committee**

Councilor Lachapelle stated that the Committee met in October. He said there is one action item (Ethics Policy) that did not make it onto this agenda; however, it will be placed on the agenda for the Regular City Council meeting on December 7, 2021.

Councilor Lachapelle stated that there would be no meeting in November; however, the Committee will meet on December 2, 2021.

### **10.2 Community Development**

#### **10.2.1 Resolution Authorizing an Application for Community Development Block Grant – COVID-19 (CDBG-CV) Housing Funding to Support Easter Seals Senior Affordable Housing Project *first reading and refer to public hearing 11/16/21***



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

**RESOLUTION AUTHORIZING AN APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT – COVID-19 (CDBG-CV) HOUSING FUNDING TO SUPPORT EASTER SEALS SENIOR AFFORDABLE HOUSING PROJECT**

- WHEREAS:** The 2020-2025 Rochester CDBG Consolidated Action Plan documents rising demand for housing for elderly residents, including residents living on fixed incomes; and
- WHEREAS:** HUD Community Development Block Grant CARES Act (CDBG-CV) funds are available through the NH Community Development Finance Authority for housing grants of up to \$1,000,000; and
- WHEREAS:** A primary component of the CARES Act is assistance to State, Local, Territorial, and Tribal Governments for the direct impact of the COVID-19 pandemic; and
- WHEREAS:** Easter Seals NH owns the location at 215 Rochester Hill Road, Rochester, NH 03867; and
- WHEREAS:** Easter Seals NH proposes to construct multiple units of apartments at 215 Rochester Hill Road, Rochester, NH 03867 to serve an income-qualified population of elderly residents; and
- WHEREAS:** Easter Seals and its services will benefit a limited clientele made up entirely of elderly residents; and
- WHEREAS:** Elderly persons are presumed by HUD to be low- to moderate-income for the purposes of CDBG eligibility; and
- WHEREAS:** An application for a CDBG-CV grant has been prepared by Easter Seals on behalf of the City of Rochester and in collaboration with City staff; and

**WHEREAS:** A duly-noticed public hearing for the purposes of soliciting feedback from the public and meeting the requirements of the CDBG program will be held on November 16, 2021.

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

- I.** That the City of Rochester will submit an application for Community Development Block Grant COVID-19 funds of up to \$1,000,000 for the purpose of constructing senior affordable housing units at 215 Rochester Hill Road, Rochester, NH 03867 in partnership with Easter Seals NH.
- II.** The City of Rochester hereby adopts a project-specific Anti-Displacement Policy that incorporates and is subordinate to the pre-existing CDBG Anti-Displacement and Relocation Assistance Plan.
- III.** The City Manager is authorized to apply for, accept, and expend the CDBG-CV funds of up to \$1,000,000 and to officially represent the City of Rochester in connection with the application, including execution of contracts on behalf of the City and any other related documents necessary or convenient to carry out the intent of said grant agreement (including acting as the certifying officer for HUD environmental documents) without further action of the City Council for the purposes set forth in the grant agreement.
- IV.** The City Manager is hereby authorized to enter into agreement(s) with Easter Seals NH as subrecipient for the grant.

**10.3 Finance Committee**

**10.3.1 Resolution Authorizing Allocation of \$600,000.00 from ARPA Funds for the Route 202A Water Main Extension Project *first reading and consideration for adoption***

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

**Resolution Authorizing Allocation of \$600,000.00 from ARPA Funds  
for the Route 202A Water Main Extension Project**

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

That City hereby allocates Six Hundred Thousand Dollars (\$600,000.00) from the ARPA Funds to pay costs associated with the Route 202A Water Main Extension Project.

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

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

Councilor Rice questioned if there had been a public hearing scheduled to allow the public to weigh in on how the ARPA funds are allocated. He understood that the City is the custodian of the funds; however, he wished to have the public more involved. He said prior to voting on expending these funds, it seems reasonable to hear from the public. Mayor Lauterborn replied that there is no requirement to hold a public hearing on the expenditure of ARPA funds. City Manager Cox agreed that it is not required by statute; however, it is up to the City Council, if it desires, to hold such a public hearing on these funds.

Councilor Rice stated that he would not vote upon this expenditure until the public had an opportunity to voice its opinion. Mayor Lauterborn recalled that this had been on the agenda at the Finance Committee, which did have an opportunity for public comment.

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

**10.3.2 Resolution Authorizing Allocation of  
\$2,000,000.00 from ARPA Funds for the  
Water Transmission Main Lining Project *first  
reading and consideration for adoption***

Councilor Lachapelle **MOVED** to read the resolution by title only for a first time. Councilor Walker seconded the motion. The **MOTION CARRIED** by

a unanimous voice vote. Mayor Lauterborn read the resolution by title only for a first time as follows:

**Resolution Authorizing Allocation of \$2,000,000.00 from ARPA Funds for the Water Transmission Main Lining Project**

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

That City hereby allocates Two Million Dollars (\$2,000,000.00) from the ARPA Funds to pay costs associated with the Water Transmission Main Lining Project.

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

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

Councilor Rice reiterated his concerns about expending such a large portion of the ARPA funds without holding a public hearing. Councilor Rice **MOVED** to send this resolution to a public hearing.

Councilor Lauterborn explained that this is not a new project. This project is part of the current CIP budget and the City had a budget plan of expending approximately \$400,000 per year over the next several years for this project. She said the public did have time to speak upon this project at the budget workshops and Budget Public Hearing this past spring. Councilor Hutchinson seconded the motion to refer the matter to a public hearing.

Councilor Abbott inquired regarding the total amount of ARPA funds available to the City of Rochester. Mayor Lauterborn replied that the amount is over \$6,000,000.00. She said these are the only two projects that the Finance Committee has chosen from the list of priority projects. The total amount of these two projects does not equal half of the available ARPA funds.

Councilor Hutchinson agreed with the statements made by Councilor Rice and he questioned if there was any urgency on the part of City staff to get this project passed this evening. Mayor Lauterborn replied that the project was not urgent; however, once the project is accepted then the Department of Public Works could begin working on the project immediately.

Councilor Walker clarified that if a Councilor would like to vote on the main motion of adoption then they should vote "no" on the motion to refer the matter to a public hearing.

Councilor Hainey said it states that these pipes were originally installed in 1890. She questioned if the pipes had been updated since installation. Mayor Lauterborn replied no. She added that if/when the project is completed, the project should last another 100 years.

Councilor Hainey asked where this pipeline is located. Commissioner Nourse replied that this is one of three major drinking water transmission lines. He gave details about the underground waterline that begins at the drinking water treatment plant and leads directly into the City through Washington Street.

Councilor Hainey asked if this project would prevent the new pipe from breaking or preventing new minerals from getting into the drinking water. Commissioner Nourse replied that both were true. He said the original pipe is constructed of cast iron and is very old. It was constructed at least fifty years prior to the start of the chlorinated water treatment process now in place. The project is not urgent; however, it has been left unaddressed for decades and needs to be addressed soon. He gave details about the materials to be used on the new pipe, which is expected to add at least fifty to seventy-five years to a typical pipeline.

Councilor Bogan asked, if these funds were approved this evening, when the project would begin. She further questioned if delaying the project for another month would have much of an impact on the project. Commissioner Nourse confirmed that the project is not likely to begin that soon; however, it should begin in the near future.

Councilor Rice reiterated that the Commissioner has confirmed that it is not vital that the project be passed this evening. He hoped the City Council would see fit to hold a public hearing on this matter. Mayor Lauterborn clarified that this is not a new project. Councilor Jean agreed and said the project is included with the FY 22 Budget CIP Projects and the public could find all CIP projects on the City's website, under the Finance Department. He said at this point, the project has been on record dating back to 2011 and it is becoming a public safety/health concern. Councilor Hutchinson agreed; however, the City Council has held public hearings for the expenditure of CDBG funds for less money than is being allocated to this project. He agreed that this is a safety/health issue; however, the project is estimated at \$2,000,000 and the public deserves a chance to speak on the matter at a public hearing.

Mayor Lauterborn called for a vote upon the motion to delay the project and to refer the matter to a public hearing. The **MOTION FAILED** by a 4 to 8 roll call vote. Councilors Hailey, Rice, Hutchinson, and Councilor Hunt-Hawkins voted in favor of the motion. Councilors Jean, Abbott, Walker, Gray, Lachapelle, Bogan, Hamann, and Mayor Lauterborn voted against the motion.

Councilor Rice announced that he would be voting in favor of the project even though he wished it had been referred to a public hearing. He added that public drinking water is a public health concern.

Mayor Lauterborn stated that at this point, more than half of APRA funds remain and the Finance Committee has no recommendations on projects to bring forth at this time. She said this leaves the remaining projects on the list to be chosen and voted upon by the new City Council next year.

Mayor Lauterborn called for a vote upon the motion to adopt the resolution. The **MOTION CARRIED** by a unanimous voice vote.

**10.3.3 Committee Recommendation: To direct the City Manager to proceed with the creation of the Community Health Coordinator position job description *consideration for approval***

Mayor Lauterborn said there is a recommendation to direct the City Manager to proceed with the creation of the Community Health Coordinator position job description; however, the matter of how the position will be funded has not yet been confirmed. She reiterated that this vote is not a vote to fill the position or how it is to be funded but rather to proceed with the first step of creating the job description.

Councilor Hutchinson questioned when the public would be notified of how the position would be funded. Mayor Lauterborn replied that the job description would be sent to the Personnel Advisory Board for review and sent back to the City Council. She said this position is not currently in the FY 22 budget. It must be determined by this City Council or the next City Council if/how this position will be funded. The City Council debated the issue. Councilor Jean said the Personnel Advisory Board must first determine what Grade/Scale this position ought to be prior to determining the funding source. Mayor Lauterborn called for a vote upon the motion to approve. The **MOTION CARRIED** by a unanimous voice vote.

Mayor Lauterborn announced that due to lack of agenda items the Finance Committee has been canceled for the month of November. She added that the Finance reports would be sent via email.

## **10.4 Planning Board**

### **10.4.1 Amendment to Chapter 275 of the General Ordinances of the City of Rochester regarding Impact Fees *first reading and refer to public hearing 11/16/21***

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

### **REPEAL THIS ENTIRE SECTION**

#### **§ 275-27.3 Impact fees.**

- A. Purpose. This section is enacted pursuant to RSA 674:16 and 674:21:  
[Amended 1-7-2020]
  - (1) To assess new development for its proportionate share of the public capital facility costs.
- B. Authority. [Amended 1-7-2020]
  - (1) Impact fees may be assessed to new development to compensate the City of Rochester and the School Department for a proportionate share of the cost of the capital facility needs occasioned by new development. Any person who seeks a building permit for new development may be required to pay an impact fee in the manner set forth herein.
  - (2) The Planning Board may, as a condition of approval of any subdivision or site plan, and when consistent with applicable Board regulations, require an applicant to pay an impact fee for the applicant's proportional share of public facilities affected by the development.
  - (3) Nothing in this section shall be construed to limit the authority of the Planning Board or the City to require exactions for off-site improvements, other conditions of approval, or to assess other fees governed by other statutes, ordinances, or regulations.
- C. Definitions. For the purposes of this section, the following terms shall have the meanings indicated:

IMPACT FEE

A fee or assessment imposed upon development, including subdivision or building construction, in order to help meet the needs occasioned by that development for the construction or improvement of capital facilities owned or operated by the City of Rochester or the Rochester School Department, including and limited to water treatment and distribution facilities; wastewater treatment and disposal facilities; sanitary sewers; stormwater, drainage and flood control facilities; public road systems and rights-of-way; municipal office facilities; public school facilities; public safety facilities; solid waste collection, transfer, recycling, processing and disposal facilities; public library facilities; and public recreational facilities not including public open space. [Amended 1-7- 2020]

#### NEW DEVELOPMENT

- (1) An activity that results in any one of the following:
  - (a) The creation of a new dwelling unit or units;
  - (b) The conversion of a legally existing use, or additions thereto, which would result in a net increase in the number of dwelling units;
  - (c) Construction resulting in a new nonresidential building or a net increase in the floor area of any nonresidential building; or
  - (d) The conversion of an existing use to another use if such change results in an increase in the demand on public capital facilities that are the subject of impact fee assessments.[Amended 1-7- 2020]
- (2) New development shall not include the replacement of an existing manufactured home or the reconstruction of a structure that has been destroyed by fire or natural disaster where there is no change in size, density, type of use, and where there is no net increase in demand on public capital facilities.

#### OFF-SITE IMPROVEMENTS

Highway, drainage, sewer, or water upgrades or improvements that are necessitated by a development but which are located outside the boundaries of the property, as determined by the Planning Board during the course of subdivision or site plan approval. [Added 1-7-2020]

#### D. Assessment methodology.

- (1) Proportionality. The amount of the impact fee shall be calculated by the Planning Board to be a proportional share of municipal capital improvement costs which is reasonably related to the capital needs created by the development, and to the benefits accruing to the



development from the capital improvements financed by the fee. The Planning Board may prepare, adopt, or amend studies or reports that are consistent with the above standards, and which define a methodology for impact fee assessment for public capital facilities, and impact fee assessment schedules therefor.

(2) Existing deficiencies. Upgrading of existing facilities and infrastructure, the need for which is not created by new development, shall not be paid for by impact fees.

#### E. Administration.

(1) Accounting. In accord with RSA 673:16, II, and 674:21, V(c), impact fees shall be accounted for separately, shall be segregated from the City's general fund, may be spent upon order of the City Council, and shall be used solely for the capital improvements for which they were collected, or to recoup the cost of capital improvements made in anticipation of the needs which the fees were collected to meet. In the event that bonds or similar debt instruments have been or will be issued by the City of Rochester or the Rochester School District for the funding of capital improvements that are the subject of impact fee assessment, impact fees from the appropriate related capital facility impact fee accounts may be applied to pay debt service on such bonds or similar debt instruments.

(2) Assessment. All impact fees imposed pursuant to this section shall be assessed at the time of Planning Board approval of a subdivision plan or site plan. When Planning Board approval is not required, or has been made prior to the adoption or amendment of the impact fee ordinance, impact fees shall be assessed prior to, or as a condition for, the issuance of a building permit or other appropriate permission to proceed with development, as determined by the Building Inspector. Impact fees shall be intended to reflect the effect of development upon municipal and/or school facilities at the time of the issuance of the building permit. [Amended 1-7-2020]

(3) Security. In the interim between assessment and collection, the Building Inspector may require developers to post bonds, issue letters of credit, accept liens, or otherwise provide suitable measures of security so as to guarantee future payment of assessed impact fees.

(4) Collection. Impact fees shall be collected as a condition for the issuance of a certificate of occupancy. If no certificate of occupancy is required, impact fees shall be collected when the development is ready for its intended use. Nothing in this section shall prevent the Building Inspector, with the approval of the Planning Board, and the assessed party from establishing an alternate, mutually acceptable schedule of payment. [Amended 1-7-2020]

(5) Refund of fees paid. The current owner of record of property for

which an impact fee has been paid shall be entitled to a refund of that fee, plus accrued interest, under the following circumstances:

- (a) When either the full or partial portion of the impact fee, whichever is applicable, has not been encumbered or legally bound to be spent for the purpose for which it was collected within a period of six years from the date of the full and final payment of the fee; or
- (b) When the City of Rochester or, in the case of school impact fees, the Rochester School District has failed, within the period of six years from the date of the full and final payment of such fee, to appropriate its proportionate non-impact fee share of related capital improvement costs.

#### F. Appeals.

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

#### G. Waivers.

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

- (1) An applicant may request a full or partial waiver of school impact fees for those residential units that are lawfully restricted to occupancy by senior citizens age 55 or over in a development that is also maintained in compliance with the provisions of RSA 354-A:15, Housing for Older Persons. The Planning Board may waive school impact fee assessments on such age-restricted units where it finds that the property will be bound by lawful deeded restrictions on occupancy by senior citizens age 62 or over for a period of at least 20 years. [Amended 1-7-2020]
- (2) A person may request a full or partial waiver of impact fees for construction within a subdivision or site plan approved by the Planning Board prior to the effective date of this section. Prior to granting such a waiver, the Planning Board must find that the proposed construction is entitled to the five-year exemption provided by RSA 674:39, pursuant to that statute. This waiver shall not be applicable to phases of a phased development project where active and substantial development, building and construction has not yet occurred in the phase in which

construction is proposed. [Amended 3-5-2019]

(3) The Planning Board may agree to waive all or part of an impact fee assessment and accept in lieu of a cash payment a proposed contribution of real property or facility improvements of equivalent value and utility to the public. Prior to acting on a request for a waiver of impact fees under this provision that would involve a contribution of real property or the construction of capital facilities, the Planning Board shall submit a copy of the waiver request to the City Council for its review and consent prior to its acceptance of the proposed contribution. The value of contributions or improvements shall be credited only toward facilities of like kind and may not be credited to other categories of impact fee assessment. The applicant shall pay all costs incurred by the City for the review of such proposal, including consultant and counsel fees.

(4) The Planning Board shall waive all of an impact fee assessment for properties located in the Downtown Commercial District, with the district boundaries defined as the boundaries that exist at the time of the approval of this amendment.

[Amended 1-7-2020]

(5) The impact fee assessment for accessory dwelling units shall be waived with the stipulation that this waiver is reviewed every two years. [Added 1-7-2020]

Councilor Walker explained that the Planning Board took a vote in March to stop charging Impact Fees all together. He said it seemed the Impact Fees were causing a burden on single-family homes currently on single-family lots and not on larger developments, as originally intended, because of grandfathered exemptions. There are approximately \$100,000 in fees collected to date and, if this resolution passes, then the money would be refunded to those individuals who paid these Impact Fees. Mayor Lauterborn stated the Public Hearing would be held on November 16, 2021.

## **10.5 Public Safety**

Councilor Hamann announced that he missed the last Public Safety meeting because he was celebrating his wedding anniversary and deferred to Councilor Lachapelle, the Vice-Chair of the Committee.

Councilor Lachapelle said the Committee did meet and discuss several items; however, there are no action items as this time. He said the Committee will meet again in two weeks to discuss all items left in Committee.

Councilor Gray stated that one of his constituents would like to discuss a Chamberlain Street speeding issue. The police speed trailer had been set

out at this location; however, it had no impact on the speeding issues. He said the constituent is willing to pay for a speed limit sign to be erected on this active street. He requested this item be added to the next agenda.

## **10.6 Public Works**

### **10.6.1 Resolution Authorizing a Supplemental Appropriation to the Water Fund in the amount of \$55,000.00 for the Route 202A Water Extension Project *first reading and consideration for adoption***

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

#### **Resolution Authorizing a Supplemental Appropriation to the Water Fund in the amount of \$55,000.00 for the Route 202A Water Extension Project**

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

The City Council authorizes a supplemental appropriation to the Water Fund operating budget in the amount of Fifty Five Thousand Dollars (\$55,000.00) with the entirety of the supplemental appropriation being derived from the Water Fund Retained Earnings Account to pay for costs associated with the Dustin Homestead tie-in portion of the 202A Water Extension Project.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

Councilor Walker **MOVED** to **ADOPT** the resolution. Councilor Lachapelle seconded the motion. Councilor Walker stated that residents of Dustin Homestead were surveyed to find out if they wished to connect to the waterline in that area. He said they took a vote upon the matter which passed. He added that the total upfront cost is \$55,000, which will be paid back to the

City by the residents in that development. Councilor Rice asked if the money would be paid back directly to the water fund. Councilor Walker replied yes. The **MOTION CARRIED** by a unanimous voice vote.

**10.6.2 Committee Recommendation: to approve the installation of Rectangular Reflective Flashing Beacons (RRFB) installation on Wakefield Street at Crosswalk near Parson Main *consideration for approval***

Councilor Walker **MOVED** to **APPROVE** the Committee Recommendation to install a rectangular reflective flashing beacon on Wakefield Street at the crosswalk near Parson Main. Councilor Hamann seconded the motion.

Councilor Hunt-Hawkins said it was great that a second RRFB would be installed in the downtown area and questioned why this particular area had been chosen. Councilor Walker said the first beacon did not cost as much as originally planned, so a second location was requested. He gave details about how the set-up would take place in order to include both walkways in that area. The **MOTION CARRIED** by a unanimous voice vote.

**10.7 Redistricting Committee**

**10.7.1 Resolution Approving Revision of Ward Boundaries in Accordance With Section 3 of the City Charter *second reading and consideration for adoption***

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

**Resolution Approving Revision of Ward Boundaries in Accordance With Section 3 of the City Charter**

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

In accordance with Section 3 of the City Charter, the six (6) Ward Boundaries are hereby revised consistent with the attached **Exhibit A**. These Ward Boundary revisions shall take effect at the first election after the approval of this Resolution.

Exhibit A: Ward Map and Description – *see attached*.

Councilor Walker **MOVED** to **ADOPT** the resolution. Councilor Jean seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Walker requested that Daniel Camara, GIS/Asset Management Technician, Department of Public Works and the City Clerk ensure all material are sent to the State.

## **11. Old Business**

### **11.1 Presentation: GP Properties, 45-55 North Main**

### **11.2 Resolution Granting Community Revitalization Tax Relief to the Properties Located at 45 and 55 North Main Street and 8 Barker Court Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project *second reading and consideration for adoption***

Mayor Lauterborn stated that both the items listed above shall be moved to a future agenda. Michael Scala, Economic Development Manager, confirmed the items would be sent to the November 16, 2021 Special meeting.

## **12. Consent Calendar**

No discussion.

## **13. New Business**

### **13.1 Non-Public Minutes from August 4, 2020 City Council Meeting *motion to unseal***

Councilor Lachapelle **MOVED** to unseal the Non-Public Minutes from August 4, 2020. Councilor Walker seconded the motion. Councilor Hainey wished to correct the spelling of her name on page 3 of the minutes. The **MOTION CARRIED** by a unanimous voice vote. Councilor Rice indicated that there is an obvious “passed” motion that is not yet circled in the minutes to indicate passage. Mayor Lauterborn stated that since it does indicate that the motion passed, it could be corrected as well.

### **13.2 Resolution Authorizing the Acceptance of a \$30,360.00 U.S. Department of Justice (USDOJ) Justice Assistance**

**Grant (JAG) and Supplemental Appropriation in Connection Therewith *first reading and consideration for adoption***

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

**Resolution Authorizing the Acceptance of a \$30,360.00 U.S. Department of Justice (USDOJ) Justice Assistance Grant (JAG) and Supplemental Appropriation in Connection Therewith**

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

That a Thirty Thousand Three Hundred Sixty Dollar (\$30,360.00) USDOJ JAG Grant is hereby accepted by the City on behalf of the Rochester Police Department (RPD).

Further, the City Council authorizes a supplemental appropriation to the RPD operating budget in the amount of Thirty Thousand Three Hundred Sixty Dollar (\$30,360.00) with the entirety of the supplemental appropriation being derived from said Grant.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

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

**13.3 Discussion: Willand Center Shelter Proposal (requested by Councilor Hunt-Hawkins)**

Councilor Hunt-Hawkins thanked the Mayor for allowing the discussion to be placed on the Agenda. She provided a brief history of the discussions

which took place over this past summer relative to the Willand Warming Center Proposal.

Councilor Hunt-Hawkins reviewed the original proposal to fund a full time warming center (16-weeks) which would cost approximately \$230,000. She said, since that time, many other ideas/options have been discussed. She mentioned that Community Action Partnership (CAP) might contribute funds, the State might provide some funding through the ARPA funds, or that the City might use its own ARPA funds. She questioned if the City Council had any interest in increasing their funding contribution, even if only for a one-year commitment.

Councilor Rice questioned how much funding would be needed for this proposal. Councilor Hunt-Hawkins said the original proposal was \$230,000; however, the latest proposal was reduced significantly. She added that the proposal is dependent upon the City of Dover's interest as well. She said the City of Rochester's contribution would be approximately \$60,000. She stated that any amount above last year's contribution would help.

Mayor Lauterborn clarified that the City of Rochester has a current memorandum of understanding with Dover and Somersworth for an Extreme Weather Warming Facility. She added that the City of Rochester is committed to contributing \$50,000. Mayor Lauterborn asked for clarification regarding whether or not the State would be covering a portion of the proposal with the State's ARPA funds. Councilor Hunt-Hawkins said there does not seem to be a real plan in place from the State at this time.

Councilor Walker recalled that the Somersworth City Council recently voted against the new proposal. Mayor Lauterborn replied that is true; however, she clarified that Somersworth did leave the topic open for future discussions. Mayor Lauterborn informed the City Council that the mayors/city managers from the tri-city area have been holding meetings on whether or not to amend the Memorandum of Understanding.

Councilor Hutchinson asked the Mayor to clarify, for the public, the difference between a shelter and a center and what triggers the opening of such a facility. Mayor Lauterborn stated that a shelter is a more comprehensive operation than that of a warming center. A warming center/facility would only be open due to extreme weather emergency conditions.



City Manager Cox stated that CAP brought forth a proposal to basically expand the role of the warming center to convert it into more of a seasonal shelter with operation roughly between November through April of each year; however, the current Memorandum of Understanding solely covers the warming facility, which is only triggered by extreme weather conditions. He explained that extreme weather conditions are determined by the Emergency Management Directors of the tri-city area. He said the city managers/mayors of the tri-city did meet, as previously stated, and more questions need to be clarified prior to moving forward with any proposals. He indicated that there is a meeting taking place in Dover this week, at which time CAP is expected to present more information and to clarify some of the remaining questions. He said Mayor Lauterborn and himself have committed to continue these discussions.

Mayor Lauterborn stated that it is possible that there could be a proposal brought forth at the Special City Council Meeting in November if the three mayors/city managers do come to some type of agreement; however, that is not certain at this point. Councilor Hainey asked if there was a "next" meeting scheduled at this time. Mayor Lauterborn replied no; however, any one of the three cities can call a meeting at any time.

Councilor Hunt-Hawkins expressed gratitude that the tri-city mayors and city managers have been holding such discussions. City Manager Cox added that the city managers agreed to at least touch base this coming Thursday to review the discussion being held this evening, as well as any discussions taking place at the Dover City Council this past week.

Councilor Hutchinson asked what funding source would be most appropriate if such an agreement is reached. City Manager Cox replied that there is some funding available through the Welfare Budget for homelessness, through the Contingency Fund, or through ARPA funds.

Mayor Lauterborn questioned what funding source is being used for the current obligation of \$50,000. Katie Ambrose, Deputy City Manager, said the current obligation of \$50,000 is a combination of funds through the Welfare Department and Contingency Fund; however, it has come to the City's attention that some of those funds qualify for reimbursement through the CARES Act, which would free up some additional funds.

Councilor Hunt-Hawkins thanked the Mayor for working with the tri-city mayors to ensure some type of solution is being discussed. Councilor Walker noted that it is important to act quickly prior to the start of winter.

### **13.4 Review of Chapter 275-29 of General Ordinances of the City of Rochester regarding signage *refer to Codes & Ordinances Committee***

Mayor Lauterborn informed the City Council that the review of signs is being sent to the Codes & Ordinances Committee because of the restrictions placed on political signage. Mayor Lauterborn called for vote to refer the matter to the Codes and Ordinances Committee's December meeting. There was a unanimous voice vote taken.

Councilor Rice shared an experience about his recent visit to NY and stated that he did not feel political signs should be permitted in the public right of way. He questioned who is bringing forth this discussion. Councilor Walker stated that it is being brought forward by a recent candidate as well as an email from former Congresswoman Carol Shea-Porter, who is also in support of allowing political signs in the public right of way. Councilor Lachapelle received the email from the former Congresswoman; however, he disagreed with some of the statements presented in the email. He said one statement was to the effect that some candidates do not have the time to go door-to-door campaigning. He said a candidate must make time to campaign if they are running for any particular office. He welcomed the topic to be presented at the December Codes and Ordinances Committee meeting.

Councilor Gray stated that he is in favor of allowing political signage on the public right-of-way in front of property owned by the resident displaying the sign. He shared that because he runs for a State office that his political signs are placed in other communities. He said other communities do allow the signage in their public right of way and do not have compliance issues. He also shared that he does not agree with the City Attorney's interpretation of this particular law; however, he believed bringing the matter to the Codes and Ordinances Committee would give everyone another look at the ordinance and allow this discussion again.

City Attorney O'Rourke stated that the Codes and Ordinances Committee did hold a discussion about the topic of signs in August of 2020.

He indicated that the US Supreme Court case on this matter has not changed. He explained that all signs must be treated equally. The City cannot have a separate manner in which political signs are treated versus how other types of signage is governed. He said if the City allows political signs in the City's right-of-way, then it must allow all other signage in the right-of-way. He said that opens it up for any kind of sign to be erected in the City's right-of-way without discretion. He said there are currently signs on private property within the City which contain questionable material. He speculated what could happen if all signage was permitted in the City's right-of-way without an ordinance prohibiting the type of sign. He said it can be discussed again, however, his opinion will not change because the law has not changed.

Councilor Rice asked if an offensive sign could be taken down by City staff if erected in front of City Hall. Attorney O'Rourke said if the City passed an ordinance to allow political signs in the City's right-of-way, then the City could not remove a sign unless it was obscene. He clarified that a sign containing profanity might be permissible and not considered obscene. These signs could be removed from the lawn of City Hall; however, they could not be removed from the City's right-of-way directly in front of the lawn.

Councilor Gray reiterated that he supports allowing political signs to be erected on the public right-of-way if it is in front of a resident's own property. He gave details of what he would consider to be within the right-of-way as well as in front of an owner's property. He believed the City could ban all signs with profanity in the public right-of-way. City Attorney did not agree that certain signs could be banned under current laws. Mayor Lauterborn invited the City Councilors who feel strongly about the issue one way or the other to attend the next Codes and Ordinances Committee in December.

#### **14. Other**

Councilor Rice stated that Staff Sgt. Jesse Sherrill was a member of the NH State Police and was killed a few weeks ago on Interstate 95. He informed the City Council that the funeral took place today, which was attended by hundreds of law enforcement people. He wished to send his condolences to the family. He mentioned that Sgt. Sherrill was very involved in the town of Barrington community. Councilor Hainey encouraged fellow Councilors to contribute to the fund raising page for the family, which can be found through the WMUR home page.

Councilor Jean stated that this is the last meeting he will serve on the

City Council prior to the newly elected candidate taking his seat. He said it has been a short stint; however, it has been a pleasure working with the current City Council. He congratulated Mayor Lauterborn for serving as mayor.

## **15. Non-Public**

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

Councilor Rice **MOVED** to enter into a Non-Public Session under Land, RSA 91-A:3, II (d) at 7:34 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a 12 to 1 roll call vote. Councilors Abbott, Hunt-Hawkins, Lachapelle, Gray, Walker, Bogan, Hamann, Hailey, Jean, Rice, and Mayor Lauterborn voted in favor of the motion. Councilor Hutchinson voted against the motion.

Councilor Rice **MOVED** to exit the Non-Public Session at 8:24 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Rice **MOVED** to seal the minutes because disclosure would render the proposed action ineffective. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors Rice, Walker, Hunt-Hawkins, Bogan, Lachapelle, Hamann, Hailey, Abbott, Gray, Jean, and Mayor Lauterborn voted in favor of the motion. Councilor Hutchinson voted against the motion.

## **16. Adjournment**

Mayor Lauterborn **ADJOURNED** the Regular City Council meeting at 8:34 PM.

Respectfully submitted,

Kelly Walters, CMC  
City Clerk



# Proposed City Wards - 2020 Redistricting

## City of Rochester, NH

EXHIBIT A



Legend

Proposed Wards

Ward 1

Ward 2

Ward 3

Ward 4

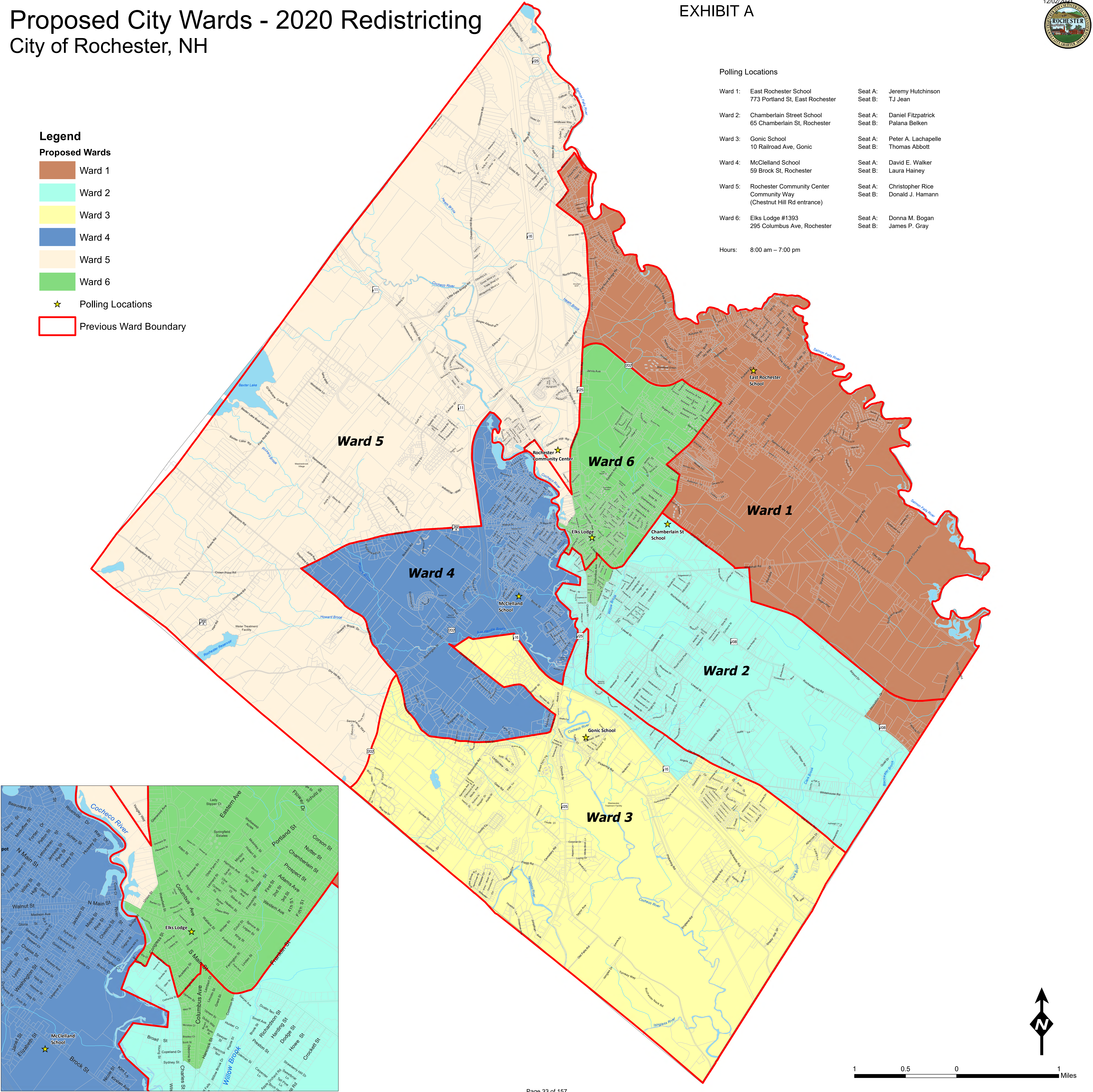
Ward 5

Ward 6

★ Polling Locations

Previous Ward Boundary

Polling Locations			
Ward 1:	East Rochester School 773 Portland St, East Rochester	Seat A:	Jeremy Hutchinson
		Seat B:	TJ Jean
Ward 2:	Chamberlain Street School 65 Chamberlain St, Rochester	Seat A:	Daniel Fitzpatrick
		Seat B:	Palana Belken
Ward 3:	Gonic School 10 Railroad Ave, Gonic	Seat A:	Peter A. Lachapelle
		Seat B:	Thomas Abbott
Ward 4:	McClelland School 59 Brock St, Rochester	Seat A:	David E. Walker
		Seat B:	Laura Hainey
Ward 5:	Rochester Community Center Community Way (Chestnut Hill Rd entrance)	Seat A:	Christopher Rice
		Seat B:	Donald J. Hamann
Ward 6:	Elks Lodge #1393 295 Columbus Ave, Rochester	Seat A:	Donna M. Bogan
		Seat B:	James P. Gray
Hours: 8:00 am – 7:00 pm			





ParcelID	StreetAddress	Owner1	Owner2	BillingAddress	City	State	Zip	2010 Ward	2020 Ward
0255-0017-0000	290 ROCHESTER HILL RD	PEASE DEVELOPMENT AUTHORITY		55 INTERNATIONAL DR	PORTSMOUTH	NH	03801	Ward 2	Ward 1
0255-0018-0000								Ward 2	Ward 1
0255-0019-0000								Ward 2	Ward 1
0255-0020-0000	302 ROCHESTER HILL RD	PRESBYTERY OF NORTHERN	NEW ENGLAND TRUSTEES	302 ROCHESTER HILL RD	ROCHESTER	NH	03867	Ward 2	Ward 1
0255-0021-0000	49 INNOVATION DR	PREP PARTNERS 49 LLC		38 RAYNOR DR	HINGHAM	MA	02043	Ward 2	Ward 1
0255-0022-0000	314 ROCHESTER HILL RD	GREYSTONE OF MAINE LTD		334 ROUTE 108	MADBURY	NH	03823-7626	Ward 2	Ward 1
0255-0023-0000	326 ROCHESTER HILL RD	HOPE ON HAVEN HILL INC		326 ROCHESTER HILL RD	ROCHESTER	NH	03867-1700	Ward 2	Ward 1
0255-0023-0001	316 ROCHESTER HILL RD	BINDER LYNDA J & VICTOR L JR		316 ROCHESTER HILL RD	ROCHESTER	NH	03867	Ward 2	Ward 1
0255-0023-0002	320 ROCHESTER HILL RD	HESSION RICHARD CYNTHIA M &	RICHARD PETER E	320 ROCHESTER HILL RD	ROCHESTER	NH	03839-1700	Ward 2	Ward 1
0255-0023-0003	322 ROCHESTER HILL RD	DANE CONDOMINIUM ASSOCIATION		NA				0 Ward 2	Ward 1
0255-0023-0004	324 ROCHESTER HILL RD	RICHARDS STEPHEN M & MEGAN A		324 ROCHESTER HILL RD	ROCHESTER	NH	03867--170	Ward 2	Ward 1
0255-0023-0005	16 HAVEN HILL RD	DEMING DAVID K & STEPHANIE W		112 CONCORD RD	LEE	NH	03861-6631	Ward 2	Ward 1
0255-0023-0006	318 ROCHESTER HILL RD	CASSADY DANIEL A & BEVERLY A		318 ROCHESTER HILL RD	ROCHESTER	NH	03867-1700	Ward 2	Ward 1
0255-0023-0007	28 HAVEN HILL RD	28 HAVEN HILL RD CONDO ASSOC		NA				0 Ward 2	Ward 1
0255-0023-003A	322 ROCHESTER HILL RD #1	OBRIEN SUSAN E		322 ROCHESTER HILL RD U1	ROCHESTER	NH	03867-1700	Ward 2	Ward 1
0255-0023-003B	322 ROCHESTER HILL RD 2	CHAUVEY TRACI &	MCALLISTER TARA	5 DOLLOFF DAM RD	NOTTINGHAM	NH	03290-4915	Ward 2	Ward 1
0255-0024-0000	44 HAVEN HILL RD	GARLAND MICHAEL G &	MCDONALD ELLEN M	44 HAVEN HILL RD	ROCHESTER	NH	03867	Ward 2	Ward 1
0255-0024-0001	52 HAVEN HILL RD	BURNETT MATTHEW G		52 HAVEN HILL RD	ROCHESTER	NH	03867	Ward 2	Ward 1
0255-0024-0002	28 LAPERLE DR	MOCCIA BRIAN D & ANGELA M		28 LAPERLE DR	ROCHESTER	NH	03867-8506	Ward 2	Ward 1
0255-0024-0003	36 LAPERLE DR	WAGNER MICHAEL G	ST CYR KAYLA MARIE	36 LAPERLE DR	ROCHESTER	NH	03867	Ward 2	Ward 1
0255-0024-0004	49 LAPERLE DR	BOUVIER BRANDON & NICOLE		49 LAPERLE DR	ROCHESTER	NH	03839	Ward 2	Ward 1
0255-0024-0005	45 LAPERLE DR	MANDRA THOMAS J & LINDA K		45 LAPERLE DR	ROCHESTER	NH	03867	Ward 2	Ward 1
0255-0024-0006	39 LAPERLE DR	BUBAR JULIA R & RYAN C		39 LAPERLE DR	ROCHESTER	NH	03867	Ward 2	Ward 1
0255-0024-0007	31 LAPERLE DR	DAVIS BRIAN E		31 LAPERLE DR	ROCHESTER	NH	03839	Ward 2	Ward 1
0255-0024-0008	25 LAPERLE DR	GAUTHIER ADAM GEORGE &	DESJARDINS LINDSAY BETH	25 LAPERLE DR	ROCHESTER	NH	03867	Ward 2	Ward 1
0255-0024-0009	64 HAVEN HILL RD	ALLEN DAVID DWAYNE & GLOWDEN		64 HAVEN HILL RD	ROCHESTER	NH	03867	Ward 2	Ward 1
0255-0024-0010	0 HAVEN HILL RD	LAPERLE FAMILY REVOCABLE	TRUST % TRUSTEES	28 COPPERLINE RD	EPSOM	NH	03234	Ward 2	Ward 1
0255-0024-0011	0 LAPERLE DR	MJS DEVELOPMENT LLC		55 HOMESTEAD LN	BRENTWOOD	NH	03833	Ward 2	Ward 1
0255-0025-0000	117 HAVEN HILL RD	CITY OF ROCHESTER		31 WAKEFIELD ST	ROCHESTER	NH	03867-1916	Ward 2	Ward 1
0255-0026-0000	77 HAVEN HILL RD	SOMERSWORTH CITY OF		157 MAIN ST	SOMERSWORTH	NH	03878-3192	Ward 2	Ward 1
0255-0027-0000	17 HAVEN HILL RD	MAPLE COMMONS		439 RT108 #2	SOMERSWORTH	NH	03878	Ward 2	Ward 1
0255-0027-0001	0 HAVEN HILL RD	SOMERSWORTH CITY OF		157 MAIN ST	SOMERSWORTH	NH	03878-3192	Ward 2	Ward 1
0255-0028-0000	7 HAVEN HILL RD	MAPLE COMMONS		439 RT108 #2	SOMERSWORTH	NH	03878	Ward 2	Ward 1
0255-0029-0000	1 HAVEN HILL RD	MAPLE COMMONS		439 RT108 #2	SOMERSWORTH	NH	03878	Ward 2	Ward 1
0125-0110-0000	6 DUBLIN WAY	RANDOLPH NATHAN & ELIZABETH		6 DUBLIN WAY	ROCHESTER	NH	03867-3425	Ward 2	Ward 6
0125-0111-0000	2 BLAKE ST	STAPIN MARLENE & SCOTT		2 BLAKE ST	ROCHESTER	NH	03867-3450	Ward 2	Ward 6
0125-0112-0000	1 BRYANT ST	JANCZY KEVIN J & MICHAELA		1 BRYANT ST	ROCHESTER	NH	03867	Ward 2	Ward 6
0125-0113-0000	12 DUBLIN WAY	SARGENT CARMEN L	BRITTON TAMMY L	12 DUBLIN WAY	ROCHESTER	NH	03867	Ward 2	Ward 6
0125-0114-0000	16 DUBLIN WAY	COUTURE PAUL H & DIANA J		16 DUBLIN WAY	ROCHESTER	NH	03867-3427	Ward 2	Ward 6
0125-0115-0000	15-19 DUBLIN WAY	DUBLIN YAU LLC		1 WESTERN AVE	ROCHESTER	NH	03867	Ward 2	Ward 6
0125-0116-0000	11 DUBLIN WAY	LEGARD RETA C		11 DUBLIN WAY	ROCHESTER	NH	03867	Ward 2	Ward 6
0125-0117-0000	9 DUBLIN WAY	BOURQUE JOHN A JR		9 DUBLIN WAY	ROCHESTER	NH	03867-3426	Ward 2	Ward 6
0125-0118-0000	7 DUBLIN WAY	SMITH ZACHARY G & ELISABETH Z		7 DUBLIN WAY	ROCHESTER	NH	03867-3473	Ward 2	Ward 6
0125-0119-0000	1 HANCOCK ST	CHANAKYA INVESTMENTS LLC		3 MARKET ST APT 4	SOMERSWORTH	NH	03878	Ward 2	Ward 6
0125-0120-0000	37 UPHAM ST	HEFNER WEBSTER		37 UPHAM ST	ROCHESTER	NH	03867	Ward 2	Ward 6
0125-0121-0000	33-35 UPHAM ST	RDP REALTY INC		7 MEAGHAN WAY	GREENLAND	NH	03840	Ward 2	Ward 6
0125-0122-0000	31 UPHAM ST	EATON JAYCE E &	WELCH JODY A	31 UPHAM ST	ROCHESTER	NH	03867-3011	Ward 2	Ward 6
0125-0123-0000	29 UPHAM ST	ARCHER SANDRA J		29 UPHAM ST	ROCHESTER	NH	03867-3011	Ward 2	Ward 6
0125-0124-0000	139 SO MAIN ST	CITY OF ROCHESTER		31 WAKEFIELD ST	ROCHESTER	NH		0 Ward 2	Ward 6
0125-0125-0000	19 GRANT ST	NH CATHOLIC CHARITIES INC		100 WILLIAM LOEB DR #3	MANCHESTERR	NH	03109	Ward 2	Ward 6
0125-0126-0000	129 SO MAIN ST	GETTY DIV OF POWER TEST CORP %	GETTY PETROLEUM MARKETING INC	292 MADISON AVE 9TH FLOOR	NEW YORK	NY	10017-6318	Ward 2	Ward 6
0125-0127-0000	29-31 LINCOLN ST	MITRUSHI ANDREA		29 LINCOLN ST	ROCHESTER	NH	03867	Ward 2	Ward 6
0125-0128-0000	25-27 LINCOLN ST	GARAND SANDRA J		27 LINCOLN ST	ROCHESTER	NH	03867-3008	Ward 2	Ward 6
0125-0129-0000	21-23 LINCOLN ST	DIOPTASE LLC %	UNIVERSAL PROPERTY MGMT	750 LAFAYETTE RD STE 201	PORTSMOUTH	NH	03801	Ward 2	Ward 6
0125-0130-0000	17-19 LINCOLN ST	SPAULDING CLYDE R &	WHARMBY MARJORIE	56 OLD STAGE RD	MADBURY	NH	03823-7503	Ward 2	Ward 6
0125-0131-0000	15 LINCOLN ST	HOME 1ST RENTALS LLC		38 OLD TURNPIKE RD	NOTTINGHAM	NH	03290-5914	Ward 2	Ward 6
0125-0132-0000	11 LINCOLN ST	LINCOLN TERRACE ASSISTED	LIVING RESIDENCE LLC	247 HAYDEN RD	HOLLIS	NH	03049-6288	Ward 2	Ward 6
0125-0133-0000	9 LINCOLN ST	LONG RONALD & NOREEN		P O BOX 388	BERWICK	ME	03901-0388	Ward 2	Ward 6
0125-0134-0000	7 LINCOLN ST	HAMADE ISSAM S		7 LINCOLN ST	ROCHESTER	NH	03867-3008	Ward 2	Ward 6
0125-0135-0000	1 LINCOLN ST	BROOKSIDE PROPERTY SERV INC		110 LAKESHORE DR	MIDDLETON	NH	03887-6014	Ward 2	Ward 6
0125-0136-0000	113 SO MAIN ST	113 SOUTH MAIN ST LLC	% MABARDY OIL INC	720 LAFAYETTE RD	SEABROOK	NH	03874	Ward 2	Ward 6
0125-0137-0000	10 LAMBERT CT	YERGEUA GERALD		10 LAMBERT CT	ROCHESTER	NH	03867	Ward 2	Ward 6
0125-0138-0000	14 LAMBERT CT	NEWTON WILLIAM N		14 LAMBERT CT	ROCHESTER	NH	03867-3002	Ward 2	Ward 6
0125-0139-0000	16 LAMBERT CT	MURRAY BRENDAN & KELLIE		16 LAMBERT CT	ROCHESTER	NH	03867	Ward 2	Ward 6
0125-0140-0000	18 LAMBERT CT	NUTTER GAIL M & ALEX B		18 LAMBERT CT	ROCHESTER	NH	03867-3002	Ward 2	Ward 6
0125-0141-0000	22 LAMBERT CT	BENJAMIN ROBERT & DANETTE		22 LAMBERT CT	ROCHESTER	NH	03867-3003	Ward 2	Ward 6
0125-0142-0000	26 LAMBERT CT	EDMUNDS REV TRUST %	EDMUNDS CHRISTOPHER H & BRENDA S	140 MERRYMEETING RD	NEW DURHAM	NH	03855-2241	Ward 2	Ward 6
0125-0143-0000	19 LAMBERT CT	PELLETIER GEORGE & KIMBERLY		119 WALNUT ST	ROCHESTER	NH	03867-4201	Ward 2	Ward 6
0125-0144-0000	17 LAMBERT CT	FINCH JASON J		30 PROVINCE RD	STRAFFORD	NH	03884-6637	Ward 2	Ward 6
0125-0145-0000	15 LAMBERT CT	MILES TYLER		15 LAMBERT CT	ROCHESTER	NH	03867-3026	Ward 2	Ward 6
0125-0146-0000	11 LAMBERT CT	FORCIER ANDERSON MICHELLE &	ANDERSON DEAN A	11 LAMBERT CT	ROCHESTER	NH	03867	Ward 2	Ward 6
0125-0147-0000	9 LAMBERT CT	MOORE JAMES C		9 LAMBERT CT	ROCHESTER	NH	03867-3026	Ward 2	Ward 6
0125-0149-0000	111 SO MAIN ST	LIBERTY TRUST OF FLORIDA %	MCGUIRE A ROBERT JR TRUSTEE	P O BOX 988	DOVER	NH	03821-0988	Ward 2	Ward 6
0125-0150-0000	105 SO MAIN ST	GOON STELLA REV TRUST %	GOON STELLA TRUSTEE	101 SO MAIN ST	ROCHESTER	NH	03867-3125	Ward 2	Ward 6
0125-0151-0000	536 COLUMBUS AVE	CITY OF ROCHESTER		31 WAKEFIELD ST	ROCHESTER	NH		0 Ward 2	Ward 6
0125-0152-0000	588 COLUMBUS AVE	CITY OF ROCHESTER		31 WAKEFIELD ST	ROCHESTER	NH		0 Ward 2	Ward 6
0125-0153-0000	7 MCINTYRE CT	ALIMI ARTHUR & JEANNETTE		7 MCINTYRE CT	ROCHESTER	NH	03867-3431	Ward 2	Ward 6
0125-0154-0000	5 MCINTYRE CT	LEON MICHAEL A JR &	STRAESSLE NAKIA K	19 SOAPSTONE LN	ROCHESTER	NH	03867-2069	Ward 2	Ward 6
0125-0155-0000	3 MCINTYRE CT	FRYOU GEORGE A &	GRABERT KATHRYN M	3 MCINTYRE CT	ROCHESTER	NH	03867-2327	Ward 2	Ward 6
0125-0156-0000	8 MCINTYRE CT	LEWIS CYNTHIA B		8 MCINTYRE CT	ROCHESTER	NH	03867	Ward 2	Ward 6
0125-0157-0000	565 COLUMBUS AVE	OSTERMAIER DENNIS H		565 COLUMBUS AVE APT A	ROCHESTER	NH	03867-3449	Ward 2	Ward 6
0125-0158-0000	11 MAY ST	WHITE TIMOTHY R		11 MAY ST	ROCHESTER	NH	03867	Ward 2	Ward 6
0125-0159-0000	9 MAY ST	BISSON MARY &	RISS TIMOTHY	9 MAY ST	ROCHESTER	NH	03867-3402	Ward 2	Ward 6
0125-0160-0000	7 MAY ST	PLAISTED PATRICIA A		7 MAY ST	ROCHESTER	NH	03867	Ward 2	Ward 6
0125-0161-0000	5 MAY ST	STITH HOWARD O &	TROW BARBARA A	5 MAY ST	ROCHESTER	NH	03867-3402	Ward 2	Ward 6
0125-0162-0000	3 MAY ST	BANASIAK MOLLY ELIZABETH	BANASIAK JUSTIN ALEXANDER	3 MAY ST	ROCHESTER	NH	03867	Ward 2	Ward 6
0125-0163-0000	6 MAY ST	MCKAY JEAN D		6 MAY ST	ROCHESTER	NH	03867-3401	Ward 2	Ward 6
0125-0164-0000	10 MAY ST	KWOK LAI WA		P O BOX 1443	ROCHESTER	NH	03866-1443	Ward 2	Ward 6
0125-0165-0000	17-19 UPHAM ST	BOUNDS FAMILY TRUST %	BOUNDS ARICKEY R & JULIE W	1267 SNOWFLAKE CT SE	RIO RANCHO	NM	87124-1279	Ward 2	Ward 6
0125-0166-0000	8 MAY ST	O'BRIEN SEAN		P O BOX 1912	ROCHESTER	NH	03866-1912	Ward 2	Ward 6
0125-0167-0000	9-11 UPHAM ST	WONG ALBERT		9 UPHAM ST	ROCHESTER	NH	03867-3010	Ward 2	Ward 6
0125-0168-0000	7 UPHAM ST	COUCH PATRICK H & MICHELLE G		7 UPHAM ST	ROCHESTER	NH	03867-3010	Ward 2	Ward 6
0125-0169-0000	547 COLUMBUS AVE	KENTUCKY FRIED CHICKEN	% KBP INVESTMENTS	10950 GRANDVIEW DR STE 300	OVERLAND PARK	KS	66210-1586	Ward 2	Ward 6
0125-0170-0000	539 COLUMBUS AVE	NICHOLOS MICHAEL S		60 SO MAIN ST	ROCHESTER	NH	03867-2780	Ward 2	Ward 6
0125-0171-0000	531 COLUMBUS AVE	NICHOLS PETER		60 SO MAIN ST	ROCHESTER	NH	03867	Ward 2	Ward 6
0125-0172-0000	22 KNIGHT ST	ISBERG LARRY A		22 KNIGHT ST	ROCHESTER	NH	03867	Ward 2	Ward 6
0125-0173-0000	28 KNIGHT ST	UM 28 KNIGHT STREET LLC	% UNIVERSAL PROPERTY MGMT	750 LAFAYETTE RD STE 201	PORTSMOUTH	NH	03801-6040	Ward 2	Ward 6
0125-0174-0000	32 KNIGHT ST	GAGNON KEITH A		32 KNIGHT ST	ROCHESTER	NH	03867	Ward 2	Ward 6
0125-0221-0000	68 CHARLES ST	ESDALE ROBERT W III		P O BOX 1216	DOVER	NH	03821-1216	Ward 2	Ward 6
0125-0222-0000	72 CHARLES ST	SIMMONS PEGGY A		72 CHARLES ST	ROCHESTER	NH	03867-3413	Ward 2	Ward 6
0125-0223-0000	74-74A CHARLES ST	74 CHARLES ST CONDO ASSOC	% CHAD & SUZANNE ROBERGE	74 CHARLES ST	ROCHESTER	NH	03867	Ward 2	Ward 6
0125-0223-0001	74 CHARLES ST #1	ROBERGE CHAD T & SUZANNE E		74 CHARLES ST U1	ROCHESTER	NH	03867	Ward 2	Ward 6
0125-0223-0002	74 CHARLES ST 2	BERRY CHRISTOPHER		32 SHAKESPEARE RD	ROCHESTER	NH	03839-5433	Ward 2	Ward 6
0125-0223-0003	74 CHARLES ST 3	BERRY CHRISTOPHER R &	SHOST CYNTHIA E	74A CHARLES ST	ROCHESTER	NH	03867	Ward 2	Ward 6
0125-0224-0000	76 CHARLES ST	THERIAULT PAUL R	KUMENEP JANE	76 CHARLES ST	ROCHESTER	NH	03867	Ward 2	Ward 6
0125-0225-0000	1 MAY ST	KAUFMAN VERA &	COUGHLIN RICHARD	1 MAY ST	ROCHESTER	NH	03867-3402	Ward 2	Ward 6
0125-0226-0000	86 CHARLES ST	DITTMANN PETER	% SOL WACHTEL	23 BROOKSIDE CIR	OGUNQUIT	ME	03907-3105	Ward 2	Ward 6



0125-0227-0000	88 CHARLES ST	MEULENBROEK JEFFREY A REV )	TRUST % MEULENBROEK JEFFREY A	16 SULLIVAN FARM DR	ROCHESTER	NH	03868-5721	Ward 2	Ward 6
0125-0228-0000	90-92 CHARLES ST	PENSCO TRUST CO CUSTODIAN	% WALTER M UNGER	1112 PROVINCE RD	STRAFFORD	NH	03884-6590	Ward 2	Ward 6
0125-0229-0000	94 CHARLES ST	NICHOLS STEPHEN & ELISA		P O BOX 702	GREENLAND	NH	03840	Ward 2	Ward 6
0125-0230-0000	96 CHARLES ST	PLOOF MICHAEL & SUSANNA M		31 INDIAN BROOK CIR UNIT 45	ROCHESTER	NH	03839	Ward 2	Ward 6
0125-0231-0000	98 CHARLES ST	98 CHARLES STREET LLC		PO BOX 278	DOVER	NH	03820	Ward 2	Ward 6
0128-0001-0000	100-102 CHARLES ST	KURTENBACH KRAIG C		100 CHARLES ST	ROCHESTER	NH	03867-3416	Ward 2	Ward 6
0128-0002-0000	104 CHARLES ST	ARNDT GAIL D		104 CHARLES ST	ROCHESTER	NH	03867-3416	Ward 2	Ward 6
0128-0003-0000	106 CHARLES ST	WELLS HEATHER	BONGE ERIC	106 CHARLES ST	ROCHESTER	NH	03867	Ward 2	Ward 6
0128-0004-0000	4 BRADLEY CT	FORBES CLAYTON		4 BRADLEY CT	ROCHESTER	NH	03867-3406	Ward 2	Ward 6
0128-0005-0000	6 BRADLEY CT	CAMPBELL MELANIE A		6 BRADLEY CT	ROCHESTER	NH	03867	Ward 2	Ward 6
0128-0006-0000	8 BRADLEY CT	MARINO CRAIG T		8 BRADLEY CT	ROCHESTER	NH	03867-3406	Ward 2	Ward 6
0128-0007-0000	7 BRADLEY CT	ALONZI DEREK		7 BRADLEY CT	ROCHESTER	NH	03867	Ward 2	Ward 6
0128-0008-0000	5 BRADLEY CT	JMC & TLC TRUST %	COLLINS JAKE M & TRACEY L	5 BRADLEY CT	ROCHESTER	NH	03867-3407	Ward 2	Ward 6
0128-0009-0000	108 CHARLES ST	COOK JODI L & ERNEST E JR		108 CHARLES ST	ROCHESTER	NH	03867-3417	Ward 2	Ward 6
0128-0010-0000	110-112 CHARLES ST	KOZLOWSKI KRZYSZTOF S & RENATA		9 ACADEMY ST	ROCHESTER	NH	03867-3015	Ward 2	Ward 6
0128-0011-0000	114 CHARLES ST	PALLAS FAMILY REV TRUST %	PALLAS ROBERT J & JOANNE V	114 CHARLES ST	ROCHESTER	NH	03867-3419	Ward 2	Ward 6
0128-0012-0000	116 CHARLES ST	DELLA GATTA THOMAS J JR		116 B CHARLES ST	ROCHESTER	NH	03867-3419	Ward 2	Ward 6
0128-0013-0000	118 CHARLES ST	SHERWOOD PAUL		118 CHARLES ST	ROCHESTER	NH	03867-3419	Ward 2	Ward 6
0128-0014-0000	120 CHARLES ST	DOWE REGAN C		120 A CHARLES ST	ROCHESTER	NH	03867-3419	Ward 2	Ward 6
0128-0015-0000	122 CHARLES ST	DUTKOWSKI HENRY		122 CHARLES ST UNIT B	ROCHESTER	NH	03867	Ward 2	Ward 6
0128-0016-0000	126 CHARLES ST	CHAFE ROGER L & TRACY A		126 CHARLES ST	ROCHESTER	NH	03867-3419	Ward 2	Ward 6
0128-0017-0000	4 SCOTT ST	ST JEAN LORRAINE G		P O BOX 156	ROCHESTER	NH	03866-0156	Ward 2	Ward 6
0128-0018-0000	2 OSBORNE ST	GOODWIN JAMES F		2 OSBORNE ST	ROCHESTER	NH	03867-3432	Ward 2	Ward 6
0128-0019-0000	597 COLUMBUS AVE	TWO TOP LLC		PO BOX 869	SANBORNVILLE	NH	03872	Ward 2	Ward 6
0128-0020-0000	8 OSBORNE ST	GRANITE STATE RESORTS LLC		327 EMERALD BAY CIR UNIT W7	NAPLES	FL	34110-7630	Ward 2	Ward 6
0128-0021-0000	10 OSBORNE ST	O'BRIEN HARLEY F &	ROWE SARAH	122 WINKLEY FARM LN	ROCHESTER	NH	03867-4274	Ward 2	Ward 6
0128-0022-0000	14 OSBORNE ST	SOIETT KATHERINE LOUISE &	CRICKARD DANA MILLS	14 OSBORNE ST	ROCHESTER	NH	03867-3432	Ward 2	Ward 6
0128-0023-0000	18 OSBORNE ST	GILLESPIE ANDREA L		18 OSBORNE ST	ROCHESTER	NH	03867-3432	Ward 2	Ward 6
0128-0024-0000	20 OSBORNE ST	TAYLOR ARTHUR L		479 TOVAR DRIVE	SAN JOSE	CA	95123-4948	Ward 2	Ward 6
0128-0025-0000	12 IRISH ST	ALLEN PAULYNN B		12 IRISH ST	ROCHESTER	NH	03867-3453	Ward 2	Ward 6
0128-0026-0000	45 HANCOCK ST	BJW ENTERPRISES LLC		150 LOWELL ST	ROCHESTER	NH	03867	Ward 2	Ward 6
0128-0026-0001	31 HANCOCK ST	THIBAUDEAU AARON J & JANA J		31 HANCOCK ST	ROCHESTER	NH	03867-3528	Ward 2	Ward 6
0128-0026-0002	49 HANCOCK ST	KAPNOHORIA ENTERPRISES LLC		49 HANCOCK ST	ROCHESTER	NH	03867-3528	Ward 2	Ward 6
0128-0027-0000	27 HANCOCK ST	IHT LLC	% FENTON GROEN	120 WASHINGTON ST STE 302	ROCHESTER	NH	03839-5517	Ward 2	Ward 6
0128-0028-0000	25 HANCOCK ST	GBOT INC		P O BOX 1956	ROCHESTER	NH	03866-1956	Ward 2	Ward 6
0128-0029-0000	23 HANCOCK ST	GBOT INC		P O BOX 1956	ROCHESTER	NH	03866-1956	Ward 2	Ward 6
0128-0030-0000	9 BLAKE ST	ENMAN DAVID R & LOIS L		9 BLAKE ST	ROCHESTER	NH	03867-3405	Ward 2	Ward 6
0128-0031-0000	7 BLAKE ST	INGRAM WILLIAM & ANNA M		7 BLAKE ST	ROCHESTER	NH	03867-3405	Ward 2	Ward 6
0128-0032-0000	5 BLAKE ST	MYLER GARY P & NITA L		108 ST JAMES AVE	MILTON	NH	03851-4623	Ward 2	Ward 6
0128-0033-0000	1-3 BLAKE ST	ELLIS CHRISTOPHER J		3 BLAKE ST # 1	ROCHESTER	NH	03867	Ward 2	Ward 6
0128-0034-0000	15 HANCOCK ST	BRENNAN SHAWN P		P O BOX 553	ROCHESTER	NH	03866-0553	Ward 2	Ward 6
0128-0035-0000	2 DUBLIN WAY	N & M WENTWORTH PROPERTIES LLC		P O BOX 5	ROCHESTER	NH	03866-0005	Ward 2	Ward 6
0131-0001-0000	716 COLUMBUS AVE	PARTNERS HALEY & RICHARD		724 COLUMBUS AVE	ROCHESTER	NH	03867	Ward 3	Ward 2
0131-0002-0000	724 COLUMBUS AVE	PARTNERS HALEY & RICHARD		724 COLUMBUS AVE	ROCHESTER	NH	03867	Ward 3	Ward 2
0131-0003-0000	736 COLUMBUS AVE	SCHOFIELD THOMAS L		56 MEETINGHOUSE HILL RD	FARMINGTON	NH	03835-4112	Ward 3	Ward 2
0131-0004-0000	742 COLUMBUS AVE	CITY OF ROCHESTER		31 WAKEFIELD ST	ROCHESTER	NH		0 Ward 3	Ward 2
0131-0005-0000	750 COLUMBUS AVE	26 DERRY ROAD REALTY	HOLDINGS LLC	750 COLUMBUS AVE	ROCHESTER	NH	03867-3925	Ward 3	Ward 2
0132-0036-0000	43 OLD DOVER RD	CITY OF ROCHESTER		31 WAKEFIELD ST	ROCHESTER	NH		0 Ward 3	Ward 2
0132-0037-0000	41 OLD DOVER RD	41 OLD DOVER ROAD LLC		41 OLD DOVER RD	ROCHESTER	NH	03867-3445	Ward 3	Ward 2
0132-0038-0000	39 OLD DOVER RD	41 OLD DOVER ROAD LLC		41 OLD DOVER RD	ROCHESTER	NH	03867-3445	Ward 3	Ward 2
0132-0039-0000	25 OLD DOVER RD	SWD PROPERTY MANAGEMENT LLC		P O BOX 716	EXETER	NH	03833-0716	Ward 3	Ward 2
0132-0040-0000	694 COLUMBUS AVE	NORTHEAST CREDIT UNION	% ACCOUNTING DEPT	P O BOX 1240	PORTSMOUTH	NH	03802-1240	Ward 3	Ward 2
0132-0041-0000	1 OLD DOVER RD	HUMORESQUE LLC		P O BOX 4008	PORTSMOUTH	NH	03802-4008	Ward 3	Ward 2
0132-0042-0000	1 OLD DOVER RD	MERCHANT NATL BANK/BANK OF NH		380 WELLINGTON ST 12TH FLOOR	LONDON	ON	N6A 4S4	Ward 3	Ward 2
0132-0043-0000	682 COLUMBUS AVE	HUMORESQUE LLC		P O BOX 4008	PORTSMOUTH	NH	03802	Ward 3	Ward 2
0132-0045-0000	710 COLUMBUS AVE	710 COLUMBUS AVENUE LLC		112 GATES ST	PORTSMOUTH	NH	03801-4608	Ward 3	Ward 2
0136-0069-0000	01-24 PARTRIDGE GREEN WAY	PARTRIDGE GREEN OF NH LLC	% HODGES DEVELOPMENT CORP	201 LOUDON RD	CONCORD	NH	03301	Ward 3	Ward 2
0136-0070-0000	0 BRAMBER II	BRAMBER II CONDO ASSOCIATION	% EVERGREEN MGMT GROUP	17 COMMERCE DR	BEDFORD	NH	03110-7059	Ward 3	Ward 2
0136-0070-0001	1 BRAMBER II	HARRIS BARBARA		1 BRAMBER II	ROCHESTER	NH	03867-4566	Ward 3	Ward 2
0136-0070-0002	2 BRAMBER II	PINAULT BRIAN R		2 BRAMBER II	ROCHESTER	NH	03867-4566	Ward 3	Ward 2
0136-0070-0003	3 BRAMBER II	KURDT KARLEE L & TIMOTHY J		3 BRAMBER DR #3	ROCHESTER	NH	03867-4566	Ward 3	Ward 2
0136-0070-0004	4 BRAMBER II	KELLEY PATRICIA V		4 BRAMBER II	ROCHESTER	NH	03867-4566	Ward 3	Ward 2
0136-0070-0005	5 BRAMBER II	KING KRISTIN		5 BRAMBER II	ROCHESTER	NH	03867-4566	Ward 3	Ward 2
0136-0070-0006	6 BRAMBER II	GRUND EILEEN		6 BRAMBER II	ROCHESTER	NH	03867-4566	Ward 3	Ward 2
0136-0070-0007	7 BRAMBER II	MAYRAND EDMOND J III &	ASTRID MAGES	7 BRAMBER II	ROCHESTER	NH	03867-4566	Ward 3	Ward 2
0136-0070-0008	8 BRAMBER II	SPRAGUE DARRELL E JR & JUNE E		8 BRAMBER II	ROCHESTER	NH	03867-4566	Ward 3	Ward 2
0136-0070-0009	9 BRAMBER II	NADEAU STANLEY J		P O BOX 1275	MILTON	NH	03851-1275	Ward 3	Ward 2
0136-0070-0010	10 BRAMBER II	MCCARTEN EDWARD		10 BRAMBER II	ROCHESTER	NH	03867-4567	Ward 3	Ward 2
0136-0070-0011	11 BRAMBER II	KELLY GEORGE		39 SO MAIN ST	ROCHESTER	NH	03867-2755	Ward 3	Ward 2
0136-0070-0012	12 BRAMBER II	SWAIN NANETTE K &	MARCOTTE C G & N P & T B	12 BRAMBER II	ROCHESTER	NH	03867-4567	Ward 3	Ward 2
0136-0070-0013	13 BRAMBER II	LAJOIE LEEANN		13 BRAMBER II	ROCHESTER	NH	03867-4567	Ward 3	Ward 2
0136-0070-0014	14 BRAMBER II	MORGAN DIANNE		14 BRAMBER II	ROCHESTER	NH	03867-4567	Ward 3	Ward 2
0136-0070-0015	15 BRAMBER II	HOBBS CORNELIUS III		15 BRAMBER II	ROCHESTER	NH	03867-4567	Ward 3	Ward 2
0136-0070-0016	16 BRAMBER II	WILLIAMSON BARBARA		16 BRAMBER II	ROCHESTER	NH	03867-4567	Ward 3	Ward 2
0136-0070-0017	17 BRAMBER II	HERNANDEZ ALEXANDER & ASHLEY		17 BRAMBER II	ROCHESTER	NH	03867-4567	Ward 3	Ward 2
0136-0070-0018	18 BRAMBER II	MAZZARI RICHARD		18 BRAMBER II	ROCHESTER	NH	03867-4567	Ward 3	Ward 2
0136-0070-0019	19 BRAMBER II	GULLOTTI MARK S & JULIE JO E		19 BRAMBER II	ROCHESTER	NH	03867-4567	Ward 3	Ward 2
0136-0070-0020	20 BRAMBER II	CHICK STACEY J		20 BRAMBER II	ROCHESTER	NH	03867-4567	Ward 3	Ward 2
0136-0070-0021	21 BRAMBER II	HENDERSON CHRISTOPHER R		21 BRAMBER II	ROCHESTER	NH	03867-4567	Ward 3	Ward 2
0136-0070-0022	22 BRAMBER II	MARTIN SARAH & JUDY		22 BRAMBER DR UNIT 2	ROCHESTER	NH	03867	Ward 3	Ward 2
0136-0070-0023	23 BRAMBER II	YUNIARTI ISRAELA &	PANGEMANAN MICHEL YULIAND	23 BRAMBER II	ROCHESTER	NH	03867-4567	Ward 3	Ward 2
0136-0070-0024	24 BRAMBER II	LOPEZ STEPHEN A &	ALBERT DIANNE M	24 BRAMBER II	ROCHESTER	NH	03867-4567	Ward 3	Ward 2
0136-0070-0025	25 BRAMBER II	GAUDETTE BRITTANY		25 BRAMBER II	ROCHESTER	NH	03867-4568	Ward 3	Ward 2
0136-0070-0026	26 BRAMBER II	GARLAND PAUL A & TONJA D		4 PENNY LN	NEW DURHAM	NH	03855	Ward 3	Ward 2
0136-0070-0027	27 BRAMBER II	FECHNER DARCY A		27 BRAMBER II	ROCHESTER	NH	03867-4568	Ward 3	Ward 2
0136-0070-0028	28 BRAMBER II	MCHUGH ERIC S & JILLIANNE M		28 BRAMBER II	ROCHESTER	NH	03867	Ward 3	Ward 2
0136-0070-0029	29 BRAMBER II	KNIGHTS LARRY D & BEVERLEY C		P O BOX 618	SANBORNVILLE	NH	03872-0618	Ward 3	Ward 2
0136-0070-0030	30 BRAMBER II	PETERS FAMILY LIVING TRUST %	PETERS GEORGE R & JACQUELINE	30 BRAMBER II	ROCHESTER	NH	03867-4568	Ward 3	Ward 2
0136-0070-0031	31 BRAMBER II	MCGARTLAND SEAN P		31 BRAMBER II	ROCHESTER	NH	03867-4568	Ward 3	Ward 2
0136-0070-0032	32 BRAMBER II	STERPKA CHRISTOPHER F &	STERPKA ASHLEY D	32 BRAMBER II	ROCHESTER	NH	03867-4568	Ward 3	Ward 2
0136-0070-0033	33 BRAMBER II	STRONG DANIEL J		33 BRAMBER II	ROCHESTER	NH	03867-4568	Ward 3	Ward 2
0136-0070-0034	34 BRAMBER II	ROBERTS WILLIAM A & TAMMY		34 BRAMBER II	ROCHESTER	NH	03867-4568	Ward 3	Ward 2
0136-0070-0035	35 BRAMBER II	HAMEL MARC	MCKENNEY MICHELLE	35 BRAMBER II	ROCHESTER	NH	03867	Ward 3	Ward 2
0136-0070-0036	36 BRAMBER II	LIBBY WILLIAM R		149 DRY HILL RD	ROCHESTER	NH	03867	Ward 3	Ward 2
0136-0070-0037	37 BRAMBER II	LAM KARLA		131 CHARLES ST	ROCHESTER	NH	03867	Ward 3	Ward 2
0136-0070-0038	38 BRAMBER II	MCENTIRE STEVEN K FAM TRUST %	MCENTIRE STEVEN K TRUSTEE	115 MERRYMEETING RD	NEW DURHAM	NH	03855	Ward 3	Ward 2
0136-0070-0039	39 BRAMBER II	SHACKELFORD REUEL N & DONNA A		39 BRAMBER II	ROCHESTER	NH	03867-4568	Ward 3	Ward 2
0136-0071-0000	63 OLD DOVER RD	CITY OF ROCHESTER		31 WAKEFIELD ST	ROCHESTER	NH		0 Ward 3	Ward 2
0136-0072-0000	61 OLD DOVER RD	CHRANE W SCOTT & RAE ANN H		61 OLD DOVER RD	ROCHESTER	NH	03867-3454	Ward 3	Ward 2
0136-0073-0000	59 OLD DOVER RD	GAUTHIER ROBERT D		59 OLD DOVER RD	ROCHESTER	NH	03867-3454	Ward 3	Ward 2
0136-0074-0000	0 OLD DOVER RD	SECRETARY OF VETERANS AFFAIRS		1240 EAST NINTH ST	CLEVELAND	OH	44199	Ward 3	Ward 2
0136-0075-0000	57 OLD DOVER RD	SECRETARY OF VETERANS AFFAIRS		1240 EAST NINTH ST	CLEVELAND	OH	44199	Ward 3	Ward 2
0136-0076-0000	51 OLD DOVER RD	CITY OF ROCHESTER		31 WAKEFIELD ST	ROCHESTER	NH		0 Ward 3	Ward 2
0136-0077-0000	45 OLD DOVER RD	CITY OF ROCHESTER		31 WAKEFIELD ST	ROCHESTER	NH		0 Ward 3	Ward 2
0137-0001-0000	754 COLUMBUS AVE	JOHNSON JOSEPH L		6 KODIAK CT	ROCHESTER	NH	03868-8626	Ward 3	Ward 2
0137-0002-0000	760 COLUMBUS AVE	NORTHERN UTILITIES INC	% UNITIL ACCOUNTS PAYABLE	6 LIBERTY LANE WEST	HAMPTON	NH	03842-1704	Ward 3	Ward 2
0137-0003-0000	770 COLUMBUS AVE	NORTHERN UTILITIES INC	% UNITIL ACCOUNTS PAYABLE	6 LIBERTY LANE WEST	HAMPTON	NH	03842-1704	Ward 3	Ward 2
0139-0012-0000	107 OLD DOVER RD	BEEBE JESSICA E &	PAQUETTE JENNIFER M	107 OLD DOVER RD	ROCHESTER	NH	03867-4545	Ward 3	Ward 2
0139-0012-0001	8 BIRCH DR	HILSON DAVID J		8 BIRCH DR	ROCHESTER	NH	03867-4605	Ward 3	Ward 2



0139-0013-0000	103 OLD DOVER RD	NORWOOD DANIEL T & IRENE		103 OLD DOVER RD	ROCHESTER	NH	03867-4545	Ward 3	Ward 2
0139-0014-0000	101 OLD DOVER RD	SPOOR BRIAN &	DAVIS LINDA	101 OLD DOVER RD	ROCHESTER	NH	03867	Ward 3	Ward 2
0139-0015-0000	4 BIRCH DR	BARTLETT CAHILL IRREV TRUST %	CAHILL CAROL TRUSTEE	4 BIRCH DR	ROCHESTER	NH	03867-4605	Ward 3	Ward 2
0139-0016-0000	6 BIRCH DR	HALLBERT ANDREW C & JESSICA		6 BIRCH DR	ROCHESTER	NH	03867-4605	Ward 3	Ward 2
0139-0017-0000	12 BIRCH DR	URICH MICHAEL J		12 BIRCH DR	ROCHESTER	NH	03867-4605	Ward 3	Ward 2
0139-0018-0000	11 BIRCH DR	LASSONDE PAUL R & LINDA		11 BIRCH DR	ROCHESTER	NH	03867-4606	Ward 3	Ward 2
0139-0019-0000	0 OLD DOVER RD	LASSONDE PAUL R & LINDA		11 BIRCH DR	ROCHESTER	NH	03867-4606	Ward 3	Ward 2
0139-0020-0000	9 BIRCH DR	TRUSH ANDREW E & BARBARA &	HOWARD ANDREA L	9 BIRCH DR	ROCHESTER	NH	03867-4606	Ward 3	Ward 2
0139-0021-0000	7 BIRCH DR	MERSEREAU JOHN A		7 BIRCH DR	ROCHESTER	NH	03867-4606	Ward 3	Ward 2
0139-0022-0000	5 BIRCH DR	MILLER DAVID A		5 BIRCH DR	ROCHESTER	NH	03867-4606	Ward 3	Ward 2
0139-0023-0000	3 BIRCH DR	RAMIREZ DIAZ JOE & LYNN		3 BIRCH DR	ROCHESTER	NH	03867-4606	Ward 3	Ward 2
0139-0024-0000	1-1/2 BIRCH DR	BARDAN PROPERTIES LLC		P O BOX 404	DOVER	NH	03821-0404	Ward 3	Ward 2
0139-0025-0000	1 BIRCH DR	LABBE DENNIS D & BOBBIE		1 BIRCH DR	ROCHESTER	NH	03867-4606	Ward 3	Ward 2
0139-0026-0000	97-99 OLD DOVER RD	DEMING DAVID K & STEPHANIE W		112 CONCORD RD	LEE	NH	03861	Ward 3	Ward 2
0139-0027-0000	95 OLD DOVER RD	FERULLO LOUIS G & KRISTAN &	FERULLO L DANIEL	95 OLD DOVER RD	ROCHESTER	NH	03867-4564	Ward 3	Ward 2
0139-0028-0000	93 OLD DOVER RD	CANDILIERI JOE		145 OLD DOVER RD	ROCHESTER	NH	03867-4546	Ward 3	Ward 2
0139-0029-0000	89-91 OLD DOVER RD	CICCOTELLI ANTHONY		2 ASHWOOD CT	ATKINSON	NH	03811	Ward 3	Ward 2
0140-0074-0000	147 OLD DOVER RD	WHITESTONE BLAINE MAXWELL		50 PHEASANT LN	MANCHESTER	NH	03109-5927	Ward 3	Ward 2
0140-0075-0000	145 OLD DOVER RD	CANDILIERI JOSEPH &	FLYNN JACQUELYN	145 OLD DOVER RD	ROCHESTER	NH	03867-4546	Ward 3	Ward 2
0140-0075-0001	151 OLD DOVER RD	GRAVEL KAREN & DANA		151 OLD DOVER RD	ROCHESTER	NH	03867-4546	Ward 3	Ward 2
0140-0075-0002	14 SEAVEY BROOK LN	CUTHBERTSON FAM REV TRUST	% CUTHBERTSON RICHARD W &	14 SEAVEY BROOK LN	ROCHESTER	NH	03867-5287	Ward 3	Ward 2
0140-0075-0003	20 SEAVEY BROOK LN	PECK STEPHEN M & NANCY M		20 SEAVEY BROOK LN	ROCHESTER	NH	03867	Ward 3	Ward 2
0140-0075-0004	33 SEAVEY BROOK LN	DIGILIO ANDREA		33 SEAVEY BROOK LN	ROCHESTER	NH	03867-5287	Ward 3	Ward 2
0140-0075-0005	31 SEAVEY BROOK LN	GULLISON BRANDON & JENNIFER		31 SEAVEY BROOK LN	ROCHESTER	NH	03867	Ward 3	Ward 2
0140-0075-0006	27 SEAVEY BROOK LN	BROOKS AARON S &	BROOKS STEFANI NIEMAN	27 SEAVEY BROOK LN	ROCHESTER	NH	03867-5287	Ward 3	Ward 2
0140-0075-0007	21 SEAVEY BROOK LN	CULLEN JOHN R & ERIN A		21 SEAVEY BROOK LN	ROCHESTER	NH	03867-5287	Ward 3	Ward 2
0140-0075-0008	13 SEAVEY BROOK LN	PROVOST DONALD R JR & TAMI J		13 SEAVEY BROOK LN	ROCHESTER	NH	03867-5287	Ward 3	Ward 2
0140-0076-0000	141 OLD DOVER RD	DOONAN JAMES P III &	DOONAN SHANNON L	141 OLD DOVER RD	ROCHESTER	NH	03867-4546	Ward 3	Ward 2
0140-0077-0000	139 OLD DOVER RD	BARKER EVELEIGH E		139 OLD DOVER RD	ROCHESTER	NH	03867-4546	Ward 3	Ward 2
0140-0078-0000	137 OLD DOVER RD	MENDONCA WHITNEY BOOTH &	MENDONCA JOSEPH ANTHONY IV	137 OLD DOVER RD	ROCHESTER	NH	03867-4546	Ward 3	Ward 2
0140-0079-0000	13 ALICE LN	ROBERGE SCOTT R		13 ALICE LN	ROCHESTER	NH	03867-8502	Ward 3	Ward 2
0140-0079-0001	17 ALICE LN	KENNEY JOHN T & SANDRA J		17 ALICE LN	ROCHESTER	NH	03867-8502	Ward 3	Ward 2
0140-0079-0002	21 ALICE LN	SHAW THOMAS C & JUDY P		21 ALICE LN	ROCHESTER	NH	03867-8502	Ward 3	Ward 2
0140-0079-0003	23 ALICE LN	KING JAMES A & CHRISTINE S		23 ALICE LN	ROCHESTER	NH	03867-8502	Ward 3	Ward 2
0140-0079-0004	27 ALICE LN	SEAWARDS FAMILY LIVING TRUST	% SEAWARDS JAMES R & PENELOPE	27 ALICE LN	ROCHESTER	NH	03867-8502	Ward 3	Ward 2
0140-0079-0005	29 ALICE LN	AUBIN FAMILY IRREV TRUST	%AUBIN CONRAD & BRENDA TRUSTEE	29 ALICE LN	ROCHESTER	NH	03867-8502	Ward 3	Ward 2
0140-0079-0006	31 ALICE LN	MAI NGUYEN B & KIM N		31 ALICE LN	ROCHESTER	NH	03867-8502	Ward 3	Ward 2
0140-0079-0007	12 ALICE LN	BREWSTER ROBERT A & CHRISTINE	H	12 ALICE LN	ROCHESTER	NH	03867-8502	Ward 3	Ward 2
0140-0080-0000	133 OLD DOVER RD	WALSH HEATHER &	PRESTOSZ KEVIN	133 OLD DOVER RD	ROCHESTER	NH	03867-4546	Ward 3	Ward 2
0140-0081-0000	131 OLD DOVER RD	MACE LISA B		131 OLD DOVER RD	ROCHESTER	NH	03867-4546	Ward 3	Ward 2
0140-0082-0000	129 OLD DOVER RD	TOWNSEND JASON R		691 COLONIAL DR	PORTSMOUTH	NH	03801-4750	Ward 3	Ward 2
0140-0083-0000	127 OLD DOVER RD	BOLAND TIMOTHY P		127 OLD DOVER RD	ROCHESTER	NH	03867-4546	Ward 3	Ward 2
0140-0084-0000	125 OLD DOVER RD	COLLINS LAURA		125 OLD DOVER RD	ROCHESTER	NH	03867-4546	Ward 3	Ward 2
0140-0085-0000	121 OLD DOVER RD	EDWARDS ROBERT & THERESA		121 OLD DOVER RD	ROCHESTER	NH	03867-4546	Ward 3	Ward 2
0140-0086-0000	117 OLD DOVER RD	YOUNGREN GRACE L REV TRUST &	YOUNGREN JAMES A REV TRUST %	117 OLD DOVER RD	ROCHESTER	NH	03867-4546	Ward 3	Ward 2
0140-0087-0000	115 OLD DOVER RD	TAYLOR KELLEY D		115 OLD DOVER RD	ROCHESTER	NH	03867	Ward 3	Ward 2
0140-0088-0000	19 BIRCH DR	FILIP MAREK &	WEITZMAN FILIP TERI	19 BIRCH DR	ROCHESTER	NH	03867-4606	Ward 3	Ward 2
0140-0089-0000	15 BIRCH DR	MCKENNA SUSAN V REV TRUST %	PARADIE THERESA B &	15 BIRCH DR	ROCHESTER	NH	03867	Ward 3	Ward 2
0140-0090-0000	109 OLD DOVER RD	LAMBERT DAVID R & BEVERLY J	REVOCABLE LIVING TRUST %	109 OLD DOVER RD	ROCHESTER	NH	03867-4545	Ward 3	Ward 2
0253-0086-0000	50 TEBBETTS RD	OPEN SPACE COMMON OWNERSHIP		NA				0 Ward 3	Ward 2
0253-0086-0001	181 OLD DOVER RD	FLANDERS GARY A & OLGA V		181 OLD DOVER RD	ROCHESTER	NH	03867	Ward 3	Ward 2
0253-0086-0002	183 OLD DOVER RD	BUNGARD NEAL E & DONNA L		183 OLD DOVER RD	ROCHESTER	NH	03867-4546	Ward 3	Ward 2
0253-0086-0003	185 OLD DOVER RD	THOMAS JASON K		185 OLD DOVER RD	ROCHESTER	NH	03867-4546	Ward 3	Ward 2
0253-0086-0004	187 OLD DOVER RD	BRIAN REVOCABLE TRUST %	CARROLL BRIAN J TRUSTEE	187 OLD DOVER RD	ROCHESTER	NH	03867-4546	Ward 3	Ward 2
0253-0086-0005	3 ANGELA LN	DAVIS EDWARD A REV TRUST %	DAVIS EDWARD A TRUSTEE	3 ANGELA LN	ROCHESTER	NH	03867-5251	Ward 3	Ward 2
0253-0086-0006	11 ANGELA LN	MAY ROBERT & MARLENE FAM TRUST%	MAY ROBERT C JR & MARLENE O	11 ANGELA LN	ROCHESTER	NH	03867-5251	Ward 3	Ward 2
0253-0086-0007	17 ANGELA LN	CORSON GEOFFREY A & JOANNE E	LIVING TRUST % CORSON G A & )	17 ANGELA LN	ROCHESTER	NH	03867-5251	Ward 3	Ward 2
0253-0086-0008	25 ANGELA LN	DUBOIS FAMILY REV TRUST %	DUBOIS MICHAEL L & NANCY A	25 ANGELA LN	ROCHESTER	NH	03867-5251	Ward 3	Ward 2
0253-0086-0009	29 ANGELA LN	MANGINI PATRICIA REVOC TRUST %	MANGINI PATRICIA A TRUSTEE	29 ANGELA LN	ROCHESTER	NH	03867-5251	Ward 3	Ward 2
0253-0086-0010	31 ANGELA LN	SIMMERS TRACEY K REV TRUST &	SIMMERS JOHN A REV TRUST %	31 ANGELA LN	ROCHESTER	NH	03867-5251	Ward 3	Ward 2
0253-0086-0011	18 ANGELA LN	DUBOIS DENNIS & PATRICIA		18 ANGELA LN	ROCHESTER	NH	03867	Ward 3	Ward 2
0253-0086-0012	14 ANGELA LN	IDA REALTY TRUST		14 ANGELA LN	ROCHESTER	NH	03867-5251	Ward 3	Ward 2
0253-0086-0013	42 TEBBETTS RD	LABRANCHE COURTNEY & KYLE	WOLF WALTER L	42 TEBBETTS RD	ROCHESTER	NH	03867	Ward 3	Ward 2
0253-0086-0014	36 TEBBETTS RD	MONDOUX GREGORY R &	WENTWORTH REGINA	36 TEBBETTS RD	ROCHESTER	NH	03867	Ward 3	Ward 2
0253-0087-0000	44 TEBBETTS RD	FREE TRADE INC		P O BOX 426	DOVER	NH	03821-0426	Ward 3	Ward 2
0253-0088-0000	177 OLD DOVER RD	COKER RONALD S & MARY JANE		177 OLD DOVER RD	ROCHESTER	NH	03867-4546	Ward 3	Ward 2
0253-0089-0000	175 OLD DOVER RD	BURKE MARGARET T		175 OLD DOVER RD	ROCHESTER	NH	03867-4546	Ward 3	Ward 2
0253-0090-0000	173 OLD DOVER RD	JEANSON GREGORY W &	JEANSON MAUREEN ANNE	173 OLD DOVER RD	ROCHESTER	NH	03867-4546	Ward 3	Ward 2
0253-0091-0000	171 OLD DOVER RD	MCGRATH MATTHEW P & MICHELLE D		171 OLD DOVER RD	ROCHESTER	NH	03867-4546	Ward 3	Ward 2
0253-0092-0000	167 OLD DOVER RD	BAKER MORGAN		167 OLD DOVER RD	ROCHESTER	NH	03867-4546	Ward 3	Ward 2
0253-0093-0000	161 OLD DOVER RD	DURKAN RICHARD B JR		161 OLD DOVER RD	ROCHESTER	NH	03867-4546	Ward 3	Ward 2
0253-0093-0001								Ward 3	Ward 2
0253-0093-0002	163 OLD DOVER RD	CROSBY THOMAS J		163 OLD DOVER RD	ROCHESTER	NH	03867	Ward 3	Ward 2
0253-0094-0000	155 OLD DOVER RD	BURROWS CHARLES A		155 OLD DOVER RD	ROCHESTER	NH	03867	Ward 3	Ward 2
0113-0022-0000	6 HILLSDALE RD	CITY OF ROCHESTER		31 WAKEFIELD ST	ROCHESTER	NH		0 Ward 6	Ward 5
0113-0023-0000	1 PINK ST	CITY OF ROCHESTER		31 WAKEFIELD ST	ROCHESTER	NH		0 Ward 6	Ward 5
0113-0024-0000	8 HILLSDALE RD	CITY OF ROCHESTER		31 WAKEFIELD ST	ROCHESTER	NH		0 Ward 6	Ward 5
0113-0025-0000	10 HILLSDALE RD	CITY OF ROCHESTER		31 WAKEFIELD ST	ROCHESTER	NH		0 Ward 6	Ward 5
0116-0156-0000	74 WAKEFIELD ST	EJARQUE FAMILY LLC		78 WAKEFIELD ST	ROCHESTER	NH	03867	Ward 6	Ward 5
0116-0157-0000	78 WAKEFIELD ST	EJARQUE ELIZABETH W REV TRUST	% TRUSTEE	78 WAKEFIELD ST	ROCHESTER	NH	03867	Ward 6	Ward 5
0116-0158-0000	82 WAKEFIELD ST	82 WAKEFIELD ST LLC		82 WAKEFIELD ST	ROCHESTER	NH	03867-1921	Ward 6	Ward 5
0116-0159-0000	84 WAKEFIELD ST	84 WAKEFIELD ST LLC		82 WAKEFIELD ST	ROCHESTER	NH	03867-1921	Ward 6	Ward 5
0116-0160-0000	86 WAKEFIELD ST	MCGILL RAYMOND		86 WAKEFIELD ST	ROCHESTER	NH	03867-1921	Ward 6	Ward 5
0116-0161-0000	90 WAKEFIELD ST	COMMUNITY ACTION PARTNERSHIP	OF STRAFFORD COUNTY	577 CENTRAL AVE STE 10	DOVER	NH	03820-1005	Ward 6	Ward 5
0116-0162-0000	94-1/2 WAKEFIELD ST	JOHNSON MARILYN M REVOCABLE	TRUST % TRUSTEE	94 1/2 WAKEFIELD ST	ROCHESTER	NH	03867-1921	Ward 6	Ward 5
0116-0163-0000	96 WAKEFIELD ST	JOHNSON MARILYN M REVOCABLE	TRUST % TRUSTEE	94 1/2 WAKEFIELD ST	ROCHESTER	NH	03867-1921	Ward 6	Ward 5
0116-0164-0000	98 WAKEFIELD ST	GRAVEL PALMA R REVOC TRUST	% GRAVEL PALMA R TRUSTEE	13 PATTON ST	ROCHESTER	NH	03867-1114	Ward 6	Ward 5
0116-0173-0000	0 DOMINICUS CT	CITY OF ROCHESTER		31 WAKEFIELD ST	ROCHESTER	NH		0 Ward 6	Ward 5
0116-0173-0000	0 DOMINICUS CT	CITY OF ROCHESTER		31 WAKEFIELD ST	ROCHESTER	NH		0 Ward 6	Ward 5
0121-0361-0000	109 NO MAIN ST	NELSON ERIC D & AMY M		109 NO MAIN ST	ROCHESTER	NH	03867-1924	Ward 6	Ward 5
0121-0362-0000	107 NO MAIN ST	STITCHES ALTERATIONS &	NEEDLEWORKS LLC	7 MADISON AVE	ROCHESTER	NH	03867-1816	Ward 6	Ward 5
0121-0363-0000	105 NO MAIN ST	REYNOLDS CLAYTON L III		118 OAK ST	ROCHESTER	NH	03839	Ward 6	Ward 5
0121-0364-0000	103 NO MAIN ST	HOOP70 LLC		16 ABBOTT ST	ROCHESTER	NH	03868-8417	Ward 6	Ward 5
0121-0365-0000	0 NO MAIN ST	HERVEYS TIRE CO INC		22 UNION ST	ROCHESTER	NH	03867-1911	Ward 6	Ward 5
0121-0366-0000	101 NO MAIN ST	VONGSAY LLC		P O BOX 562	MILTON	NH	03851-0562	Ward 6	Ward 5
0121-0367-0000	95 NO MAIN ST	BERGERON GERARD LAWRENCE REV	TRUST % BERGERON GERARD L	95 NO MAIN ST	ROCHESTER	NH	03867-1924	Ward 6	Ward 5
0121-0368-0000	6 UNION ST	M K REALTY TRUST		P O BOX 1443	ROCHESTER	NH	03866-1443	Ward 6	Ward 5
0121-0368-0001	91 NO MAIN ST	DUNN CHARLES F & WENDI P		91 NO MAIN ST	ROCHESTER	NH	03867	Ward 6	Ward 5
0121-0385-0000	64 WAKEFIELD ST	ROY FAM REV TRUST %	ROY JAMES M & NANCY G TRUSTEES	64 WAKEFIELD ST	ROCHESTER	NH	03867	Ward 6	Ward 5
0121-0386-0000	60-62 WAKEFIELD ST	ROCHSHIRE TRUST % P C HAUGHEY	TRUSTEE	1660 SOLDIERS FIELD RD	BOSTON	MA	02135-1108	Ward 6	Ward 5
0121-0387-0000	0 WAKEFIELD ST	ROCHSHIRE TRUST % PHILLIP	C HAUGHEY TRUSTEE	1660 SOLDIERS FIELD RD	BOSTON	MA	02135-1108	Ward 6	Ward 5
0121-0389-0000	24 UNION ST	HERVEY JANE F REV TRUST	% JANE F HERVEY TRUSTEE	22 UNION ST	ROCHESTER	NH	03867	Ward 6	Ward 5
0121-0390-0000	22 UNION ST	HERVEY JANE F REVOCABLE TRUST	% JANE F HERVEY TRUSTEE	22 UNION ST	ROCHESTER	NH	03867-1911	Ward 6	Ward 5
0121-0391-0000	16 UNION ST	HERVEY JANE F REVOCABLE	TRUST % JANE F HERVEY TRUSTEE	22 UNION ST	ROCHESTER	NH	03867	Ward 6	Ward 5
0121-0392-0000	14 UNION ST	REDMOND CHRISTOPHER		14 UNION ST	ROCHESTER	NH	03867-3009	Ward 6	Ward 5
0121-0393-0000	12 UNION ST	CHENG KAM CHU		P O BOX 1443	ROCHESTER	NH	03866-1443	Ward 6	Ward 5



**City Council Special Meeting  
November 16, 2021  
Council Chambers  
7:12 PM**

**COUNCILORS PRESENT**

Councilor Abbott  
Councilor Beaudoin  
Councilor Bogan  
Councilor Fontneau  
Councilor Gray  
Councilor Hainey  
Councilor Hamann  
Councilor Hunt-Hawkins  
Councilor Hutchinson  
Councilor Lachapelle  
Councilor Rice  
Councilor Walker  
Mayor Lauterborn

**OTHERS PRESENT**

Blaine Cox, City Manager  
Katie Ambrose, Deputy City Manager  
Terence O'Rourke, City Attorney  
Chris Miller, Easter Seals  
Mike Scala, Dir. Economic Development  
Greg Grant, GP Properties  
Paul Grant, GP Properties  
Betsey Andrews Parker, CEO of CAP

**Minutes**

**1. Call to Order**

Mayor Lauterborn called the City Council Special meeting to order at 7:12 PM. Deputy City Clerk Cassie Givara had taken a silent roll call prior to the public hearing, immediately preceding the Special Meeting. All Councilors were present.

**2. Resolution Authorizing an Application for Community Development Block Grant – COVID-19 (CDBG-CV) Housing Funding to Support Easter Seals Senior Affordable Housing Project *second reading and consideration for adoption***

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

**RESOLUTION AUTHORIZING AN APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT – COVID-19 (CDBG-CV) HOUSING**

**FUNDING TO SUPPORT EASTER SEALS SENIOR AFFORDABLE  
HOUSING PROJECT**

- WHEREAS: The 2020-2025 Rochester CDBG Consolidated Action Plan documents rising demand for housing for elderly residents, including residents living on fixed incomes; and
- WHEREAS: HUD Community Development Block Grant CARES Act (CDBG-CV) funds are available through the NH Community Development Finance Authority for housing grants of up to \$1,000,000; and
- WHEREAS: A primary component of the CARES Act is assistance to State, Local, Territorial, and Tribal Governments for the direct impact of the COVID-19 pandemic; and
- WHEREAS: Easter Seals NH owns the location at 215 Rochester Hill Road, Rochester, NH 03867; and
- WHEREAS: Easter Seals NH proposes to construct multiple units of apartments at 215 Rochester Hill Road, Rochester, NH 03867 to serve an income-qualified population of elderly residents; and
- WHEREAS: Easter Seals and its services will benefit a limited clientele made up entirely of elderly residents; and
- WHEREAS: Elderly persons are presumed by HUD to be low- to moderate-income for the purposes of CDBG eligibility; and
- WHEREAS: An application for a CDBG-CV grant has been prepared by Easter Seals on behalf of the City of Rochester and in collaboration with City staff; and
- WHEREAS: A duly-noticed public hearing for the purposes of soliciting feedback from the public and meeting the requirements of the CDBG program was held on November 16, 2021.

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

- I. That the City of Rochester will submit an application for Community Development Block Grant COVID-19 funds of up to \$1,000,000 for the purpose of constructing senior affordable housing units at 215

Rochester Hill Road, Rochester, NH 03867 in partnership with Easter Seals NH.

- II. The City of Rochester hereby adopts a project-specific Anti-Displacement Policy that incorporates and is subordinate to the pre-existing CDBG Anti-Displacement and Relocation Assistance Plan.
- III. The City Manager is authorized to apply for, accept, and expend the CDBG-CV funds of up to \$1,000,000 and to officially represent the City of Rochester in connection with the application, including execution of contracts on behalf of the City and any other related documents necessary or convenient to carry out the intent of said grant agreement (including acting as the certifying officer for HUD environmental documents) without further action of the City Council for the purposes set forth in the grant agreement.
- IV. The City Manager is hereby authorized to enter into agreement(s) with Easter Seals NH as subrecipient for the grant.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Beaudoin referenced a portion of the financial plan in the packet, which states that it is still unknown where capital funding for offsite infrastructure investment would be sourced. It was stated that these costs could range from \$500,000 to \$750,000 "with no clear path for funding." Councilor Beaudoin asked if there was any further discussion on this funding issue. Chris Miller, Easter Seals, stated that it had originally been determined that the project would require a large enough pump station on the property to warrant municipal ownership of the existing sewer line entering the property. However, upon further review it became evident that Easter Seals would be better off developing a private pump station for the project, and this decision lowered those projected costs significantly. The **MOTION CARRIED** by a unanimous voice vote.

### **3. Presentation: GP Properties, 45-55 North Main Street**

Mike Scala, Director of Economic Development, introduced Greg and Paul Grant from GP properties, owners of 45-55 North Main Street. Greg Grant gave a presentation to Council of the proposed designs for the project being developed on the site of the former Hoffman Building.

Councilor Rice asked how many commercial units would be included in the property. Greg Grant stated that there is one ground-level commercial unit, which they are hoping will be leased by a restaurant. Councilor Rice asked

how many parking spaces are in the rear of the building. Mr. Grant answered that there are 50 parking spaces.

Councilor Beaudoin stated that the proposal indicates that there are 45 residential units in the building. He asked how many 1-bedroom units and how many 2-bedroom units were included in the proposal. Mr. Grant stated that there are 36 two-bedroom, two-bathroom units and the remaining are one-bedroom, or one-bedroom plus office. Councilor Hutchinson inquired what the pricing would be on these units. Mr. Grant responded that these prices are dependent on how the current development progresses, but speculated that the average rent cost would be \$1800.00, with the larger two-bedroom units being more expensive and the smaller one-bedrooms being slightly less.

Councilor Gray asked how much would have been collected in impact fees had they been in effect for this project. Director Scala answered that there would have been no impact fees assessed because the property is in the downtown commercial district which is exempt from impact fees. Councilor Gray asked what the impact fees would have been had the development not been located in the downtown commercial district, and if these impact fees were being assessed at the time of development. Planning Director Shanna Saunders stated that she would gather this information and get back to Council. Mayor Lauterborn clarified that the impact fees are still in effect. Councilor Gray agreed and said that the impact fee ordinance is still active; however, the Planning Board set the impact fees to \$0 and there is no money being collected currently for new development.

**3.1 Resolution Granting Community Revitalization Tax Relief to the Properties Located at 45 and 55 North Main Street and 8 Barker Court Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project *second reading and consideration for adoption***

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

**Resolution Granting Community Revitalization Tax Relief to the Properties Located at 45 and 55 North Main Street and 8 Barker Court Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project**

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

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

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

**Whereas**, the Lilac City Development, LLC, owner of the so-called 45 and 55 North Main Street and 8 Barker Court in downtown Rochester, is desirous of making use of the benefits of RSA Chapter 79-E and it has, therefore, proposed a substantial rehabilitation project with respect to the structures located upon the so-called 45 and 55 North Main Street and 8 Barker Court; 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 45 and 55 North Main Street and 8 Barker Court properties contemplated by the owner's Community Revitalization Tax Relief Application dated September 29, 2021, 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 45 and 55 North Main Street and 8 Barker Court properties 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 45 and 55 North Main Street and 8 Barker Court properties project; and

(3) The proposed substantial rehabilitation project with respect to the aforesaid 45 and 55 North Main Street and 8 Barker Court Main Street properties 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 October 18, 2021 (c) the terms of this resolution; and (d) any other applicable requirements of Chapter 79-E; and

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

**Furthermore**, as a result of making such determinations and findings, and subject to the owner's compliance therewith, and with the provisions of RSA Chapter 79-E, the Mayor and City Council hereby grant the requested tax relief for a period of seven (7) years beginning with the completion of the substantial rehabilitation of the structure upon the so-called 45 and 55 North Main Street and 8 Barker Court properties.

Councilor Walker **MOVED** to **ADOPT** the resolution. Councilor Lachapelle seconded the motion. Councilor Beaudoin stated that he would not be voting for this resolution because he felt that there was inadequate parking available for the proposed development along with other oncoming developments and businesses in the area. Councilor Fontneau stated that a parking issue is not necessarily a negative for a City because it is a sign that there is business coming into the City which had not been occurring in the past. Councilor Hainey

stated that there are plans in place to address the parking issues in downtown and there have been solutions discussed. Councilor Walker confirmed that there was a recent parking study conducted which took this development into consideration and indicated that there was not a parking issue. Councilor Walker acknowledged the parking available downtown is spread out. Councilor Abbott spoke about how, in many Cities, walking a distance from a parking space to a restaurant, business, or apartment is accepted as part of the process and often gives an individual opportunities to window shop and patronize businesses on the way to their destination. He said that although there should be a parking management plan developed, the parking issue is a positive problem for the downtown to deal with. Councilor Rice spoke in favor of the development and the other 79-E properties in the downtown area that are bolstering the area's revitalization. The **MOTION CARRIED** by a majority roll call vote with Councilors Hamann Walker, Hutchinson, Hunt-Hawkins, Fontneau, Abbott, Gray, Rice, Bogan, Hainey, Lachapelle, and Mayor Lauterborn voting in favor and Councilor Beaudoin voting opposed.

**4. Resolution Approving Amendment to the Tri-City Agreement with Community Action Partnership for Warming Center Staffing *first reading and consideration for adoption***

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

**Resolution Approving Amendment to the Tri-City Agreement with Community Action Partnership for Warming Center Staffing**

**WHEREAS:** The City of Dover owns a facility that has been outfitted to function as an emergency cold weather warming center at 30 Willand Drive, Somersworth, N.H. ("Warming Center") to be used as an Emergency Extreme Cold Weather Warming Center in the area to provide for the welfare of those in need and meets safety needs related to COVID-19; and

**WHEREAS:** The Tri-City Partnership, led by the Cities of Dover, Rochester and Somersworth seek to engage the Community Action Partnership of Strafford County ("CAP") to operate the Warming Center on an as needed basis through the 2021 –

2022 winter season; and

**WHEREAS:** The Cities of Dover, Rochester and Somersworth are supportive of extending the operations of the Warming Center to 7 nights per week and 24 hours per day on all weekends during the 2021 – 2022 winter season;

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

The City Manager is hereby authorized to enter into an amended and restated agreement with the Cities of Dover, Somersworth, and the Community Action Partnership of Strafford County, for the staffing and operation of the center 7 nights per week and 24 hours per day on weekends through this winter.

**AND, FURTHER BE IT RESOLVED THAT:**

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Rice referenced an article in Foster's which indicated that the City of Dover plans to sell the Willand property next year. He asked what the plans are for next year if the facility is not available. Councilor Lachapelle agreed that there does need to be a plan moving forward; unfortunately, there is not yet a plan in place and staff should not be expected to have a plan in place for unknown circumstances down the road. Councilor Lachapelle suggested the use of ARPA funds to develop a plan to assist the homeless population. Councilor Rice clarified that he does not expect an immediate answer but rather wanted to put the issue on the radar of City staff so they can start discussing the future.

Councilor Beaudoin referenced a portion of the agreement which states that the Willand Warming Center will stay open 24-hours during unexpected extreme weather periods. He asked if the City's cost includes these unexpected openings and, if not, if there was funding available to cover these additional costs. City Manager Cox stated that the original MOU signed by the Tri-Cities in September at a cost of \$50,000 per City would cover the opening of the facility for up to 60 nights during extreme weather events. The amended MOU being voted on this evening would allow the warming center to be open from 5 PM to 8 AM Monday through Friday and 24-hours a day on weekends. He



stated that although there is an additional cost to this amendment, CAP has a proposal which would involve no additional cost to the Tri-Cities. Councilor Lachapelle stated that both Dover and Somersworth have passed this resolution and it is incumbent on Rochester to take action.

Councilor Beaudoin stated that the budget shows "in kind meal donations" and asked where these meals were coming from. Betsey Andrews Parker, CEO of Community Action Partnership, stated that the meals are received by community donations and individually wrapped to adhere to COVID regulations. There will be a sign-up genius released to request these donations and, if an inadequate amount of meals are donated, there will be backup snacks provided.

Councilor Gray asked for a description of a low-barrier shelter for those who may not understand the term. He also asked if the City welfare department was having difficulty placing homeless individuals in shelters. Betsey Andrews Parker stated that the warming center will not refuse anyone who is seeking shelter. This includes those with substance misuse issues who may be under the influence at the time they appear at the shelter, which makes it less safe for them to be unsheltered and exposed to the elements. Ms. Andrews Parker said that there is some additional paperwork required this year which would be considered a barrier; however, individuals seeking the assistance of the warming center will only need to register once for the entire season. She clarified that the center has received funding from the NH Emergency Rental Relief Program to fund the additional bed nights Councilor Beaudoin inquired about earlier. City Manager Cox stated that Welfare Director Todd Marsh has not reported any situations where homeless residents seeking help have been left unsheltered.

Councilor Beaudoin stated that the budget included in the proposal equaled out to \$27,000 per person for one season. He said that he supports the proposal entirely and emphasized that it is necessary; but stated that the City needed to work on developing a plan for the future for when the Willand property is no longer available.

Councilor Rice asked Ms. Andrews Parker if the extreme weather openings had been accounted for in the proposed budget. Ms. Andrews Parker confirmed that the proposal was well-researched and included these extreme weather days as well as holidays and weekends. She stated that last winter, between the Willand Center and the Garrison Hotel shelter, there were over 100 people housed and emphasized the need for the warming center.

Mayor Lauterborn called for a vote on the amendment. The **MOTION CARRIED** by a unanimous voice vote.

## **5. Adjournment**

Mayor Lauterborn **ADJOURNED** the Special City Council meeting at 7:43 PM.

Respectfully Submitted,

Cassie Givara  
Deputy City Clerk



# *City of Rochester, New Hampshire*

OFFICE OF THE CITY MANAGER

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## **CITY MANAGER'S REPORT**

**November 2021**

Contracts and documents executed since last month:

- **Department of Public Works**

- Construction Easement – 158 N Main Street **P. 49**
- 2021 NHDOT Road Safety Audit Application **P. 50**
- Recommendation to sign bid agreement- Colonial Pines sewer **P. 51**
- Administrative order of consent, NPDES Permit **P. 52**
- Construction contract – Carbon storage facility **P. 53**
- Construction Change order, New DPW – Hutter Construction **P. 56**
- Agreement of rental – J&D Power Equipment **P. 57**
- Purchasing Waiver , exception to bidding threshold – J&D Power **P. 58**
- Engineering Services Task order - 2021 pavement condition assessment **P. 59**
- Recommendation to Award Bid, Rt 202A Water Main Extension – D&C Construction **P. 60**
- Construction change order – Strafford Square Intersection **P. 61**
- Scope of Service, Rt 202A Water Main Ext Tank Site – SUR **P. 62**
- Non-Disturbance & Access Agreement – DPW Facility Solar array **P. 63**
- Engineering Services Task Order – Underwood Engineers **P. 65**

- **Economic Development**

- FY22 CDBG Environmental Review – CAP Weatherization 11-19 **P. 66**
- FY22 CDBG Environmental Review – CAP Weatherization 11-19 #2 **P. 67**
- FY22 CDBG Environmental Review – CAP Weatherization 11-29 **P. 68**
- FY22 CDBG Environmental Review – CAP Weatherization 11-30 **P. 69**

- **IT**

- Broadband service contract – Atlantic Broadband **P. 70**

The following standard reports have been enclosed:

- Personnel Action Report Summary **P. 71**

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City Clerk's Office

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**INTEROFFICE MEMORANDUM**

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**TO:** Blaine Cox, City Manager  
**FROM:** Timothy S. Goldthwaite, PE, Assistant City Engineer  
**DATE:** November 8, 2021  
**SUBJECT:** 2 Jackson St\_Temp Construction Easement  
  
**CC:** Michael S. Bezanson, PE City Engineer  
Peter C. Nourse, PE, Director of City Services  
Terence O'Rourke, City Attorney

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Attached find (1) one copy of the executed Temporary Construction Easement for 158 N Main St for the benefit of 2 Jackson St. Currently the 2 Jackson St parcel is serviced for water and sewer from N Main St but these services go under the Subway bldg to N Main St, (See attached access easement Plan 109-023). As part of the Strafford Square utility relocation work, this temporary construction easement allows the City's contractor (SUR) to install new water and sewer laterals from Jackson St for the 2 Jackson St parcel. A separate permanent utility easement has already been signed by the owner of 158 N Main St (Subway) and acknowledged by the 2 Jackson St property owner.

If you have any questions, please give me a call.

Thank You

Timothy S. Goldthwaite, PE  
Assistant City Engineer



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### INTEROFFICE MEMORANDUM

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**TO:** Blaine Cox, City Manager

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

**DATE:** November 9, 2021

**SUBJECT:** **2021 NHDOT Road Safety Audit Application -  
Washington Street (NH Route 202)/Estes Road Intersection**

**CC:** Peter Nourse, PE, Director of City Services

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Attached please find one (1) original of a 2021 NHDOT Road Safety Audit Application for the Washington Street (NH Route 202) / Estes Road intersection. Each year the NHDOT announces an opportunity for applications to be submitted for consideration of participation in their formal safety review process, called a Road Safety Audit. This process is a step toward securing available Highway Safety Improvement Program (HSIP) funds for actual improvements to be made. Eligible locations for this process include those that have not had safety improvements made within the past five years and have a recent history of incapacitating injuries and fatalities. Since the most recent safety improvements at the Washington/Estes intersection were completed in May 2016 and there continue to be an average of 5 crashes per year at this intersection, including two recent incapacitating injuries and one fatality, this intersection is a priority for a Road Safety Audit Application. The City's 2020 Transportation Master Plan Chapter concluded that this intersection ranks second in the City for recommended safety improvements behind only Strafford Square.

Please sign the original document and return the Road Safety Audit Application to me at Public Works for further processing and submission to NHDOT.

Please contact me with any questions. Thank you.

Attachment: 2021 RSA Application for Washington/Estes Intersection



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### INTEROFFICE MEMORANDUM

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**TO:** Blaine Cox, City Manager  
Terence O'Rourke, City Attorney

**FROM:** Timothy Goldthwaite, PE Assistant City Engineer

**DATE:** November 10, 2021

**SUBJECT:** Recommendation to Sign Agreement for Bid #22-12  
Colonial Pines Sewer Extension – Phase 3

**CC:** Peter Nourse, PE Director of City Services  
Mike Bezanson, PE City Engineer

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SUR will be ready to start construction of this phase during the month of December and will continue thru winter time-frame weather pending. Underwood Engineers will be scheduling a Pre-construction meeting in the next few weeks to discuss schedule, traffic control, submittals, RPR inspection duties, contractor responsibilities, sewer service laterals, water shut-downs, public coordination, ect.

The Notice to Proceed will be discussed during the Pre-Con as to the actual Contractual Start Date. Once a start date has been established the Notice to Proceed will be forwarded to you for your signature and will subsequently be accepted by SUR. For your information see attached Bonds and Insurance Certificate.

Thank You

Timothy S. Goldthwaite, PE  
Assistant City Engineer

Attachments: Bonds and Insurance Cert.



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### INTEROFFICE MEMORANDUM

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**TO:** Blaine Cox, City Manager

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

**DATE:** November 18, 2021

**SUBJECT:** **AOC related to NPDES Permit NHG58A001**  
**December 1, 2021 Compliance Report (6/1/2021 – 11/30/2021)**

**CC:** Peter Nourse, PE, Director of City Services  
Terence O'Rourke, City Attorney

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Attached please find one (1) original of the City's December 1, 2021 Compliance Report for the City's Administrative Order on Consent (AOC) with USEPA related to the NPDES General Permit regulating nitrogen discharges from the WWTF (reporting period June 1, 2021 – November 30, 2021). This is the second compliance report for this AOC, for which compliance reports are due twice annually on June 1<sup>st</sup> and December 1<sup>st</sup> of each year.

This compliance report has been drafted with input from our engineering consultants and with the assistance of our environmental attorneys. Please sign the original document and return the Compliance Report to me at Public Works.

This Compliance Report will be submitted to both the EPA and NHDES (due date: December 1, 2021).

Please contact me with any questions. Thank you.





*From the desk of the Director of City Services*  
City of Rochester, New Hampshire

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## INTEROFFICE MEMORANDUM

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**TO:** Katie Ambrose, Deputy City Manager, Director of Finance and Administration  
**FROM:** Peter C. Nourse, Director of City Services  
**DATE:** 08 November 2021  
**SUBJECT:** Contract for Construction Completion of Carbon Storage Facility, Waste Water Treatment Facility  
**CC:** Terence O'Rourke, City Attorney

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Please review the attached scope of work for construction services from Apex Construction of Rochester. If you approve, Public Works Department will issue a purchase order to Apex for such services.

The City Attorney and NH DES have reviewed this contract and approve.

These services are to complete construction of the Carbon Storage Facility. The low bidder contractor for this project was terminated by the City in early 2021. Apex was the only other bidder for the project and as such is very familiar with the construction scope. Apex has a positive history of working water and wastewater infrastructure projects for the City.

Currently the project is at about 60% construction complete. The services of Apex are required to complete construction so that the City may bring this facility's operations on line. As you know, per the Administrative Consent Order under the EPA's Great Bay General permit for Nitrogen, the City is required to have this facility operational by 31 October 2022.



*From the desk of the Director of City Services*  
City of Rochester, New Hampshire

This is a cost-goal structured contract which offers incentive to the contractor to perform the work at optimal cost to the City. This feature will help the City manage a more costly completion due to the termination, and, may help the City realize the project schedule.

Please note that the attached contract does not include electrical work. Two electrical contractors have been contracted to provide electrical scope proposals. We anticipate these scopes later in November. When received, the City can elect to contract with the lower cost proposal. Once selected, this contract will be amended to include that scope and the selected electrical contractor will work as a sub to Apex. As time is critical, we wish to start the contract with Apex now as non-electrical work can begin. We estimate remaining electrical work to be about \$40K. The electrical work will be added to the cost goal.

Following termination of the original contractor and issuance of final payments, the City terminated participation in the SRF program with the State. Continuance with the SRF program would have required bidding the remaining work which would have resulted in more time and administrative costs, and, may not have resulted in another bidder. The contract herein has no ties to the SRF program however certain provisions required of the SRF program are continued such as Davis Bacon wage rates and American Iron and Steel.

Brown and Caldwell Engineers will remain our resident engineers and construction managers. An existing contract with them will be amended to accommodate this work.

Due to the termination, completing this project will cost more than originally assumed. We estimate the cost to complete construction of the Carbon Facility with Apex including construction engineering to be \$1.5M. The original contract



*From the desk of the Director of City Services*  
City of Rochester, New Hampshire

that was terminated scoped construction of a Bio-Solids Dewatering facility and a Carbon Storage Facility. Currently at \$4,725,787.92, there remain adequate funds to complete the Carbon Storage Facility through this contract including the electrical addendum. However, future funds will likely be required to complete the Bio-Solids Dewatering portion of the scope.

Estimated timeline to complete construction is about one year.

XX

Enclosure: Contract between City of Rochester and Apex Construction, Inc.



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12/02/2021



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## INTEROFFICE MEMORANDUM

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

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

**DATE:** November 3, 2021

**SUBJECT:** Hutter Construction  
New DPW Construction Admin – Change Orders 9, 10, & 11  
\$Contracted Commissioning Agent

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

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Attached please find (1) one copy each of Hutter Construction's Construction Change Orders 9, 10, & 11. The cost are the net results of additions and subtractions related to the construction contract.

**Change #9 Cost \$6,961.60** - Addition millwork engineering area, removal of fire pump & changes to sprinkler system, deletion of water pump, adding compressed air for water meter test bench, floor drain mechanical platform, alternate hand sinks, and addition of loading dock on existing barn.

**Change #10 Cost \$35,714.21** – lighting IT room, alternate curbing plan, exterior light revisions, and compressed air and fume extractor.

**Change #11 Cost 23,881.36** – credit for fencing change, additional welding outlets and modifications to welding outlets, modifications per NHDES to fuel system, concrete floor residential sand/salt area, septic system vent relocation, condensate, drain line for mechanical room, infill stair opening, and stair modification for lift equipment.

The total cost of these changes is \$66,557.17, the funds are available in the following DPW Building Account lines:

15013010-772000-20584 = \$33,278.59

55016010-772000-20584 = \$16,639.29

55026020-772000-20584 = \$16,639.29

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

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



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12/02/2021



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## INTEROFFICE MEMORANDUM

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

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

**DATE:** November 12, 2021

**SUBJECT:** J&D Power Equipment Agreements for Rental Equip and Replacement Emg Generator  
Station 2 – Gonic Fire Emergency Generator Replacement Project  
\$41,258.00

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

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Attached for signature please find (1) one copy each of J& D Power Equipment Agreement for rental of equipment and J & D Power Equipment and agreement for purchase and installation of new generator. The emergency generator was budgeted for replacement in the FY2022 approved CIP Budget and is now out of commission. The rental of a temporary generator will necessary as there is at 24-36 week lead time for equipment purchase.

The total cost of these agreements is \$41,258.00 and funds are available in the budgeted accounts as follow:  
15011090-773150-22512 = \$40,000.00  
11090050-543000 = \$1,258.00

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

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



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12/02/2021



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## INTEROFFICE MEMORANDUM

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**TO:** MARK SULLIVAN – DEPUTY FINANCE DIRECTOR  
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

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

**DATE:** November 5, 2021

**SUBJECT:** **Purchasing Waiver – Exception to Bidding Threshold**  
Gonic Fire Station Emergency Generator Rental & Replacement – Cost \$41,258.00

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

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Attached please find (1) one copy of J& D Power Equipment's Quote for installation and 6 month rental of equipment, \$11,480.00 and (1) one copy of J& D Power Equipment's Quote for new install of Cummins 80KW Generator, \$29,778.00. The total of both is \$41,258.00

The generator at the Station 2 (Gonic Fire Station) has failed which puts the Fire Station out of service in the event of a power failure. The heater core on the existing generator melted, which drained the antifreeze from the engine causing it to seize. Replacing the motor for more than the rental quote on a 25+ year old generator scheduled and budgeted in the current CIP (cash) for replacement, does not make financial sense. We also note that the lead time for a new generator is 24-36 weeks, making the ordering now a high priority. The rental will keep the Station operational through the winter and spring storm events. This is the time period where power failure is most likely.

The funds for this purchase and rental are available in the following CIP Cash and O&M Expense Accounts:

15011090-773150-22512 = \$40,000.00

11090050-543000 = \$1,258.00

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

---

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



# City of Rochester, New Hampshire

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---

## INTEROFFICE MEMORANDUM

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**TO:** Blaine Cox, City Manager  
Katie Ambrose, Deputy City Manager/ Director of Finance & Administration

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

**DATE:** November 8, 2021

**SUBJECT:** **2021 Pavement Condition Assessment Update  
Engineering Services Task Order**

**CC:** Peter Nourse, PE, Director of City Services

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Attached is one (1) original Task Order #2 for Engineering Professional Services for a Pavement Condition Assessment Update for 2021. This contract is between the City and Hoyle, Tanner & Associates, Inc. for coordination of pavement analysis data collection and related pavement assessment services in the amount of \$54,854. Hoyle, Tanner & Associates, Inc. was selected for CIP Infrastructure Projects per RFQ 21-19.

Funds are available for this Task Order in the following CIP account line:

- Public Works 15013010-771000-22533

Katie - If you have any questions, please let me know. If not, please sign below and pass on to the City Manager for signature. The signed original of this Task Order should be returned to DPW for distribution. Thank you.

Signature \_\_\_\_\_

Katie Ambrose

Deputy City Manager/ Director of Finance & Administration

Attachment: HTA Task Order #2 Pavement Condition Data Update



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## INTEROFFICE MEMORANDUM

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**TO:** Blaine Cox, City Manager  
Katie Ambrose, Deputy City Manager/ Director of Finance & Administration

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

**DATE:** November 16, 2021

**SUBJECT:** Recommendation to Award Bid No. 22-15  
Route 202A Water Main Extension and Storage Tank

**CC:** Peter Nourse, PE, Director of City Services

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Based upon a review of the bids received for the above referenced project, I recommend Award of Bid 22-15 to D&C Construction Company, Inc. Our engineering consultant, Wright-Pierce, has reviewed the bids received; Director Nourse has submitted to NHDES a Notice of Intent to Award (see attached); and, NHDES has issued Authorization to Award (see attached).

The total award is for \$10,472,302.00, which includes the bid alternate for Dustin Homestead connection in the amount of \$118,830.00. This project will be funded in part through reimbursements from the NH Drinking Water Trust Fund and the MBTE Remediation Fund. Funds are available for this award in the following Water CIP account lines:

- 55016010-771000-19532 \$8,114,798.03
- 55016010-771000-20635 \$2,238,673.97
- 55016010-771000-22571 \$ 55,000.00 (Bid Alt B - Dustin)
- 55016010-771000-19533 \$ 63,830.00 (Bid Alt B - Dustin)

**Katie - If you have any questions, please let me know. If not, please sign below and pass on to the City Manager for signature.**

**The signed original Notice of Award document should be returned to DPW for distribution.**

Signature \_\_\_\_\_

Katie Ambrose  
Deputy City Manager/ Director of Finance & Administration

Attachments: Notice of Award for Bid No. 22-15 – to be signed  
Director Nourse's Notice of Intent to Award dated 10/21/2021  
NHDES Authorization to Award Contract dated 11/15/2021





# City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

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

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## INTEROFFICE MEMORANDUM

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**TO:** Blaine Cox, City Manager  
Katie Ambrose, Deputy City Manager/ Director of Finance & Administration

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

**DATE:** November 3, 2021

**SUBJECT:** **Strafford Square Utility Relocation Project (#21-29)  
Change Order No. 1**

**CC:** Peter Nourse, PE, Director of City Services

---

Attached is Change Order No. 1 for the Strafford Square Intersection Improvements Phase 1 – Utility Relocation project. This change order document includes adjustments to the work on certain buried infrastructure, including water, sewer, and drainage infrastructure, necessitated by conditions discovered during construction of the project. To accommodate the additional work, the contract time is also extended by this Change Order; the work will be substantially complete by July 1, 2022 and “ready for final payment” by August 1, 2022. The total net increased cost to the contract by this Change Order is \$168,536.00 and funds are available in the following account lines for this Change Order:

- Public Works CIP account line: 15013010-771000-16531

Katie - If you have any questions, please let me know. If not, please sign below and forward to the City Manager for signature. The signed original Change Order No. 1 should be returned to DPW for distribution. Thank you.

Signature \_\_\_\_\_

Katie Ambrose

Deputy City Manager/ Director of Finance & Administration

Attachment: Strafford Square Utility Relocation, Change Order No. 1



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PUBLIC WORKS DEPARTMENT  
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12/02/2021



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## INTEROFFICE MEMORANDUM

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

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

**DATE:** November 24, 2021

**SUBJECT:** SUR Construction  
Water Main Extension to Rt202A Water Ext Project Tank Site  
Amount \$605,376.55

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

---

Attached please find (1) one copy of the SUR Construction Company estimate/ scope of service for signature. SUR is the Emergency Service & Construction Contractor per pricing for time and materials in Bid #21-35, which is good through 12/31/2022. This work is to install the water main and temporary access road to Rt 202A Project Tank Site. This project was discussed and funding approved at the City Council meeting of 11/4/2021.

The funds are available in the following Accounts:  
61396010-771000-22569 = \$600,000.00 ARPA Funds  
55016010-771000-22546 = \$5,376.55 – Water Distribution Upgrades

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

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



*From the desk of the Director of City Services*  
City of Rochester, New Hampshire

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## INTEROFFICE MEMORANDUM

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**TO:** Katie Ambrose, Deputy City Manager  
**FROM:** Peter C. Nourse, Director of City Services  
**DATE:** 25 October 2021  
**SUBJECT:** DPW Facility Solar Array: Non-Disturbance and Access Agreement  
**CC:** Terence O'Rourke, City Attorney

---

Our solar integrator, Revision Energy has advised us that they have entered into contract with one of their investor partners, Wishcamper Companies, who will acquire the DPW solar array.

In March, 2021 the City signed a Power Purchase Agreement (PPA) with Revision Energy whereby the City is the purchaser and Revision Energy the Seller.

Wishcamper has been identified as the investor of the project and Revision Energy has brought them in under contract, whereby Wishcamper will acquire the solar array. Wishcamper's lender is Machias Savings Bank. Wishcamper is the licensee and borrower and identified as Rochester Holdings, LLC. The lessor is the City.

This agreement is a standard non-disturbance and access agreement, used by banks when the collateral for a loan is on leased property owned by a 3<sup>rd</sup> party (City). It allows the lender (Machias Savings Bank) to step in if the borrower (Wishcamper) defaults to the bank. Under the terms the City must allow the lender to step in under the same terms as the PPA. The City must agree to notify the lender if the borrower defaults under the PPA and agree not to amend or



*From the desk of the Director of City Services*  
City of Rochester, New Hampshire

terminate the PPA without the lender's written consent and pay the lender vs. the borrower upon written notice.

Requested is signature and notarization of the City Manager.

I still plan to program into the CIP funds to purchase the array at year 6, earliest at which point the PPA dissolves. In the meantime Revision will provide operation and maintenance service under the five year guaranteed service agreement with Wishcamper.

Agreement has been reviewed by the City Attorney.

XX



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12/02/2021



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## INTEROFFICE MEMORANDUM

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**TO:** Blaine Cox, City Manager  
Katie Ambrose, Deputy City Manager/Director of Finance & Administration

**FROM:** Dana Webber, PE, Assistant City Engineer

**DATE:** October 25, 2021

**SUBJECT:** **Underwood – Task Order 2**  
**WTP Residuals Evaluation**  
**\$28,700**

**CC:** Michael Bezanson, PE, City Engineer  
Peter Nourse, PE, Director of City Services  
Lisa Clark, Administrative Supervisor

---

Attached please find (1) an electronic copy of the Underwood Task Order for engineering services related to evaluation of the Water Treatment Plant residuals handling and disposal. Underwood Engineers was selected for Water and Wastewater engineering services through RFQ 21-19.

City appropriated funds for this work are available in the following Water CIP Fund account:

55016010-772000-19530	\$28,700.00
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If you have any questions, please contact me. If not, please sign below and pass on to the City Manager for signature. Once completed, please return to DPW for Distribution.

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

Date: November 19, 2021

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2022 CDBG Environmental Reviews – CAP Weatherization  
Environmental Reviews

Please see attached the completed FY 2022 Community Development Block Grant (CDBG) environmental review for the replacement of windows and insulation of a manufactured home located in the northwestern region of the city. The City Council approved funding to the CAP weatherization program at the May 4, 2021 City Council meeting.

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

Date: November 19, 2021

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2022 CDBG Environmental Reviews – CAP Weatherization  
Environmental Reviews

Please see attached the completed FY 2022 Community Development Block Grant (CDBG) environmental review for the replacement of the boiler in a stick-built duplex home located just outside of the downtown region. The City Council approved funding to the CAP weatherization program at the May 4, 2021 City Council meeting.

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

Date: November 29, 2021

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2022 CDBG Environmental Reviews – CAP Weatherization  
Environmental Reviews

Please see attached the completed FY 2022 Community Development Block Grant (CDBG) environmental review for the installation of insulation and heating system conversion for a duplex home located just outside the downtown region of the city. The City Council approved funding to the CAP weatherization program at the May 4, 2021 City Council meeting.

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



Date: November 30, 2021

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2022 CDBG Environmental Reviews – CAP Weatherization  
Environmental Reviews

Please see attached the completed FY 2022 Community Development Block Grant (CDBG) environmental review for the repair of an existing oil tank in a manufactured home located in the northwestern region of the city. The City Council approved funding to the CAP weatherization program at the May 4, 2021 City Council meeting.

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



## *City of Rochester, New Hampshire*

INFORMATION TECHNOLOGY SERVICES

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### INTEROFFICE MEMORANDUM

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**TO:** Blaine Cox, City Manager  
Katie Ambrose, Finance Director

**FROM:** Sonja Gonzalez, Chief Information Officer

**DATE:** November 10, 2021

**SUBJECT:** Atlantic Broadband – Broadband services - \$15.99/month

**CC:**

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Attached please find a contract for services from Atlantic Broadband related to broadband services for water related services.

There is sufficient funding using the Water Enterprise fund.

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

Signature\_\_\_\_\_

Katie Ambrose, Finance Director

DEPT	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	STEP (CBA)	COLA (CBA)	MERIT PAY ADJ	NU PAY ADJ	PAY ADJ	PROMOTION	OTHER	MISC. INFO
ASSESSING	TARYN LAMBERT	ASSESSOR I	1	X						X								
CITY CLERK	SUSAN MORRIS	ADMINISTRATIVE TECHNICIAN II	1	X									X					ANNIVERSARY DATE 10/24/2005
CITY CLERK	JADA BURROWS	ADMINISTRATIVE TECHNICIAN II	1		X		X											
CITY MANAGER	ANN GAGNE	FOLEY CENTER ATTENDANT	1		X		X											
COMMUNICATIONS	KATE DREW	PER DIEM DISPATCHER	1			X				X								
COMMUNICATIONS	MARIAH GRIFFIN	DISPATCHER	1	X													X	
DPW	DENNIS STRAFFIN	CUSTODIAN	1	X					X									
DPW	DAVID DESJARDIN	MEDIUM EQUIPMENT OPERATOR	1	X						X								
DPW	DEAN HODGDON	TEMPORARY LEO	1			X		X										
DPW	CLAIRE BLANCHETTE	ADMINISTRATIVE ASSISTANT I	1	X							X							ANNIVERSARY DATE 10/20/2014
DPW	BARRY WILEY	SEASONAL WINTER HELP	1			X		X										
DPW	THOMAS MARCHAND	SEASONAL WINTER HELP	1			X		X										
DPW	CHAD PIERCE	WWTP OPERATOR	1	X						X								
DPW	ADAM JENNESS	WWTP OPERATOR	1	X												X		WWTP PUMP STATION MAINTENANCE TO OPERATOR
DPW	BETH LATOUR	CUSTODIAN	1	X												X		CUSTODIAN PT NU TO CUSTODIAN (FT)
DPW	DEAN HODGDON	MEDIUM EQUIPMENT OPERATOR	1	X			X											
ECON DEV	JULIAN LONG	COMM DEV COORDINATOR	1	X									X					ANNIVERSARY DATE 10/30/2014
FIRE	JOE BURNS	FIRE CAPTAIN	1	X									X					PROMOTION DATE 10/29/2006
FIRE		CALL FIREFIGHTER	4		X					X								
FIRE	DAWSON COTREAU	FIREFIGHTER	1	X			X											
FIRE	SETH WENTWORTH	FIREFIGHTER	1	X							X							ANNIVERSARY DATE 11/06/2016
FIRE	RYAN MARDEN	FIREFIGHTER	1	X							X							ANNIVERSARY DATE 11/04/2016
FIRE	JARED WHEELER	DEPUTY FIRE CHIEF	1	X									X					PROMOTION DATE 05/02/2021
FIRE	DUANE MARSH	FIREFIGHTER	1	X							X							
LIBRARY	ABIGAIL STEELE	LEAD LIBRARIAN PROGRAMMING	1	X			X											
LIBRARY	EMILY BENSON	LIBRARY ASSISTANT	1		X		X											
LIBRARY	AMY LEMELIN	LIBRARY ASSISTANT	1		X											X		INCREASE HOURS 50 TO 60
POLICE	KENDALL DECOST	PATROL OFFICER	1	X									X					ANNIVERSARY DATE 11/18/2018
POLICE	JONATHAN LABOSIER	PATROL OFFICER	1	X									X					ANNIVERSARY DATE 11/18/2018
POLICE	SPENCER WILLIAMS HURLEY	PATROL OFFICER	1	X									X					ANNIVERSARY DATE 11/09/2014
POLICE	HATTIE JOHNSON	PATROL OFFICER	1	X									X					ANNIVERSARY DATE 11/18/2018
POLICE	DAVID WINSHIP	POLICE COMMISSIONER	1		X		X											
POLICE	JACOB GARSTIN	PATROL OFFICER	1	X									X					ANNIVERSARY DATE 11/09/2014
POLICE	FRANK PORFIDO	PATROL OFFICER	1	X									X					ANNIVERSARY DATE 08/08/2011
POLICE	BRENDAN COLSON	PATROL OFFICER	1	X							X							
POLICE	ZACHARY MASSE	PATROL OFFICER	1	X			X											
POLICE	ZACHARY VATCHER	PATROL OFFICER	1	X			X											
POLICE	KHRISTINE BIBEAU	PATROL OFFICER	1	X			X										X	DISPATCHER TO PATROL OFFICER
RECREATION	MATTHEW FLORIAN	SUPPORT STAFF I	1			X											X	CAMP COUNSELOR TO SUPPORT STAFF I
RECREATION	SARAH WARD	ADMINISTRATIVE ASSISTANT II	1	X									X					ANNIVERSARY DATE 11/17/2003
RECREATION & ARENA	HUNTER CAMIRE	SUPPORT STAFF II	1			X											X	LIFEGUARD TO SUPPORT STAFF II
TAX	DEBORAH MILLSPAUGH	ADMINISTRATIVE TECHNICIAN II	1	X							X							
TAX	ROBIN JONES	ADMINISTRATIVE TECHNICIAN II	1	X						X								
TAX	GINNY GRAY	DEPUTY TAX COLLECTOR	1	X						X								

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City Clerk's Office

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APPOINTMENTS REVIEW COMMITTEE  
Minutes of November 16, 2021 Meeting

In Attendance: Councilors Bogan, Gray, Hainey, Abbott (6:10)

Absent: Councilor Hutchinson

Meeting was called to order at 5:30pm

New Appointments:

**Jeremiah Minihan** seeking appointment as a New, Alternate to the Historic District Commission with a term to expire 1/02/2023.

Motion to recommend made by Councilor Gray, seconded by Councilor Hainey. Motion passed.

**Craig Brady** seeking appointment as a New, Regular to the Recreation & Arena Commission with a term to expire 1/02/2024.

Motion to recommend made by Councilor Gray, seconded by Councilor Hainey. Motion passed.

**Susan Rice** seeking appointment as New, Regular to the Planning Board with a term to expire 01/02/2025. Mrs. Rice will only accept a position as a regular member, not alternate.

Councilor Gray motioned to defer Planning Board appointments until the December meeting as other applicants were in process of submitting SOL's. Seconded by Councilor Bogan. Motion passed.

**Palana Hunt-Hawkins** seeking appointment as a New, Regular to the Arts and Culture Commission with a term to expire 7/01/2023. Councilor Gray motioned for recommendation, seconded by Councilor Hainey. Motion passed.

Re-Appointments:

**Paul Giuliano** - Planning Board - elevate from alternate to regular with a term to expire 1/02/2023. Deferred to December meeting.

**Shawn Libby** - Utility Advisory Board - term to expire 1/02/2024. Motion to recommend made by Councilor Bogan, seconded by Councilor Gray. Motion passed.

Meeting adjourned at 6:25.

Minutes respectfully submitted by

Councilor Donna Bogan  
Chair

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City Clerk's Office

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## 5. Ethics Committee & Code

Chairman Lachapelle stated there were no additional edits suggested by either the School Board or Police Commission at this time. Councilor Fitzpatrick **MOVED** to send the Ethics Code to the full council. Councilor Rice seconded the motion. Councilor Hainey stated that she felt the Ethics Code was still lengthy and cumbersome, but supported a vote in order to have the document in place, which could later be amended. Chairman Lachapelle said that the motion could be amended to include the date in which this Code will go into effect. Chairman Lachapelle stated that when he makes the motion to full Council in November, he would add language to specify that the Code goes into effect following the inauguration. There was a discussion regarding the hyperbolic language contained in the Code and potentially amending it at a future date. The **MOTION CARRIED** by a unanimous voice vote.

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City Clerk's Office

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# *City of Rochester*

## *Code of Ethics and Conduct*

*For ease of reference in the Code of Ethics and Conduct, the term "member" refers to any member of the Rochester City Council, Police Commission, School Board, or the City's board and commissions established by the City Charter, City Ordinance or Council policy, "City Council" shall refer to the Rochester City Council, Police Commission, School Board, or the City's board and commissions established by the City Charter, City Ordinance or Council policy, and "City Manager" shall refer to the Superintendent of Schools and the Chief of Police when appropriate.*

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*For ease of reference in the Code of Ethics and Conduct, the term "member" refers to any member of the Rochester City Council, Police Commission, School Board, or the City's board and commissions established by the City Charter, City Ordinance or Council policy, "City Council" shall refer to the Rochester City Council, Police Commission, School Board, or the City's board and commissions established by the City Charter, City Ordinance or Council policy, and "City Manager" shall refer to the Superintendent of Schools and the Chief of Police when appropriate.*

## Policy Purpose

The Rochester City Council has adopted a Code of Ethics and Conduct for members of the City Council and City's boards and commissions to assure public confidence in the integrity of local government and its effective and fair operation.

### A. ETHICS

The citizens and businesses of Rochester are entitled to have fair, ethical and accountable local government which has earned the public's full confidence for integrity. In keeping with the City of Rochester Commitment to Excellence, the effective functioning of democratic government therefore requires that:

- public officials, both elected and appointed, comply with both the letter and spirit of the laws and policies affecting the operations of government;
- public officials be independent, impartial and fair in their judgment and actions;
- public office be used for the public good, not for the personal gain; and
- public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the Rochester City Council, Police Commission, and School Board have jointly adopted a Code of Ethics and Conduct for members of the City Council, Police Commission, School Board, and of the City's boards and commissions to assure public confidence in the integrity of local government and its effective and fair operation. The Ethics section of the City's Code of Ethics and Conduct provides guidance on ethical issues and questions of right and wrong.

1. Act in the Public Interest. Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of Rochester and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before them.
2. Comply with both the spirit and the letter of the Law and City Policy. Members shall comply with the laws of the nation, the State of New Hampshire and the City of Rochester. These laws include, but are not limited to: the United States and New Hampshire constitutions; the Rochester City Charter; laws pertaining to conflicts of interest, election

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campaigns, financial disclosures, employer responsibilities, and open processes of government; and City ordinances and policies.

3. **Conduct of Members.** The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards and commissions, the staff or public.
4. **Respect for Process.** Members shall perform their duties in accordance with the processes and rules of order established by each body governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions by City staff.
5. **Conduct of Public Meetings.** Members shall prepare themselves for public issues; listen courteously and attentively to all public discussions before the body; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.
6. **Decisions Based on Merit.** Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.
7. **Communication.** Members shall publicly disclose substantive information that is relevant to a matter under consideration by the Council or boards and commissions, which they may have received from sources outside of the public decision-making process.
8. **Conflict of Interest.** In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest, or where they have an organizational responsibility or personal relationship which may give the appearance of a conflict of interest. In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts; and they shall abstain from participating in deliberations and decision-making where conflicts may exist.
9. **Gifts and Favors.** Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office, that are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits

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which might compromise their independence of judgement or action or give the appearance of being compromised.

10. Confidential Information. Members shall respect the confidentiality of information concerning the property, personnel or affairs of the City. They shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial or other private interests.
11. Use of Public Resources. Members shall not use public resources not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.
12. Representation of Private Interests. In keeping with their role as stewards of the public interest, members shall not appear as a paid or retained representative on behalf of the private interests of third parties before the Council or any board, commission or proceeding of the City, nor shall members of boards and commissions appear before their own bodies or before the Council on behalf of the private interests of third parties on matters related to the areas of service of their bodies.
13. Advocacy. Members shall represent the official policies or positions of the City Council, board or commission to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Rochester, nor will they allow the inference that they do. Council members and board and commission members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention or display endorsements during Council meetings, board/commission meetings, or other official City meetings.
14. Non-Interference of Members. Members shall respect and adhere to the council-manager structure of Rochester City government as outlined by the Rochester City Charter. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards and commissions, and City staff. Except as provided by the City Charter, members therefore shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions.

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15. Independence of boards and commissions. Because of the value of the independent advice of boards and commissions to the public decision-making process, members of Council shall refrain from using their position to unduly influence the deliberations or outcomes of board and commission proceedings.
16. Positive Work Place Environment. Members shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff.

## **B. Conduct**

The Conduct section of the City's Code of Ethics and Conduct is designed to describe the manner in which members should treat one another, City staff, constituents, and others they come into contact with in representing the City of Rochester.

The constant and consistent theme through all of the conduct guidelines is "respect." Members experience huge workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, elected and appointed officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide members to do the right thing in even the most difficult situations.

### **1. Elected and Appointed Officials' Conduct with One Another**

Elected and appointed officials are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even though individuals may "agree to disagree" on contentious issues.

#### **1a. In Public Meetings**

*Use formal titles*

Elected and appointed official should refer to one another formally during public meetings, such as Mayor, Deputy Mayor, Chair, Commissioner or Councilor followed by the individual's last name.

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*Practice civility and decorum in discussion and debate*

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

*Honor the role of the chair in maintaining order*

It is the responsibility of the chair to keep the comments of members on track during public meetings. Members should honor efforts by the chair to focus discussion on current agenda items. If there is disagreement about the agenda or the chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

*Avoid personal comments that could offend other members*

If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a "point of personal privilege" that challenged the other member to justify or apologize for the language used. The chair will maintain control of this discussion.

*Demonstrate effective problem-solving approaches*

Members have a public stage to show how individuals with disparate points of view can find common ground and seek compromise that benefits the community as a whole.

Outside of official board or commission meetings, individual board and commission members are not authorized to represent the City or their board or commission unless specifically designated by the Council or the board or commission to do so for a particular purpose. In private settings, board and commission members may communicate at any time and on any subject with individual members of the City Council, and may express to them individual viewpoints and opinions. In public, however, all members shall represent the official policies or positions of their board or commission, with the following exception. During a council public hearing on any item addressed by the board or commission, any member may speak under standard time limits, but shall indicate whether their testimony represents an official position (majority opinion) or a minority opinion of the board/commission to which they belong. The chair shall represent the majority view of the board or commission, but may report on any minority views as well, including his or her own. When an official board or commission position differs from staff's recommendation on a particular policy issue, then at the Mayor's discretion additional time may be provided to the chair of the board or commission (or his/her

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designee) to explain the position of the board/commission or to rebut statements made by staff or the public. If new information is brought to light during a public hearing which was not shared previously with the board or commission, the Mayor may allow the board or commission chair to respond. If the Council deems the new information sufficient to warrant additional study, then by majority vote Council may remand the issue back to the board or commission for further study prior to taking other action itself.

Individual opinions and positions may be expressed by board and commission members regarding items that have not come before the particular board/commission to which they belong. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of Rochester, nor will they allow the inference that they do.

Although a board or commission may disagree with the final decision the Council makes, the board or commission shall not act in any manner contrary to the established policy adopted by the Council.

### **1(b). In Private Encounters**

*Continue respectful behavior in private*

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

*Be aware of the insecurity of written notes, voicemail messages, and E-mail*

Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to other? How would you feel if this voicemail message were played on a speaker phone in a full office? What would happen if the E-mail message were forwarded to others? Written notes, voicemail messages and E-mail should be treated as potentially "public" communication.

*Even private conversations can have a public presence*

Elected and appointed officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after meetings noted.

## **2. Elected and Appointed Officials' Conduct with City Staff**

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Governance of a City relies on the cooperative efforts of elected officials, who set policy, appointed officials who advise the elected, and City staff who implements and administers the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

*Treat all staff as professionals*

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

*Member questions/inquiries to City staff*

1. General. Council and board/commission communications with City staff should be limited to normal City business hours unless the circumstances warrant otherwise. Responses to Council questions posed outside of normal business hours should be expected no earlier than the next business day.
2. Routine Requests for Information and Inquires. Members may contact staff directly for information made readily available to the general public on a regular basis (e.g., "What are the library hours of operation?") Under these circumstances staff shall treat the member no differently than they would the general public, and the member shall not use their elected status to secure preferential treatment. The city manager does not need to be advised of such contacts.
3. Non-Routine Requests for Readily Available Information. Members may also contact staff directly for easily retrievable information not routinely requested by the general public so long as it does not require staff to discuss the issue or express an opinion (e.g., "How many traffic lights are there in the City?" or "Under what circumstances does the City lower its flags to half mast?").
4. Non-Routine Requests Requiring Special Effort. Any member request or inquiry that requires staff to compile information that is not readily available or easily retrievable and/or that requests staff to express an opinion (legal or otherwise) must be directed to the city manager<sup>1</sup> (e.g., "How many Study Issues completed over the past five years have required 500 or more hours of staff time?", or "What is the logic behind the City's sign ordinances affecting businesses along Route 11?"). The city manager shall be responsible for distributing

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<sup>1</sup> In the case of the Police Commission directed to the Chief of Police and in the case of the School Board to the Superintendent.

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such requests to his/her staff for follow-up. Responses to such requests shall be copied to all Council members (if originating from a Council member), relevant board or commission members (if originating from a board or commission member), the city manager, and affected department directors.

5. Meeting Requests. Any member request for a meeting with staff must be directed to the city manager.

*Do not disrupt City staff from their jobs*

Elected and appointed officials should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Do not attend City staff meetings unless requested by staff – even if the elected or appointed official does not say anything, his or her presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

*Never publicly criticize an individual employee*

Elected and appointed officials should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the city manager through private correspondence or conversation. Appointed officials should make their comments regarding staff to the city manager or the Mayor.

*Do not get involved in administrative functions*

Elected and appointed officials must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

*Check with City staff on correspondence before taking actions*

Before sending correspondence, Council members should check with City staff to see if an official City response has already been sent or is in progress.

*Limit requests for staff support*

Routine secretarial support will be provided to all Council members.

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Requests for additional support staff – even in high priority or emergency situations – should be made to the city manager who is responsible for allocating City resources in order to maintain a professional, well-run City government.

*Do no solicit political support from staff*

Elected and appointed officials should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

### **3. Elected and Appointed Officials' Conduct with the Public**

#### **3(a). In Public Meetings**

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evidence on the part of individual members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

*Be welcoming to speakers and treat them with care and gentleness. While questions of clarification may be asked, the official's primary role during public testimony is to listen. No qualified speaker will be turned away unless he or she exhibits inappropriate behavior.*

*Be fair and equitable in allocating public hearing time to individual speakers.*

The chair will determine and announce limits on speakers at the start of the public hearing process. Questions should not be asked for the express purpose of allowing one speaker to evade the time limit imposed on all others (e.g., "Was there something else you wanted to say?").

*Be an Active Listener*

It is disconcerting to speakers to have members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger or boredom.

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*Maintain an open mind*

Members of the public deserve an opportunity to influence the thinking of elected and appointed officials. To express an opinion or pass judgment prior to the close of a public hearing casts doubt on a member's ability to conduct a fair review of the issue. This is particularly important when officials are serving in a quasi-judicial capacity.

*Ask for clarification, but avoid debate and argument with the public*

Only the chair – not individual members – can interrupt a speaker during a presentation. However, a member can ask the chair for a point of order if the speaker is off the topic or exhibiting behavior or language the member finds disturbing.

If speakers become flustered or defensive by questions, it is the responsibility of the chair to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by members to the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Members' personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

*No personal attacks of any kind, under the circumstances*

Members should be aware that their body language and tone of voice, as well as words they use, can appear to be intimidating or aggressive.

*Follow parliamentary procedure in conducting public meetings*

The city attorney serves as advisory parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. The chair, subject to the appeal of the full Council or board/commission makes final rulings on parliamentary procedure.

**3(b). In Unofficial Settings***Make no promises on behalf of the Council, board/commission, or City*

Members will frequently be asked to explain a Council or board/commission action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council or board/commission action, or to promise City staff will do something specific (fix a pothole, remove a library book, plant new flowers in the median, etc.).

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*Make no personal comments about other members*

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other members, their opinions and actions.

*Remember that despite its impressive population figures, Rochester is a small town at heart*

Members are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the City of Rochester. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

#### **4. Council Conduct with Other Public Agencies**

*Be clear about representing the City or personal interests*

When representing the City, the Council members must support and advocate the official City position on an issue, not a personal viewpoint. Outside of official board or commission meetings, board and commission members are not authorized to represent the City or their board or commission unless specifically designated by the Council or the board commission to do so for a particular purpose.

When representing another organization whose position is different from the City, the Council members should withdraw from voting on the issue if it significantly impacts or it detrimental to the City's interest. Council members should be clear about which organizations they represent and inform the Mayor and Council of their involvement.

*Correspondence also should be equally clear about representation*

City letterhead may be used when the Council member is representing the City and the City's official position. A copy of official correspondence should be given to the City Manager to be filed with the Clerk's Office as part of the permanent public record.

City letterhead should not be used for non-City business nor for correspondence representing a dissenting point of view from an official Council position.

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## 5. Council Conduct with Boards and Commission

The City has established several boards and commissions as a means of gathering more community input. Citizens who serve on boards and commissions become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

*If attending a board or commission meeting, be careful to only express personal opinions*

Council members may attend any board or commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation especially if it is on behalf of an individual, business or developer – could be viewed as unfairly affecting the process. Any public comments by a Council member at a board or commission meeting should be clearly made as an individual opinion and not a representation of the feelings of the entire City Council.

*Limit contact with board and commission members to questions of clarification*

It is inappropriate for a Council member to contact a board or commission member to lobby on behalf of an individual, business, or developer, and vice versa. It is acceptable for Council members to contact board or commission members in order to clarify a position taken by the board or commission.

*Remember that boards and commission serve the community, not individual Council members*

The City Council appoints individuals to serve on boards and commissions, and it is the responsibility of boards and commissions to follow policy established by the Council. But board and commission members do not report to individual Council members, nor should Council members feel they have the power or right to threaten board and commission members removal if they disagree about an issue. Appointment and re-appointment to a board or commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A board or commission appointment should not be used as a political "reward."

*Be respectful of diverse opinions*

A primary role of boards and commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council members may have a closer working relationship with some individuals serving on boards and commissions, but must be fair and respectful of all citizens serving on boards and commissions.

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*Keep political support away from public forums*

Board and commission members may offer political support to a Council member, but not in a public forum while conducting official duties. Conversely, Council members may support board and commission members who are running for office, but not in an official forum in their capacity as a Council member.

## **6. Conduct with the Media**

Board and commission members are not authorized to represent the City outside of official board/commission meetings unless specifically authorized to do so.

Council members are frequently contacted by the media for background and quotes.

*The best advice for dealing with the media is to never go “off the record”*

Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

*The Mayor is the official spokesperson for the City on City positions*

The Mayor is the designated representative of the Council to present and speak on the official City position. If an individual Council member is contacted by the media, the Council member should be clear about whether their comments represent the official City position or a personal viewpoint.

*Choose words carefully and cautiously*

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

## **C. SANCTIONS**

*Reporting Staff Behavior*

Council members should refer to the City Manager any City staff who do not follow proper conduct in their dealings with Council members, other City staff, or the public.

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### *Council members Behavior and Conduct*

Compliance and Enforcement. The Rochester Code of Ethics and Conduct expresses standards of ethical conduct expected for members of the Rochester City Council, boards and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The chairs of boards and commissions and the Mayor and Council have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics and Conduct are brought to their attention.

City Council members who intentionally and repeatedly do not follow proper conduct may be reprimanded by the presiding officer or formally censured by the Council, or lose committee assignments.

Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by Council, in compliance with the New Hampshire Revised Statutes Annotated and the City Charter.

Council members should point out to the offending Council member infractions of the Code of Ethics and Conduct. If the offenses continue, then the matter should be referred to the Mayor<sup>2</sup> <sup>3</sup>in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Deputy Mayor.

It is the responsibility of the Mayor to initiate action if a Council member's behavior may warrant sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

### *Board and Commission Members Behavior and Conduct*

Counseling, verbal reprimands, and written warnings may be administered by the Mayor to board and commission members failing to comply with City policy. These lower levels of sanctions shall be kept private to the degree allowed by law. Copies of all written reprimands administered by the Mayor shall be distributed in memo format to the chair of the respective board or commission, the city clerk, the city attorney, the city manager, and the City Council.

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<sup>2</sup> In regards to the Police Commission and School Board, referrals must be made to the Chair of those respective bodies.

<sup>3</sup> Any member may refer a violation to the City Attorney's Office if they feel a conflict exists with the Mayor, Deputy Mayor, Chair, or Vice Chair.

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Written reprimands administered by the Mayor shall not be included in packets for public meetings and shall not be publicized except as required under the Right to Know Law.

Any report addressing alleged misconduct by a board or commission member shall be routed through the Office of the City Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Right to Know Law.

When deemed warranted, the Mayor or majority of Council may call for an investigation of board or commission member conduct. Should the city manager or city attorney believe an investigation is warranted, they shall confer with the Mayor or Council. The Mayor or Council shall ask the city manager and/or the city attorney to investigate the allegation and report the findings.

The results of any such investigation shall be provided to the full Council in the form of a Report to Council, and shall be placed on the agenda of a noticed public meeting as "Information Only". Any such report shall be made public and distributed in accordance with normal procedures (i.e., hard copies to numerous public locations and posted online). Any report to Council addressing the investigation of board and commission members shall be routed through the Office of the City Attorney for review of whether any information is exempt from disclosure (subject to redaction) based on privacy interests authorized under the Right to Know Law.

It shall be the Mayor and/or the Council's responsibility to determine the next appropriate action. Any such action taken by Council (with the exception of "take no further action") shall be conducted at a noticed public hearing. These actions include, but are not limited to: discussing and counseling the individual on the violations; placing the matter on a future public hearing agenda to consider sanctions; forming a Council ad hoc subcommittee to review the allegation, the investigation and its findings, as well as to recommend sanction options for Council consideration.

#### **D. ASPIRATIONAL PRINCIPLES OF PROPER CONDUCT**

##### **Proper conduct IS...**

- Keeping promises
- Being dependable
- Building a solid reputation

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- Participating and being available
- Demonstrating patience
- Showing empathy
- Holding onto ethical principles under stress
- Listening attentively
- Studying thoroughly
- Keeping integrity intact
- Overcoming discouragement
- Going above and beyond, time and time again
- Modeling a professional manner

**Proper conduct IS NOT...**

- Showing antagonism or hostility
- Deliberately lying or misleading
- Speaking recklessly
- Spreading rumors
- Stirring up bad feelings, divisiveness
- Acting in a self-righteous manner

**It all comes down to respect**

Respect for one another as individuals...respect for the validity of different opinions...respect for the democratic process...respect for the community that we serve

**E. CHECKLIST FOR MONITORING CONDUCT**

- Will my decision/statement/action violate the trust, rights or good will of others?
- What are my interior motives and the spirit behind my actions?
- If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
- How would my conduct be evaluated by people whose integrity and character I respect?
- Even if my conduct is not illegal or unethical, is it done at someone else's painful expense? Will it destroy their trust in me? Will it harm their reputation?
- Is my conduct fair? Just? Morally right?
- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- Does my conduct give others reason to trust or distrust me?

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- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
- Do I exhibit the same conduct in my private life as I do in my public life?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and understand the views of others?
- Do I question and confront different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

## F. GLOSSARY OF TERMS

<b>Attitude</b>	The manner in which one shows one's dispositions, opinions, and feelings
<b>Behavior</b>	External appearance or action; manner of behaving; carriage of oneself
<b>Censure</b>	A formal statement of disapproval by a board administered to a Member
<b>Civility</b>	Politeness, consideration, courtesy
<b>Conduct</b>	The way one acts; personal behavior
<b>Courtesy</b>	Politeness connected with kindness
<b>Decorum</b>	Suitable; proper; good taste in behavior
<b>Manners</b>	A way of acting; a style, method, or form; the way in which things are done
<b>Point of Order</b>	An interruption of a meeting to question whether rules or bylaws are being broken, such as the speaker has strayed from the motion currently under consideration
<b>Privilege</b>	Fellow member considers offensive
<b>Propriety</b>	Conforming to acceptable standards of behavior
<b>Protocol</b>	The courtesies that are established as proper and correct
<b>Reprimand</b>	A public expression of disapproval administered to a Member by the presiding officer of a board
<b>Respect</b>	The act of noticing with attention; holding in esteem; courteous regard

## G. IMPLEMENTATION

As an expression of the standards of conduct for members expected by the City, the Rochester Code of Ethics and Conduct is intended to be self-enforcing. It therefore becomes most effective

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when members are thoroughly familiar with it and embrace its provisions. For this reason, this document shall be included in the regular orientations for candidates for City Council, applicants to board and commissions, and newly elected and appointed officials. Members entering office shall sign a statement affirming they read and understood the City of Rochester Code of Ethics and Conduct. In addition, the Code of Ethics and Conduct shall be annually reviewed by the City Council, boards and commissions, and the City Council shall consider recommendations from boards and commission and update if necessary.

(Adopted:       )

Lead Department: Office of the City Manager

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## APPENDIX A – Model of Excellence Member Statement

**MODEL OF EXCELLENCE****Rochester City Council, Boards and Commissions****MEMBER STATEMENT**

As a member of the Rochester City Council or of a Rochester board or commission, I agree to uphold the Code of Ethics and Conduct for Elected and Appointed Officials adopted by the City and conduct myself by the following model of excellence. I will:

- Recognize the worth of individual members and appreciate their individual talents, perspectives, and contributions;
- Help create an atmosphere of respect and civility where individual members, City staff, and the public are free to express their ideas and work to their full potential;
- Conduct my personal and public affairs with honesty, integrity, fairness, and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the public benefit;
- Avoid and discourage conduct which is divisive or harmful to the best interest of Rochester;
- Treat all people with whom I come in contact in any way I wish to be treated;

***I affirm that I have read and understood the City of Rochester Code of Ethics and Conduct for Elected and Appointed Officials.***

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 Signature

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 Date

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Name

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**Fidelity Committee  
of the  
Tri-City Joint Mayors' Task Force on Homelessness  
Remote Meeting Via Microsoft Teams  
November 18, 2021  
6:00 PM**

**MAYORS**

Mayor Elaine Lauterborn  
Mayor Robert Carrier  
Mayor Dana Hilliard

**Rochester Members**

Jeremy Hutchinson  
(Chairman)

Barbara Holstein

**Dover Members**

Charles Reynolds

Betsey Andrews Parker

**Somersworth Members**

Todd Marsh  
(Vice Chairman)

Dina Gagnon

**Others Present.** Dave Balian, Dover Welfare. Jenne Holmes, Somersworth. Ashley Desrochers, Community Health Network.

**MINUTES**

**1. Call to Order**

Vice Chairman Marsh called the meeting to order at 6:05 PM.

Cassie Givara, Deputy City Clerk of Rochester, took a visual roll call. All members were present except for Chairman Hutchinson, who was absent. Additionally, Mayor Carrier of Dover was present.

**2. Public Input (3-minute maximum and/or submit a statement)**

Ashley Desrochers, Rochester City Councilor elect, expressed excitement in the successes that had been made over the prior week [in regards to the City Councils approving funding for the Willand Center].

### **3. Communications from the Mayors**

Jenne Holmes, Somersworth, read a statement on behalf of Mayor Dana Hilliard in which he expressed optimism for the agreement made by the Tri-Cities to fund the Willand Warming Center. Mayor Hilliard emphasized the need for a permanent cold weather shelter and committed to continued discussions for a future solution.

Mayor Carrier, Dover, stated that the passing of the warming center funding simultaneously through all three city councils had been a large undertaking. He spoke about the potential that the Willand property will be sold in Spring and briefly discussed future plans and potential use for sale revenue if the property is sold. Mayor Carrier reported that the City of Dover was in talks with an existing food truck owner to utilize the food trailer purchased this past year with COVID relief funds to feed the homeless population.

### **4. Communications from the Chairs**

Vice Chair Marsh praised Community Action Partnership, SOS, and the other service agencies who had taken part in the disbursement of the Willand Homeless encampment and the compassion, skill, and respect that was used in assisting the residents in finding care and services.

### **5. Update: Willand Warming Center plan**

Betsey Andrews Parker gave an update on the opening of the Willand Warming Center. She stated that there had been 18 people attend their most recent volunteer training with an additional 25 trainees scheduled for the following week. She reported that they are almost fully staffed at this stage; and if /when Rochester passes the agreement, they will be able to complete staffing. She stated that the NH Emergency Rental Assistance Program would reimburse for bed nights per person, and in order to process this reimbursement, clients will be required to fill out brief, basic applications prior to their first night, which is a new process this year.

Ms. Andrews Parker clarified that the Willand Center will be low barrier. Patrons will not be turned away for substance misuse or intoxication and residents will be permitted to come and go as they please. She stated that this year, patrons' sleeping areas will be separated by gender to recognize and account for potential trauma experienced by residents; couples will not be allowed to push their cots together. Families with children under 18-years old will not be sheltered at the Willand Center and will be supplied with a hotel option. Ms. Andrews Parker reviewed the COVID regulations in place; the warming center will require masking and will not allow groups to congregate. She spoke about how the situation would be handled if there are positive cases of COVID identified in the center and the steps being taken to reduce the risks. She said that the Warming Center will be a starting point for these clients to be able to gain access to additional services and find more permanent shelter.



Mayor Carrier stated that the Good Vibes food truck had inquired about the potential of visiting the warming center to provide food. Ms. Andrews Parker said that would be beneficial and spoke about organizing a rotation schedule with the multiple volunteers so the Center would be able to determine who would be providing food on which days and accommodate for the gaps in the schedule.

Vice Chair Marsh asked for an example of a behavior or circumstance that might cause a client to be removed from the warming center or for alternate sheltering to be offered. Ms. Andrews Parker stated that there are varying degrees of infractions that could cause a client to be removed from the shelter for a short period of time or indefinitely. Violence, sexual harassment, restraining order between residents within the warming center, and repeat incidents of causing trouble within the center could cause clients to be banned from the shelter for indeterminate lengths of time.

Ms. Andrews Parker stated that the warming center would be opening on Monday, November 29<sup>th</sup> at 5:00 PM. COAST is offering free transportations for clients traveling to the warming center and will also provide no cost transportation to CAP for continuing services the morning following a stay at the center. She reported that the warming center will be focused on client-centered needs and how to best meet these needs.

Charlie Reynolds praised the work being done by Ms. Andrews Parker and other community resource agencies to assist the homeless and offer services; however, he said that he felt there were services lacking to help in preventing homelessness in the first place. He spoke about funding being approved by City Councils towards homeless services and stated he felt this money was facilitating homelessness as opposed to trying to discourage and prevent it in the first place. He emphasized the importance of identifying the causes of homelessness such as substance misuse or mental health issues and aiming to treat them before they lead to homelessness, as well as providing services to homeless individuals to treat these causes to prevent homelessness from reoccurring.

Ms. Andrews Parker disagreed that CAP and other agencies are helping to facilitate homelessness. She detailed the great amount of work and effort that is continuously being undertaken to offer services to homeless individuals in order to assist them in finding housing and remaining sheltered, but clarified that some people are not ready or able to receive help. She spoke of the frustration and thankless hours of unpaid after-hours work by herself and others in going above and beyond to assist the homeless with the limited options available. Mr. Reynolds clarified that “facilitating” was not the correct term, but felt that the homelessness issue keeps getting worse and he felt that was a need to provide more preemptive services to prevent the problem from occurring.

Ms. Andrews Parker stated again that none of the Tri-Cities want a permanent shelter in their municipality and there has been a struggle for many years to establish a permanent shelter. Mr. Reynolds stated that he felt there should be more services available to prevent the need for such a shelter to begin with. Ms. Andrews Parker encouraged Mr. Reynolds and others in positions of influence to actively advocate for these services, to appear at meetings and to speak out and use their connections and influence to help make change. Dave Balian, Dover Welfare, agreed with Ms. Andrews Parker and said there is no magic bullet to end homelessness. He stated that

individuals need to be ready to respond to assistance and it is not a simple situation to solve. There was a discussion about the need for affordable housing, recovery services, mental health services, and attention to other economic factors in order to prevent homelessness. Vice Chair Marsh outlined preventative services that are already in place.

Dina Gagnon pointed out that one of the missions included within the Master Plan developed by the Task Force on Homelessness is to develop affordable housing and stated that this is a goal which will continue to be worked on. Barbara Holstein spoke about the resistance encountered in assisting some members of the homeless population and agreed that not all individuals are ready or able to receive services. She also addressed the stumbling blocks encountered with the available services and complications in navigating each individual process. However, she expressed optimism regarding emerging funding and services towards mental health services within the State. Vice Chair Marsh said that the City of Dover is hiring a social worker for the police department, which he felt, was a positive step. The City of Rochester has a similar proposal moving through the approval process.

#### **6. Report from Local Welfare**

Vice Chair Marsh stated that all three local welfare departments participated in the warming center triage. He said that requests for service in Rochester have remained steady with a slight increase. However, he thought that the child tax credits and additional COVID relief funding has helped keep requests for service and assistance lower than they might be.

#### **7. Regional data/statistics**

No discussion.

#### **8. Other**

Barbara Holstein suggested a subcommittee meeting to review the Master Plan, determine what has been accomplished, and identify potential goals on which to focus. She stated that she had seen discussion about what the Fidelity Committee had completed and if any headway had been made. She suggested that while there is still relief money available the committee could find uses for these funds and continue to get things accomplished within the Master Plan.

Vice Chair Marsh asked for a Master Plan review to be added to the next agenda so the committee can cover the plan item by item to determine potential projects and initiatives.

#### **9. Closing Public Input**

No discussion.

#### **10. Adjournment**

DRAFT

12/02/2021  
Fidelity Committee TCMF  
November 18, 2021

Betsey Andrews Parker **MOVED** to **ADJOURN** the Fidelity Committee meeting at 7:04 PM. Barbara Holstein seconded the motion. The **MOTION CARRIED** by a unanimous vote.

Respectfully Submitted,

Cassie Givara  
Deputy City Clerk, Rochester

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City Clerk's Office

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**City of Rochester Planning Board**  
Monday November 1, 2021  
City Hall Council Chambers  
31 Wakefield Street, Rochester, NH 03867  
*(These minutes were approved on November 22, 2021)*

Members Present

Nel Sylvain, *Chair*  
Mark Collopy, *Vice Chair*  
Peter Bruckner – arrived at 7:08 p.m.  
Robert May  
Mark Sullivan  
Dave Walker  
Tim Fontneau

Members Absent

A.Terese Dwyer, *excused*  
Keith Fitts, *Alternate, excused*

Alternate Members Present

Paul Giuliano  
Donald Hamann  
Lance Whitehill

Staff: Shanna B. Saunders, *Director of Planning & Development*  
Crystal Galloway, *Planner I*  
Ashley Greene, *Administrative Assistant II*

(These are the legal minutes of the meeting and are in the format of an overview of the meeting. A recording of the meeting will be on file in the City Clerk's office for reference purposes. It may be copied for a fee.)

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**I. Call to Order**

Nel Sylvain called the meeting to order at 7:00 p.m.

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**II. Roll Call**

The recording secretary, Ashley Greene, conducted the roll call attendance.

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### **III. Seating of Alternates**

Mr. Sylvain asked Paul Giuliano to vote for Terry Dwyer.

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### **IV. Communications from the Chair**

Mr. Sylvain called for a moment of silence to honor fallen NH State Trooper, Staff Sgt. Jesse Sherrill.

Mr. Sylvain reminded residents of Rochester to vote on November 2, 2021.

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### **V. Approval of minutes for October 18, 2021**

*Dave Walker motioned to accept the minutes from October 18, 2021. Seconded by Mark Collopy. The motion carried by a unanimous voice vote.*

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### **VI. Opening Discussion/Comments (up to 30 minutes)**

#### **A. Public comment**

Mr. Sylvain opened the floor for public comment.

Jessica Demers, of 5 Deerfield Ct, presented to the Board her concerns regarding 0 Norway Plains. Jessica stated she is not a direct abutter to 0 Norway Plains but is close by to the location. Mrs. Demers stated she is concerned about what the developer plans to do with the units on the property once completed. She requested that the Planning Board deny the Amendment and having the developer continue with the original plan of building townhomes.

John Flagg, an Attorney from the City of Portsmouth, spoke on behalf of Jason and Elizabeth Croy, who have been waiting for a Certificate of Occupancy at Highfields Commons for two years. Jason and Elizabeth have been living in a hotel since June. Mr. Flagg requested on behalf of Mr. and Mrs. Croy that the Board reconsider release a Certificate of Occupancy for their home at 24 Eisenhower Drive.

Sandy Keans, of 1 Sweet Briar Lane, spoke regarding G&P Boston Properties, 45 & 55 North Main Street. Sandy stated that she is against the new building that will be built where the Hoffman building currently stands, being 75 feet high. Sandy suggested changing the face of the new building and making it look less industrial. Sandy also stated changing the style of the windows.

#### **B. Discussion of general planning issues**

None at this time.

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## VII. Continued Applications:

### A. SDJ Development of Rochester, LLC, Fillmore Boulevard/Eisenhower Drive

Approved 2018; 24-lot subdivision Case# 237 – 3&8 – PUD – 18

Paul Giuliano recused.

Shanna B. Saunders, Director of Planning, gave a brief overview of last month's Board meeting regarding the vote failing to release any Certificate of Occupancies. Ms. Saunders stated that the items that needed to be completed have still not been done, therefore, they are asking for a continuance. Ms. Saunders stated in order to help accommodate the developer and the residents waiting for COs the PB will consider holding a Special Meeting this month.

Nel Sylvain stated that Shanna and him had a meeting on Thursday, October 28, 2021, with the investor in order to discuss the things that need to be completed so that COs can be released to those that are waiting. Mr. Sylvain stated the Special Meeting will be held on November 22, 2021 at 7pm.

Ms. Saunders stated there will be a walk through of the site with the developer on Thursday, November 4, 2021, to give him a final checklist of what needs to be completed before the COs are released. Mr. Sylvain stated that Board Members are welcome to attend but need to notify Ms. Saunders if they decide to do so, so the meeting can be posted appropriately.

Mark Sullivan asked if the developer has requested any COs. Ms. Saunders stated that she has two COs waiting for approval and three more waiting for building inspections. There will be a total of five COs. The two oldest COs in the pending box are waiting for approval from Public Works and the Planning Department.

*Dave Walker made a motion to approve the three oldest COs contingent to all sign offs being completed. Tim Fontneau seconded the motion.*

Ms. Saunders suggested a short recess to allow her to get her computer to check the exact houses that have requested COs.

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Mr. Sylvain called a recess at 7:20 p.m.  
Mr. Sylvain called the meeting back to order at 7:26 p.m.

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## CONTINUED FILLMORE BLVD/EISENHOWER DRIVE COMPLIANCE HEARING

Ms. Saunders stated that #24, #37, and #16 have all requested COs and they have all passed everything except Planning and Public Works.

*Mr. Walker motioned to approve COs for #24, #37, and #16. Seconded by Mr. Fontneau. The motion carried. Mark Collopy opposed.*

Mr. Sylvain reminded everyone that the walk through on Thursday, November 4, 2021 at 12 p.m. and the Special Meeting is still going to occur on November 22, 2021 at 7 p.m.

**B. Rob Graham, 0 Norway Plains Road (Tighe & Bond, Inc.) Modification to Approved Project. Case# 215 – 17 – R2 – 21 **ACCEPTANCE/FINAL ACTION\*****

Mr. Sylvain recused. Mr. Collopy took chair.

Rob Graham went over the original layout, which was the traditional 3 story townhomes with parking underneath. The new layout is one-level units with parking out in front of the building. Mr. Graham stated that the buildings will remain in the same proposed spot.

Mr. Collopy opened the floor to any public comment. Ms. Saunders read an email from Brett Johnson, who resides on Miller's Farm Rd. Mr. Johnson's email states that he is concerned about this new proposed site becoming a rental property rather than owner occupied townhouses. Mr. Johnson is advocating that adding more rental units to this area would negatively affect his quality of life.

Ms. Saunders stated that the Amendment proposed tonight is simply a change in the architecture of the building. Ms. Saunders stated the Board does not have control over the type of ownership. That is governed under a separate condominium law. TRG did review the amendment under the new stormwater code. The applicant is subject to the city sewer and water ordinance, which requires both a sewer reserve capacity assessment fee and a back flow prevention device. A 3<sup>rd</sup> party review is an added standard condition, by DPW. All original conditions still stand.

Mr. Fontneau asked if there were significant changes between the two plans that were submitted. Ms. Saunders stated that the major change was the townhomes now being single level living over the traditional 3-story unit with a garage underneath and two living floors above that. Mr. Fontneau questioned if the number of bedrooms have changed. Mr. Graham stated the configuration of the new units will be 2 bedrooms. Mr. Fontneau also questioned the reason for the changes. Mr. Graham stated the last plan worked well on paper, but they prefer single-level living for the patronage that they are looking for. Mr. Fontneau questioned if they chose to keep this property as rental units, if they would manage it. Mr. Graham stated that they manage everything that they own.

Peter Bruckner stated that he is disappointed in the lack of amenities.

Mr. Collopy questioned the fencing that will abut the railway. Mr. Graham stated that the fence is meant to be a screening/blockade fence. It is meant to block out the noise.

Mr. Walker asked if there would only be eight (8) bedrooms in one building block. Mr. Graham stated that was correct.

Mr. Fontneau stated that very few developers build single-level units and he stated that he thinks there is a need for this type of unit.

Robert May asked what was being voted on. Ms. Saunders stated it is an amendment to change the parking plan and architecture.

*Mr. May motioned to approve the Amendment to an Approved Project with the conditions stated. Paul Giuliano seconded the motion. The motion carried. Dave Walker opposed.*

Mr. Collopy called a recess to bring the Chair back at 7:46 p.m.  
Mr. Sylvain called the meeting back at 7:47 p.m.



## VIII. New Applications:

- A. Public Service Co of NH, 74 Old Dover Road** (by TF Moran) Site Plan to install one (1) 2,600 +/- sf prefabricated fleet storage enclosure within the existing paved storage yard. Case# 136 – 20 – R1 – 21 **Public Hearing *CONTINUED TO 12/6/21***

Ms. Saunders stated this meeting needs to be continued. Item went to Zoning Board of Adjustment last month and there has now been three (3) appeals since the approval. Legal council suggests continuing the application until the appeals have been resolved.

*Mr. Walker made a motion to continue the item until December 6, 2021. Mr. Collopy seconded the motion. The motion carried by a unanimous voice vote.*

- B. G&P Boston Properties, 45 & 55 North Main Street** (by Fuss & O'Neill) Lot Line Revision and Site Plan to construct a 6-story residential building with first floor commercial space and parking garage. Case# 121 – 372,373,400 – DC – 21 **Public Hearing *ACCEPTANCE/FINAL ACTION\****

Ms. Saunders stated there has been request from the applicant to continue. One of the pieces of properties, Lot 8, that is owned by the City, there have been some title issues. Ms. Saunders is suggesting a continuance until December 6, 2021.

*Mr. Walker made a motion to continue the item until December 6, 2021. Mr. Collopy seconded the motion. The motion carried by a unanimous voice vote.*

- C. Packy's Investment Properties, LLC, 87 Milton Road** (by Berry Surveying & Engineering) Amendment to approved project to add outside storage. Case# 210 – 48 – HC – 21 **Public Hearing *ACCEPTANCE/FINAL ACTION\****

Christopher Berry recapped the site plan approval that was received prior to this meeting. Mr. Berry went over the site plan for the outside storage. Spill prevention notes have been added to the plan, along with stormwater features that will be protected in the event of a spill. Technical Review Group (TRG) noted that fencing was not necessarily what the Police Department was looking for on this site.

Mr. Sylvain opened the floor to the public. Saw none and brought it back to the board.

Ms. Saunders stated that the Planning Department recommends that the application is complete enough to allow the board to proceed with consideration.

Mr. Walker asked if TRG did not recommend fencing. Ms. Saunders stated that the recommendation was for cameras, and no fencing due to the inability to see criminal activity.

*Mr. Walker made a motion to accept the application as complete. Mark Collopy seconded the motion. The motion carried by a unanimous voice vote.*

Mr. Walker questioned the type of storage that would be stored outside at this facility and Mr. Fontneau also questioned if there were any restrictions on what could be stored. Ms. Saunders stated there was no recommendation made on what could and could not be stored there.

The Board discussed the types of vehicles that would be acceptable to be stored outside on this property and how the vehicles will be stored, in regard to covered or shrink wrapped.

*Peter Bruckner motioned to approve the project with the following additional conditions:*

- a. Please add a note to the plan that states that any cars stored here shall not be in any state of disrepair.
- b. Please add a note to the plan that any boats or RVs stored here shall be shrink wrapped in the off season and only white color shall be used for the shrink wrap material.

*. Motion seconded by Mr. Walker. The motion carried by a unanimous voice vote.*

**D. Groen Construction, 29 Wadleigh Road** (by Jones & Beach Engineers, Inc.)  
Preliminary Site Plan to construct a 52-unit apartment building.  
Case# 137 – 35-1 – HC – 21 **Public Hearing *PRELIMINARY***

Brad Jones, from Jones & Beach Engineering, presented the Preliminary Site Plan for a 52-unit, 17,455 square foot apartment building. The site is off of a small City Road that also gives access to the Anchorage Inn Hotel. The property is vacant except for a cell tower. Property is 8.5 acres that would hold a single building containing 52 units. Conditional Use Permit is needed due to a wetland crossing. Landscaping and erosion control will be provided at next Planning Board meeting. A traffic engineer is working with this project.

Mr. Sylvain opened the floor for a public hearing. Saw none, and brought it back to the board. Ms. Saunders stated the concerns that came out of TRG are impacts from the wetlands and to Axe Handle Brook because it is in pristine condition. DPW brought up utility capacity conditions, and whether existing infrastructure can handle this project. Traffic is also a concern due to the busy intersection.

Robert May asked if the building is being built in the hillside. Mr. Jones stated that it is being built into the hillside. The building will barely be seen from Route 16, or from any other angle. Mr. Fontneau stated it seemed like an ideal location.

Mr. Guiliano requested plans to see the rooftop mechanical laid out for the next meeting.

Mr. Collopy expressed his concerns in regards to the traffic leaving that site.

**E. George Family Trust, Justin Lane** (by Ambit Engineering) 3-lot Subdivision.  
Case# 260 – 6 – A – 21 Public Hearing *ACCEPTANCE/FINAL ACTION\**

John Chagnon, from Ambit Engineering, representing George Family Trust. Mr. Chagnon discussed the proposed 3-lot subdivision that will be considered a “Pork-Chop” subdivision and will need a Conditional Use Permit. There is a rain garden in place to prevent runoff.

Mr. Sylvain opened the floor to the public for a public hearing. Seen none and brought it back to the board for discussion.

Ms. Saunders stated that staff does recommend approval of the subdivision. Ms. Saunders suggested that a condition of approval for storm water design needs to be completed to the satisfaction of DPW per Chapter 218. Fire Department had concerns with the hammerhead turn around, they want a “No Parking” sign placed at the end of the hammer head.

*Mr. Walker made a motion to accept the application as complete. Mr. Collopy seconded the motion. The motion carried by a unanimous voice vote.*

*Mr. Collopy made a motion to accept the subdivision with conditions of approval. Mr. Walker seconded the motion. The motion carried by a unanimous voice vote.*

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**IX. Other Business**

**A. Planning Update**

Ms. Saunders reminded that November 15, 2021, is the Planning Retreat, not a Workshop Meeting. It will be held in the Annex.

Ms. Saunders discussed the new Planning Board Deadlines and Meetings. Ms. Saunders stated we need a motion to approve the new dates.

*Mr. Walker made a motion to approve the 2022 Planning Board Deadlines and Meetings. Mr. Collopy seconded the motion. The motion carried by a unanimous voice vote.*

**B. Other**

Mr. Sylvain said a goodbye to Mr. Fontneau. This was his last meeting as a Planning Board member because he is running for City Council – Seat B and if he is victorious, he would be sworn in on Wednesday, November 3, 2021. Paul Guiliano will be going to City Council for a vote to become a regular member on Wednesday, November 3, 2021.

Mr. Sylvain also reminded of the Planning Board Retreat on November 15, 2021, at 6 p.m. in the City Hall Annex Building in the second-floor conference room.

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**X. Adjournment**

*Dave Walker made a motion to adjourn the meeting at 8:49 p.m. Mr. Collopy seconded the motion. The motion carried by a unanimous voice vote.*

Respectfully Submitted,

Ashley Greene  
Administrative Assistant II

and

Shanna B. Saunders  
Director of Planning & Development

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City Clerk's Office

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**City of Rochester Planning Board Retreat**  
**Monday November 15, 2021**  
**City Hall Annex Conference Room**  
**33 Wakefield Street, Rochester, NH 03867**  
*(These minutes were approved on November , 2021)*

**Members Present**

Nel Sylvain, *Chair*  
Mark Collopy, *Vice Chair*  
Mark Sullivan  
Dave Walker

**Members Absent**

Robert May, *excused*  
A. Terese Dwyer, *excused*  
Peter Bruckner, *excused*

**Alternate Members Present**

Keith Fitts  
Paul Giuliano  
Donald Hamann

**Others Present**

Michael Scala, *Economic Development Director*  
Jennifer Marsh, *Asst Economic Development Director*  
Gary Boudreau, *Deputy Chief of Police*  
Perry Plummer, *Interim Fire Chief*  
Tim Wilder, *Assistant Fire Chief*  
Peter Nourse, *Public Works Director*  
Blaine Cox, *City Manager*  
Paul Callaghan, *Mayor Elect*  
Amy Malone, *City Councilor Elect*  
Tim Fontneau, *City Councilor*  
Steve Beaudoin, *City Councilor Elect*

Staff: Shanna B. Saunders, *Director of Planning & Development*  
Crystal Galloway, *Planner I*  
Ashley Greene, *Administrative Assistant II*

(These are the legal minutes of the meeting and are in the format of an overview of the meeting. A recording of the meeting will be on file in the City Clerk's office for reference purposes. It may be copied for a fee.)

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**I. Call to Order**

Nel Sylvain called the meeting to order at 6:00 p.m.

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**II. Roll Call**

The recording secretary, Ashley Greene, conducted the roll call.

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Mr. Sylvain introduced Mayor Elect Paul Callaghan. Mayor Elect Callaghan discussed how excited he was to be sworn into Mayor and to help the Land Use Departments in any way that he can.

Mr. Sylvain introduced Blaine Cox, City Manager. Mr. Cox discussed how hard the Planning Board works at developing the Master Plan. Mr. Cox stated the Council has made the redevelopment of downtown a priority. He offers his support to the Planning Board in the efforts to revitalize downtown. Mr. Cox discussed wanting to create a Parking Committee for this coming year.

### **III. Presentations from Land Use Departments**

Shanna B. Saunders thanked everyone for coming to the Planning Board Retreat. Ms. Saunders discussed the purpose of the retreat. She explained that she had asked that the Land Use Departments come tonight and discuss where the development trends are at within the City. What did development do in 2020, and where do they see it going in the future.

#### **i) Planning and Development – Shanna B. Saunders**

Ms. Saunders discussed that the Land Development does not fall on just the Planning Board, although it has a major roll. Ms. Saunders stated that the Zoning Board of Adjustments deals with appeals. Conservation Commission reviews any conditional use permits because of wetland buffer encroachments or shoreland protection overlay district encroachments. The Historic District Commission has jurisdiction over the exterior of buildings and land layout in the Historic District which is mainly downtown.

Ms. Saunders discussed how the Technical Review Group (TRG) reviews applications prior to the Planning Board Meetings twice a month. TRG puts together their recommendations for the Planning Board, including conditions.

Ms. Saunders stated the Planning Department had a busy year in 2020, with 3 Lot Line Revisions, 13 Subdivision Applications (which resulted in 101 lots), 15 Site Plans, 6 Amendment Applications, and 83 Minor Applications which consisted of Project Narratives, Lot Combinations, Home Occupations, and Special Downtown Committee Applications. Ms. Saunders discussed the applications submitted to the Planning Department that were approved by the Planning Board in 2021. There were 11 Lot Line Revisions, 11 Subdivision Applications (which resulted in 30 lots, 12 Site Plans, 6 Amendments, and 75 Minor Applications. Ms. Saunders discussed the plans for the Planning Department for 2022, including the Master Plans. Ms. Saunders stated that all of the developments should be looked at in all aspects including 1) the natural resources and where development should go around these natural resources. 2) transportation - making sure the streets can handle the development that is coming into the City, complete streets concept; making sure the streets are designed for all types of transportation. 3) City Resources to support the development that we want throughout the City, for example, enough Police Department and Fire Department coverage and the appropriate equipment, and road maintenance by the Department of Public Works.

#### **ii) Building and Licensing – Jim Grant**

Ms. Saunders spoke briefly on behalf of Jim Grant. Ms. Saunders stated that the Building and Licensing Department is very busy. Their permit numbers are through the roof.

#### **iii) Fire Department – Perry Plummer & Tim Wilder**

Perry Plummer, Interim Fire Chief, discussed the current Fire Departments response districts and the demands for service. Mr. Plummer stated Rochester Fire Department has two (2) stations, one in downtown Rochester and the second on in Gonic. Mr. Plummer stated that the demand for Fire assistance continues to increase. Within the current fiscal year, the FD will reach over 3,000 calls.

Mr. Plummer stated that when looking at the Planning and Development side of the Fire Department, they think about the Community Risk standpoint. There are four (4) aspects that are looked at: response time, the resources that are available to mitigate an emergency, deployment time, and the impact of the incident. Mr. Plummer stated that response times are the major performance indicators. Currently the response times are increasing as we continue to develop the City, but if a third fire station is added then the response times will decrease. Continued traffic preemptions help to keep response times down and increasing staff to help combat the simultaneous calls.

Mr. Plummer stated that currently there are 40 Firefighters on staff, which equals 4 shifts which is 1 Captain, 1 lieutenant and 8 firefighters, which is fully staffed at 10 per shift. We currently have 3 firefighters deployed with the military, which results in the Fire Department not being fully staffed once this year.

Mr. Plummer went over the five (5) E's of Community Risk Reduction: Emergency Response, Engineering, Education to the Public, Economic Considerations, and Enforcement.

Tim Wilder, Assistant Fire Chief, discussed the code development of the Fire Department and how it relates to the Planning Board. Mr. Wilder stated that the Fire Department utilizes the NH State Fire Code. Mr. Wilder stated the current Fire Code being used is the National Fire Protection Agency (NFPA) 2015 Code. The state tries to stay one code behind the current code that is out. Mr. Wilder stated that the NH State Fire Code is used by all persons constructing or reconstructing, modifying, maintaining, or updating any structure. Mr. Wilder stated that the State adopts the Fire Code, and a municipality can adopt a more strict code, but they can't adopt a code that is less stringent. There are currently 25 codes that have been adopted by the State of NH.

#### **iv) Police Department – Gary Boudreau**

Gary Boudreau, Deputy Chief of Police, talked about the Police Departments (PD) role in the Planning and Development stage. Mr. Boudreau stated that the PD has no regulations regarding the planning and development review. The PD looks at traffic, accidents, and what the new development would mean for the PD. Mr. Boudreau stated the residential and retail have the biggest impacts on the PD. Commercial and Manufacturing have the least impact on the PD. The more people that are brought into the City, generally the more complaints that are called into the PD. Mr. Boudreau stated that a dense location that is further from the center of the City stretches the PD and their response time. Mr. Boudreau stated that when a property is managed well, the less calls that they experience. In the retail aspect, PD receives calls regarding theft, and parking lot accidents. When the PD looks at planning and development designs, they specifically look at the parking lots, the layout, lighting, and the types of landscaping that goes into the islands.

Tim Fontneau asked how the PD can enforce proper management in new developments. Mr. Boudreau stated that we must work with other departments in the City; fire and codes, to find other avenues and go into the building to find out the issues going on. Ms. Saunders stated that the City has adopted the Property Maintenance Code which deals with trash, debris, shutters falling off, rotten porches, etc., which assist with proper management in developments.

Mr. Boudreau stated that the PD is constantly battling with having a full staff. The PD has struggled with hiring and keeping staff on for the last five years. Mr. Boudreau stated that within the City of Rochester their call volume and amount of work can be much higher than other municipalities, but the benefits are equal across other municipalities, therefore a police officer could go work at a different municipality for the same rate of pay with less work. Mr. Boudreau stated that the training process takes about a year before a police officer can be out on the streets on their own. Mr. Boudreau stated the Police Commission just recently changed the training agreement for new police officers, which entails them staying on the force for two years after they complete their training, so they get at least three years out of a new police officer.

## v) Public Works – Peter Nourse

Peter Nourse, Director of Public Works, started off with good news within his Department; they have hired a Part-Time Construction Inspector who will help assist the Assistant City Engineers and hopefully allow things to run more smoothly.

Mr. Nourse talked about solar energy and the plans that the City Manager has for the future of the City. Currently the plan is to install solar panels, that is 406,000 kilowatts, onto the new Department of Public Works building located on Chestnut Hill Road. The solar panels will be able to power majority of the facility's needs. The City plans on doing a Power Purchase Agreement (PPA), an investor comes in and owns it, sets it up and the host pays a fee per kilowatt hour generated, and by year six the City has the option to purchase it. The next project DPW is looking into is a field located off Pickering Rd to set up a solar farm. They are considering doing a PPA on this location as well. The last solar panel project DPW is looking into is the Community Center. Mr. Nourse stated that they could put a large array of solar panels on the roof, although the Community Center has not had any updates to their roof in twenty years.

Steve Beaudoin asked what the life expectancy is of a solar panel. Mr. Nourse stated that it is 40 years for one (1) solar panel.

Mr. Nourse talked about transportation and safety improvements up on Route 11. A signal would be put in place at Nashoba Drive (Cocheco Estates) and there would be sidewalks put in place all the way down to the overpass and eventually there would be sidewalk down all the way to North Main Street. Mr. Nourse stated that there have been nineteen (19) accidents in the last ten years leaving Cocheco Estates. This project exists in the DOT 10-year plan and if it is signed by the Governor within the next year construction could start in 2026. Mr. Nourse stated the other issue is capacity in that area. Currently there are 25,000 daily vehicles, and 1,600 per peak hour. In the DOT 10-year plan, we want to widen the lanes, and if that is signed by the Governor that would occur in 2032. Mr. Nourse stated that these plans are beyond the City's means, and we are currently looking into other funding.

Mr. Nourse talked about the 10-year plan to put in 6,500 ft of brand-new sidewalk on Portland Street.

Mr. Nourse discussed the stormwater and nitrogen permits. In May of 2021, the Great Bay General Permit for Nitrogen was released, twelve (12) communities are subject to this permit and Rochester is one of them. A loading limit of the amount of nitrogen that can go into the Cocheco is at 198 lbs./day. This is based upon our average flows between 2012 and 2016, since then the City of Rochester has grown.

Mr. Nourse discussed the Union Street Parking Lot project where they will maximize stormwater treatment, along with a place setting, green area, and better parking. DPW is currently working on Economic Development and Planning on this project.

Mr. Nourse talked about the Infiltration and Inflow (I&I) that is currently a huge problem everywhere that has old infrastructure. Infiltration is water coming into old sewer pipes. Inflow is illegal dumping of stormwater into the sewer system, it is against our ordinance. Mr. Nourse believes 50% of what we treat here in Rochester is stormwater. Mr. Nourse stated we spend about a half a million dollars on chemicals and electricity treating this. Mr. Nourse stated that within our sewer system master plan we have 25 catchment areas.

Mr. Nourse stated that Round Pond Reservoir is our largest drinking water reservoir out in Barrington. It holds 390 million gallons. Mr. Nourse stated that the water audit and demand study concluded what was already known, and that is in ten (10) years the water demand is going to eclipse what we can get out of our water shed. Mr. Nourse stated they started a campaign about eight (8) years ago to examine the environmental impact of raising the level of the water in Round Pond by ten (10) feet.



Mr. Sylvain called a 5 minute recess at 7:30 p.m.

Mr. Sylvain called the meeting back to order at 7:34 p.m.

## **vi) Economic Development – Mike Scala**

Mike Scala, Director of Economic Development, talked about the current plans that are going on at the Granite State Business Park. Three new buildings totaling over 200,000 square feet; Pella Windows, Prep Partners, and LDI. Mr. Scala also discussed the Scenic Sallinger project, done by Chinburg, that will bring 50 market rate units right to the Downtown and revitalize two of Rochester's historic buildings. These units are slated to prelease starting in December 2021, with a move in date of February 2022. Mr. Scala talked about the Ainslie building at 10 South Main that will have four market rate units with more commercial units available, which will be completed mid to late spring 2022. The Bennett Building located on the corner of N. main and Union Street, which has been paused due to the COVID pandemic, but they are now back to work. Mr. Scala also touched base on Sig Sauer with a plan to open in Spring of 2022.

Mr. Scala discussed the development projects for the future. 38 Hanson Street will have commercial space which would include a tap room. The Old Hoffman building, 45-55 No Main Street, is waiting approval for a 79E and then approval from the Planning Board for 50ish apartments and first floor commercial space. Mr. Scala stated that Economic Development is looking to pursue the redevelopment of Water Street and to provide a pedestrian/vehicular way.

Mr. Scala stated the State has agreed to do the design and engineer work for a new 15,000 square foot, four (4) court-room, Court House on a site out on the Granite State Business Park. This would allow Rochester to take back the cases that they have been sending to Dover. Mr. Scala stated the goal would be for the City of Rochester to get control of the old Court House for redevelopment.

When looking towards the future and moving forward, Mr. Scala stated that all of the Land Use Departments and Boards all seem to share the same vision for redeveloping the City. Mr. Scala touched base on the need for a parking strategy. Mr. Scala stated that we are at a point in our development that we need to start charging for parking to limit the time people spent in a parking space. Mr. Scala stated that housing shortage still exists no matter how many new developments we have. We are working with developers who develop it all. Continue to revitalize the downtown area, business parks, and utilize TIF, 79-E, and the O-zones (opportunity zones).

Mark Collopy asked if there were any plans for between the bridge and Strafford Square. Mr. Scala stated this is called "the gap" and that once the Strafford Square is completed, he believes we will be able to extend our downtown to the circle.

## **V. Master Plans**

Ms. Saunders went over the Master Plans. Ms. Saunders stated that in 2018 the Housing Master Plan was updated and the Economic Development Strategic Plan. In 2020, the Transportation and Downtown Master Plans were updated. This year we have budgeted for the Natural Resources and Cultural Resources Master Plans. In the future we will have to update the Land Use Master Plans which was last updated in 2001. Also, our Recreational Master Plan that was last updated in 2011. A Master Plan that has never been done are Municipal Facilities and Services Chapter that is allowed under the State RSA which looks at City Services and City Capacity and helps to define how the future growth can work throughout the City.

## **VII. Board Elections**

Mr. Sylvain announced on December 6, 2021, it will be his last meeting.

*Mr. Sylvain made a motion to nominate Mark Collopy as Chairman of the Planning Board. David Walker seconded the motion. The motion carried by a unanimous voice vote.*

Mr. Sylvain opened the floor to nominate Vice Chair.

*Mr. Collopy made a motion to nominate Robert May as the Vice Chair of the Planning Board. Mr. Sylvain seconded the motion. The motion carried by a unanimous voice vote.*

Mr. Cox, City Manager, thanked Mr. Sylvain for his many years of service on the Planning Board.

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## **XI. Adjournment**

*Mr. Walker made a motion to adjourn the meeting at 8:00 p.m. Motion seconded by Mr. Collopy. The motion carried by a unanimous voice vote.*

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Respectfully Submitted,

Ashley Greene  
Administrative Assistant II

&

Shanna B. Saunders  
Director of Planning & Development

**Public Safety Committee  
Draft Meeting Minutes  
November 17, 2021  
6:00 PM  
Council Chambers**

**Members Present**

Councilor Don Hamann, Chair  
Councilor Peter Lachapelle  
Councilor Palana Hunt-Hawkins

**Members Absent**

Councilor Jeremy Hutchinson (Unexcused)  
Councilor Chris Rice (Excused)

**Others Present**

Councilor Steven Beaudoin  
Michael Bezanson, PE, City Engineer  
Dan Camara, GIS Asset Mgmt. Technician  
Deputy Chief Gary Boudreau, PD  
Richard Sliwoski, 255 Old Dover Road  
Chris Bowlen, Director of Recreation & Arena  
Kyle Repucci, Superintendent, Rochester  
Schools

**Minutes**

Councilor Hamann brought the meeting to order at 6:00 PM.

- 1. Approve Minutes from October 20, 2021, Public Safety Meeting.**  
*Councilor Lachapelle made a motion to approve the minutes from October 20, 2021. The motion was seconded by Councilor Hunt-Hawkins. Unanimous voice vote carried the motion.*

- 2. Public Input**

Richard Sliwoski of 255 Old Dover Road was present to talk about item number 11 Old Dover Road-Speeding Concerns that items was moved up on the agenda.

- 3. Old Dover Road-Speeding Concerns**

Councilor Hamann summarized. Mr. Richard Sliwoski was present to talk about the speeding concerns on Old Dover Road, the Committee moved this item up on the agenda. Mr. Sliwoski stated that he brought this concern up to Councilor Lachapelle, the Police Commission meeting and the Ward 3 meetings regarding the traffic and noise on Old Dover Road. For the last 20 years there has been an increase in traffic on Old Dover Road and number of people using the road. He stated this is due to a number of things, the expansion of the mobile home park Briar Ridge, an apartment complex that was created with at least 100 units and there is also 19 acres of land for sale that he thinks is going to be developed, that will bring more traffic to the area. The traffic on this road is going to Rochester, Somersworth and Dover and also taking Tebbetts Road, to Old Dover Road,

Whitehouse Road to Maine. He stated depending on the time of day it could be bumper to bumper traffic. He said 70 mph is not unusual for Old Dover Road. He wanted to bring it to this committee's attention. He said first of all you have to educate the drivers of the speed limit, speed limit signs are needed. He said if you go on Blackwater Road to Somersworth onto Old Dover Road to the Somersworth town line you will see no speed limit signs. You don't see a speed limit sign until you get to Old Dover Road by Cormier Drive which is over a mile. Lowell Street and Whitehouse Road is 30 mph and Old Dover Road is 35 mph, he said he is confused as to why some roads 30 and if you are on Tebbetts Road and you head south on Old Dover Road and it's right there. He feels that 40 mph is not appropriate for the level of traffic on Old Dover Road. He thinks the roads should be reevaluated in the area to reduce the posted speed limits. He thinks the speed should be reduced to 35 mph on Old Dover Road and should have speed limit signs placed on the road. The second thing is to put up driver feedback signs or radar signs, it flashed when going too fast to slow down. He said enforcement would go a long way. The third thing he suggested T stops for Lowell Street, Old Dover Road and Whitehouse Intersection. Councilor Lachapelle said that a lot of this area is State maintained. Mr. Bezanson said that Old Dover Road from Tebbetts Road to the Somersworth city line is State maintained. Mr. Sliwoski also mentioned that speed tables might work. He also said the noise of the vehicles is loud. Deputy Chief Boudreau said there is not much that can be done about vehicle noise as that is regulated by State requirements under inspection laws. Mr. Bezanson will talk to the State again about the speed limit in the area.

#### **4. Flat Rock Bridge Road/ Salmon Falls Road Intersection Safety Concerns (kept in committee)**

Councilor Hamann summarized the issue. Mr. Bezanson said that this past month he was able to talk to the surveyor that completed a survey in the area of this intersection. One of the issues discussed was the width of the City's rights-of-way. The width of both Flat Rock Bridge Road and Salmon Falls Road rights-of-way were shown on the survey as being 4 rods wide, which equals 66 feet in width. That coordinates well with the tax maps for Flat Rock Bridge Road, but not Salmon Falls Road. They talked about how the surveyors concluded that Salmon Falls Road was a 4 rod right-of-way, and they agreed to provide documentation. Mr. Bezanson also asked the surveyor for a proposal to survey the entire intersection, not only for the immediate safety concerns, but also to plan for repaving Flat Rock Bridge Road at this intersection in the near future. Councilor Hamann asked if they could put a "no parking" sign up. Mr. Bezanson said that until the right-of way is conclusively determined it would be difficult to enforce. Councilor Lachapelle said he does not want to put up a sign to put a sign up, would like to wait until concrete information that way it can be enforced. Deputy Chief Boudreau said he received an email on Monday from the original complainant with a picture of a mobile tool truck parked near the property, but by the time the police got there it was gone. She stated in the email that the property at 107 Salmon Falls Road has been sold and she included the new

owners in the email. This was kept in committee until resolved; as Mr. Bezanson gets information he will update the Committee.

**5. Washington Street (Route 202), Estes Road Intersection-Reduced speed and stop light request**

Councilor Hamann summarized the issue. Mr. Bezanson said there was an opportunity to apply to NHDOT for a Road Safety Audit. He stated the Police Department pulled the crash reports together and now they should be ready to submit the application, probably by the end of this week. There are two reasons that an application for this intersection is able to be submitted at this time: first, there was a recent fatality at the intersection, and, second, the prior safety improvements at the intersection were completed in May 2016, which meets the requirement of more than 5 years ago.

**6. Squamanagonic Gate Discussion**

Councilor Hamann summarized the issue. Councilor Lachapelle admitted that during the initial conversation the Disc Golf community was not included, but he's glad they have been involved in recent discussions. He stated he is still for having the gate. He knows Disc Golf brings a lot of value to the site and great exercise. He said they could walk to the site and signs can help to know when it *is open*. Chris Bowlen Director of Recreation & Arena was at the meeting to discuss the alternatives and he stated that Disc Golf folks spoke with the Recreation Commission this past week. They are working with them to make this a formal group, it's a newer activity in this area, more formalized out west. Looking for a formal agreement for next year. Mr. Bowlen said that they were asked to look into an automatic gate by the City Manager. They are looking into the gate options; power will have to be reintroduced to the site. Mr. Bowlen said they would like to keep the hours at one half hour before sunrise and one half hour after sunset. He thinks they're on their way to solving this issue. He would like to keep this in committee and Mr. Bowlen will get cost numbers for the gate as soon as he gets the information he will bring to the Committee. **(kept in committee)**

**7. Lowell Street-Signage area of Arena (kept in committee)**

This was moved up on the agenda, Mr. Bowlen was present to discuss this request as well. Councilor Hamann summarized the issue. Mr. Bowlen said the request was brought up by Mr. Edgerly, a neighbor at 48 Lowell Street, who has been very helpful with the parking plan at the arena for big events. He stated that traffic coming from Route 125 on Lowell Street come up over a rise in the road. When pulling out of a driveway onto Lowell Street in this area It is difficult to see vehicles coming from either direction with obstructing views like utility poles and signs. This was kept in committee to come up with appropriate signage for the arena.

**8. Charles Street-Request for “no parking between hours of 2:30 PM and 3:30 PM” on northbound side of Charles Street between Academy and Hope on Haven Hill Driveway**

Councilor Hamann summarized the issue. Councilor Steven Beaudoin said he originally submitted this request. He said he drives this area all the time. He said vehicles back up on Charles Street waiting to make a left turn at Granite Street for afternoon pick-up at the William Allen School, and there is no way to go around these vehicles on the right when there are vehicles parked there. He thought if there were designated “no parking” signs for the hours that the children get picked up, through traffic could pass around the vehicles waiting to turn left. He stated that recently it has been better than it used to be; usually it works, just not when cars are parked there. Councilor Hamann said that 5 years ago the principal sent out notices to parents regarding pick-up time. Superintendent Repucci was present to discuss this issue. He said staggered pick up for different grade levels doesn’t seem to work because some parents have more than one child attend the school and wouldn’t want to pick them up separately. Mr. Repucci mentioned efforts underway to address parking around the Maple Street Magnet School. Mr. Repucci said he is more concerned about Chamberlain Street School; they are backed up on the main road where through traffic tends to pass at high rates of speed around vehicles waiting to turn into the school, creating a safety issue for student and parent pedestrians. Councilor Hamann asked if a letter could be sent out about pick up and again in January. Mr. Repucci will continue messaging to parents. **(kept in committee)**

**9. Autumn Street Safety Issues and Request to Install Sidewalks (kept in committee)**

Councilor Hamann summarized the issue. This agenda item will be brought up tomorrow evening at the Public Works & Buildings Committee meeting.

**10. Portland Street and Salmon Falls Road-Requesting 4-way signs to be added to the “stop” signs**

Councilor Hamann summarized the issue. Mr. Bezanson said that the MUTCD speaks to this; such intersections should have “ALL WAY” signs installed below the “STOP” signs, rather than “4-WAY” signs. Mr. Bezanson will have DPW replace/reinstall the proper signage.

**11. Tebbetts Road and Blackwater Road Intersection-Safety Concerns**

Councilor Hamann summarized the issue. Councilor Lachapelle said the resident across the street has a couple of concerns. One of the concerns is the brush is growing back again. The resident was wondering if a guardrail would be able to be installed. They also would like a streetlight installed at the Blackwater/Tebbetts Road intersection. ***Councilor Lachapelle made a motion to install a streetlight at the intersection of Blackwater Road and Tebbetts Road. The motion was seconded by Councilor Hunt-Hawkins. Unanimous voice vote carried the motion.*** Mr. Bezanson will look into the guardrail request. Mr. Bezanson will have DPW trim the brush in the area.

**12. Old Dover Road-Speeding Concerns**

The Committee revisited the Old Dover Road speeding issue. Deputy Chief Boudreau will have the speed trailer placed in the area. Councilor Beaudoin asked how much the radar signs are. Deputy Chief Boudreau said he had been looking into the cost; there are several different options with different price ranges.

**13. Chamberlain Street Speeding Concerns**

Councilor Hamann summarized the issue. Not much that can really be done in this area. Deputy Chief Boudreau will see if they can put the speed trailer out before they put it away for the winter.

**14. E911 Update**

No Update

**15. Emergency Management Update**

No Update

**16. Other**

**Tebbetts Road**

Councilor Hamann summarize the issue. A resident sent a letter to the City regarding the Tebbetts Road renumbering issue, but also mentioned a safety concern with truck traffic on the road. 16 and 18 wheeled trucks use Tebbetts Road as shortcut to/from Route 108. Tebbetts Road is a narrow residential road with ditches close to the road on both sides. The road is not in good condition; and, the question was asked whether there is a weight limit on this road. It was mentioned that there is State policy regarding truck travel within one mile of established truck routes. Mr. Bezanson said if there is an issue with the condition of the road, weight restrictions can be applied. **(kept in committee)**

**Brock Street - Holy Rosary Cemetery**

Councilor Hamann summarized the issue. People park in front of the mausoleum on Brock Street; people park there because they are picking up their children from school. Deputy Chief Boudreau said you can't park in front of a driveway. Deputy Chief Boudreau said the church can put "no trespassing" signs on their property.

Councilor Hamann adjourned the meeting at 7:23 PM.

***The minutes were respectfully submitted by Laura J. McDormand, Admin. Assistant II.***





**Blaine Cox**

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**From:** Cassie Givara  
**Sent:** Monday, November 15, 2021 9:25 AM  
**To:** Blaine Cox  
**Subject:** FW: RENUMBERING TEBBETTS ROAD

Elvira Knowlton reached out to me regarding the public hearing tomorrow. She will be unable to attend and wanted to know if we could read her correspondence (below). I do have her original email from May if you need that as well.

**From:** jack.knowlton@myfairpoint.net <jack.knowlton@myfairpoint.net>  
**Sent:** Sunday, November 14, 2021 7:26 PM  
**To:** Cassie Givara <cassie.givara@rochesternh.net>  
**Subject:** RENUMBERING TEBBETTS ROAD

**To:** City Council Public Hearing

We reside at 197 Tebbetts Road. Unfortunately we are unable to attend the Public Hearing being held on 11/16/21 regarding renumbering Tebbetts Road. We would very much appreciate our following comments be presented at this meeting:

- (1) Re-submit our original concerns outlined in our email to you at the first Hearing in May of this year.
- (2) As stated in our first email, our house is the last one on Tebbetts Rd. before you reach Route 108. Next to us is the cemetery, so no other homes can be built from our property to Rt. 108. We cannot see any reason why our number should be changed from 197 to 191.
- (3) There were at least 2 or 3 times since living here when it was necessary for us to call an ambulance and Fire Dept. and in those instances, they were here in seconds. There was no problem finding our house.
- (4) As far as safety is concerned, besides construction trucks, etc., there are Interstate 16 and 18 wheeler tractor-trailers that use Tebbetts Rd. as a shortcut to reach businesses on Rt. 108.

This road is a narrow, secondary, residential Road. It gets more narrow as it gets closer to 108. There is a ditch on each side of the road from approximately our home to 108. The ditch starts at least 8 inches from the end of the blacktop on each side of the road. There probably should be a safety engineer here to check safety issues, especially if more housing units are being planned. However, it is still dangerous now as these tractor-trailers move right along up and down Tebbetts Rd. Is there a weight limit for trucks using this road? Also our road is not in good condition to handle this heavy tractor-trailer traffic.

There is a new company under construction at the Granite State Business Park located off Rt. 108 behind the Rochester Airport. We believe the name is Prep Partners, a warehouse and distribution center to deliver marketing products to retailers, etc. We believe they will also lease other parts of their building to other businesses. Does this mean there will be tractor-trailers going to and from this company and using Tebbetts Rd as a shortcut?

SAFETY  
FOR  
TRUCKS  
  
H R  
Cemetery

The above and our original concerns are being submitted regarding renumbering Tebbetts Road. Thank you.

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left blank...*

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City Clerk's Office

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**Public Works and Buildings Committee**  
**City Hall Council Chambers**  
**Meeting Minutes**  
**November 18, 2021**

**MEMBERS PRESENT**

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

**OTHERS PRESENT**

Councilor Steve Beaudoin  
Peter C. Nourse PE, Director of City Service  
Daniel Camara, GIS / Asset Management  
Carol Petrosevich (sp?)

**MINUTES**

Councilor Walker called the Public Works and Building Committee to order at 7PM

**1. Public Input**

Carol Petrosevich requested fluoridation removed permanently from the Rochester Public Water System. She stated she opposed the greater good argument and stated individual freedom should prevail as prescription fluoride is available for those that want it. She briefly discussed her understanding of health concerns associated with fluoridation in water systems. Councilor Walker asked Mr. Nourse to explain the process to permanently cease adding fluoride to the system. Mr. Nourse explained that in 1968 there was a ballot vote to add fluoride to the water system. He explained that there is a General Fluoride RSA, 485:1 4, which discusses the requirements for either the addition or removal of fluoride from public water systems. He explained that to either remove or add fluoride to the system a majority vote of the general public must occur. For the vote to occur a proposal or petition that includes signatures from 10% of the City's registered voters would need to be submitted which would result in a ballot vote. After the vote a three year moratorium would be in place before it could go to vote again. Councilor Walker explained that once the petition is received by the City Council, the City would verify that the signatures met the 10% of registered voter criteria, and it would then be added as a ballot item. Councilor Gray stated that the City Council could also add items for vote to a ballot, but he stated they would need to have legal assistance when writing to assure that proper language was used. He stated the City Clerk would verify the registered voter status of petition signatures. Councilor Gray stated that it would be two years until the next election and he stated he would assist her with questions if she had them during preparation. Mr. Nourse stated that there is a fact sheet on Fluoride in Water Systems available at NHDES and he cited the website <http://www.des.nh.gov/>.

**2. Rt. 202A Water Main Extension & Water Tank Project**

Mr. Nourse stated that this project will extend the water system to approximately 150 additional households. A graphic showed the route of the extension from

Rt202/Washington Street, through the Highfields Development to Bickford Road and out to Rt. 202A. The graphic also showed the available tie in for Dustin Homestead and the extensions on Winkley Farm Road and Fiddlehead Lane. Mr. Nourse explained that the City now has Fee Title ownership of the lot necessary for the atmospheric water storage tank construction. He stated that the construction contractor award has been made to the lowest prequalified bidder. Mr. Nourse stated that there is a preconstruction meeting scheduled for the week after Thanksgiving and expects some work to begin this year. He stated that the contract allows 648 days for project completion. Mr. Nourse explained that separate from the construction contract a water line to the tank site along with a temporary road will be constructed across from property. He stated that the City is using the ARPA Funds for the water main and temporary road. He explained that for the project a temporary easement has been arranged to access the tank site from Hussey Hill Road. He stated this access will minimize any negative road impacts to Highfield Commons. Councilor Walker stressed the need for documentation on the existing conditions of the Fillmore Drive Road. Councilor Beaudoin asked the cost for the total project. Mr. Nourse stated that it is approximately \$12.7 million. He further stated that Drinking Water Trust Fund and the Mtbe Bureau are paying approximately 70% of the total project cost and individual homeowners are paying for the actual tie-ins to their properties.

**3. Colonial Pines Phase 3 Sewer Extension Project**

Mr. Nourse displayed the graphic of the four phases of this sewer extension project. He explained Phase 1 to bring sewer under the Spaulding Turnpike was completed in 2018-2019 and Phase 2 which brought sewer to approximately 100 homes in the Colonial Pines Community was completed in 2020-2021. He stated that Phase 3 construction, which will tie in approximately 70 homes to the sewer system, has been awarded to the contractor and is set to begin this winter. Councilor Walker asked if we would be surveying the Phase 4 homes to see if they are still interested. Mr. Nourse stated that we will be sending out surveys to that section of the neighborhood when it gets a little closer. He stated Phase 4 is a new section of the neighborhood and homes are further from the main. He explained that some homes are outside the 100ft that requires tie-in. Councilor Beaudoin asked for an explanation of the process to opt out if a home is in within 100ft. Mr. Nourse explained that homes within 100 feet of the new sewer main will qualify for an exemption if their systems were designed and built in 1985 or newer and they can provide documentation from a certified septic inspector that the system is in good working order. Councilor Beaudoin asked if a home's leach field was rebuilt in 2011, would an exemption be possible with a certification that it was in good working order. Mr. Nourse stated he would get back to the Councilor with an answer.

**4. Roadway Intersection Projects**

**Strafford Square** - Mr. Nourse stated that Strafford Square Utility Relocation Project is underway in advance of the Strafford Square Intersection Project. He stated that this portion of the project replaces very old water and sewer lines, installs underground duct banks for electrical, phone and cable to be moved underground. He stated that the roadway portion of the project will go out to bid in the spring of 2022 and should be completed in 2023. Mr. Nourse stated that there has been few complaints during this period of construction. He stated there has been a few incidents in the early stages of construction, but overall it is running pretty smoothly. He believes the contractor is

doing an excellent job managing the traffic in this extremely busy area. Councilor Beaudoin asked if we were replacing homeowner lateral sewer and water connections. Mr. Nourse stated that if the homeowner wanted the lines replaced then we are doing that. He stated that we have replaced one lead water connection so far. Councilor Rice stated he believes the project is going well and the contractor is keeping the traffic flowing as discussed previously. Councilor Rice asked if progression photos have been taken. Mr. Nourse said the contractor is taking photos as is typical, but there is no stationary camera doing a time lapse series.

**Tebbetts Road/Old Dover Road** – Mr. Nourse stated that in 2020 Road Safety Audit. He stated that the City had requested it due numerous accidents, including a fatality in 2019. The Audit has suggested a roundabout at this location and the City has an agreement for a Highway Safety Improvement Project (HSIP) in the works with NHDOT. He stated that this program will fund the project for 90% and the City would pay the other 10%.

**Little Falls Bridge Road / Chestnut Hill Road** – Mr. Nourse stated that the right turn lane has been added with some reconfiguration of this intersection and the project is nearly completed.

**Betts Road / Cross Road** – Mr. Nourse stated that there has been numerous concerns at the Public Safety Committee regarding this intersection. He stated the improvements are in preliminary design phase and work to improve safety and to T up the intersection should be in construction in 2022.

**Washington Street (Rt. 202) / Estes Road** – Mr. Nourse stated that this is a State Road and this intersection averages 5 significant crashes per year and recently a fatal crash occurred. He stated that the City has requested a Road Safety Audit. He said in recent years at the request of the City the State of NH did acquire and remove the house on the corner and they removed trees and brush to assist with sight distance at the intersection. Mr. Nourse stated that he believes this project will also qualify as an NHDOT HSIP project with the 90/10 funding split.

**Milton Rd / Amarosa Drive** – The conceptual design for improvements is underway. He stated that traffic from the Sig Saur project will significantly impact this intersection and the consultant is planning for those impacts. Mr. Nourse explained that this too may be recommended for a roundabout.

**Walnut Street (Rt202A) /Estes Road / Meaderboro Road** – Mr. Nourse stated that this is also a State Road and that this is also a problematic intersection. He said we may be requesting funds for improvement to this intersection in fiscal year 2025.

## 5. New DPW Facility Update

Mr. Nourse stated that construction is above 93% complete and the Certificate of Occupancy is tentatively scheduled for December 8, 2021. Mr. Nourse explained that the move of operations will be staggered over the next several months, with the administrative group moving first. Mr. Nourse explained that he did reject the installation of the carpeting in the administrative spaces. He stated improper installation and product defects as the problem. Mr. Nourse stated that we will be working on punch list items with the engineers and contractor. Councilor Rice asked the status of the contingency funds. Mr. Nourse stated that contingency remaining is 66%. Councilor Walker asked who will have to pay for the carpeting errors. Mr. Nourse stated there will be some negotiating but the City will not be paying for the improper installation. He

stated that in regards the carpeting defects we will have to see as the manufacturer has not accepted full responsibility to date. Councilor Hamann asked about the sander hanger installations. Mr. Nourse stated the architects are looking closely at the design prior to endorsing. Once they endorse it we will get the pricing and complete a change order. Councilor Walker asked about final completion dates. Mr. Nourse stated coordination of inspections and commissioning are slow, with many pieces needing to fall into place. Councilor Walker requested a final tour. Mr. Nourse stated there is a tour with the new Mayor on December 3. Councilor Walker suggested the Committee go as well. Mr. Nourse stated he would send an invite. Councilor Beaudoin asked if the Police Department would fuel vehicles at the new facility. Mr. Nourse stated that all City vehicles will use the new fuel station. Councilor Walker asked status of Phase II Site Assessment at the Old Facility. Mr. Nourse stated that the Phase 2 assessment has been in progress with groundwater monitoring wells installed and data is being collected. The draft report will be submitted soon and sent to EPA for approval.

**6. Other:**

**Autumn Street** – Sidewalk installation request. Mr. Nourse stated that the Transportation Master Plan shows it as an area that may warrant a sidewalk. The sidewalk would cost approximately \$1 Million for 6500 feet of sidewalk to connect Autumn Street to Salmon Falls Road and out to Highland. This might be a situation for a TAP Grant. Mr. Nourse stated that the DPW budgets annually for existing sidewalk rehabilitation, but new sidewalks would be budgeted individually in the CIP. The Committee discussed several areas of sidewalks and the plans for each.

**Part-Time Construction Inspector Position** – Mr. Nourse stated the position has been filled with a highly qualified individual. The will be starting with us in Feb

**Cocheco Well Upgrade** – Mr. Nourse informed the Committee that we have received State ARPA funds in the amount of \$1.68 million toward the upgrades that are necessary for the treatment of Manganese as a primary contaminant. The project is estimated at \$5.6 million.

**Commercial Drivers Licenses** – Mr. Nourse informed the Committee that the new Federal Motor carrier rules will require our new drivers to have formal in class and driving instruction. He stated that previously this training was done in house and now we will be have to contract that service out. He further stated that there will be fees associated and will impact our training budgets.

*Councilor Hamann made a motion to adjourn at 8:01 PM. Councilor Rice seconded the motion. The motion passed unanimously.*

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

## **REPEAL THIS ENTIRE SECTION**

### **§ 275-27.3**

#### **Impact fees.**

A. Purpose. This section is enacted pursuant to RSA 674:16 and 674:21: [Amended 1-7-2020]

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

B. Authority. [Amended 1-7-2020]

(1) Impact fees may be assessed to new development to compensate the City of Rochester and the School Department for a proportionate share of the cost of the capital facility needs occasioned by new development. Any person who seeks a building permit for new development may be required to pay an impact fee in the manner set forth herein.

(2) The Planning Board may, as a condition of approval of any subdivision or site plan, and when consistent with applicable Board regulations, require an applicant to pay an impact fee for the applicant's proportional share of public facilities affected by the development.

(3) Nothing in this section shall be construed to limit the authority of the Planning Board or the City to require exactions for off-site improvements, other conditions of approval, or to assess other fees governed by other statutes, ordinances, or regulations.

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

#### **IMPACT FEE**

A fee or assessment imposed upon development, including subdivision or building construction, in order to help meet the needs occasioned by that development for the construction or improvement of capital facilities owned or operated by the City of Rochester or the Rochester School Department, including and limited to water treatment and distribution facilities; wastewater treatment and disposal facilities; sanitary sewers; stormwater, drainage and flood control facilities; public road systems and rights-of-way; municipal office facilities; public school facilities; public safety facilities; solid waste collection, transfer, recycling, processing and disposal facilities; public library facilities; and public recreational facilities not including public open space. [Amended 1-7-2020]

#### **NEW DEVELOPMENT**

(1) An activity that results in any one of the following:

(a) The creation of a new dwelling unit or units;

(b) The conversion of a legally existing use, or additions thereto, which would result in a net increase in the number of dwelling units;

(c) Construction resulting in a new nonresidential building or a net increase in the floor area of any nonresidential building; or

(d) The conversion of an existing use to another use if such change results in an increase in the demand on public capital facilities that are the subject of impact fee assessments. [Amended 1-7-2020]

(2) New development shall not include the replacement of an existing manufactured home or the reconstruction of a structure that has been destroyed by fire or natural disaster where there is no change in size, density, type of use, and where there is no net increase in demand on public capital facilities.

#### OFF-SITE IMPROVEMENTS

Highway, drainage, sewer, or water upgrades or improvements that are necessitated by a development but which are located outside the boundaries of the property, as determined by the Planning Board during the course of subdivision or site plan approval. [Added 1-7-2020]

#### D. Assessment methodology.

(1) Proportionality. The amount of the impact fee shall be calculated by the Planning Board to be a proportional share of municipal capital improvement costs which is reasonably related to the capital needs created by the development, and to the benefits accruing to the development from the capital improvements financed by the fee. The Planning Board may prepare, adopt, or amend studies or reports that are consistent with the above standards, and which define a methodology for impact fee assessment for public capital facilities, and impact fee assessment schedules therefor.

(2) Existing deficiencies. Upgrading of existing facilities and infrastructure, the need for which is not created by new development, shall not be paid for by impact fees.

#### E. Administration.

(1) Accounting. In accord with RSA 673:16, II, and 674:21, V(c), impact fees shall be accounted for separately, shall be segregated from the City's general fund, may be spent upon order of the City Council, and shall be used solely for the capital improvements for which they were collected, or to recoup the cost of capital improvements made in anticipation of the needs which the fees were collected to meet. In the event that bonds or similar debt instruments have been or will be issued by the City of Rochester or the Rochester School District for the funding of capital improvements that are the subject of impact fee assessment, impact fees from the appropriate related capital facility impact fee accounts may be applied to pay debt service on such bonds or similar debt instruments.

(2) Assessment. All impact fees imposed pursuant to this section shall be assessed at the time of Planning Board approval of a subdivision plan or site plan. When Planning Board approval is not required, or has been made prior to the adoption or amendment of the impact fee ordinance, impact fees shall be assessed prior to, or as a condition for, the issuance of a building permit or other appropriate permission to proceed with development, as determined by the Building Inspector. Impact fees shall be intended to reflect the effect of development upon municipal and/or school facilities at the time of the issuance of the building permit. [Amended 1-7-2020]

(3) Security. In the interim between assessment and collection, the Building Inspector may require developers to post bonds, issue letters of credit, accept liens, or otherwise provide suitable measures of security so as to guarantee future payment of assessed impact fees.



(4) Collection. Impact fees shall be collected as a condition for the issuance of a certificate of occupancy. If no certificate of occupancy is required, impact fees shall be collected when the development is ready for its intended use. Nothing in this section shall prevent the Building Inspector, with the approval of the Planning Board, and the assessed party from establishing an alternate, mutually acceptable schedule of payment. [Amended 1-7-2020]

(5) Refund of fees paid. The current owner of record of property for which an impact fee has been paid shall be entitled to a refund of that fee, plus accrued interest, under the following circumstances:

(a) When either the full or partial portion of the impact fee, whichever is applicable, has not been encumbered or legally bound to be spent for the purpose for which it was collected within a period of six years from the date of the full and final payment of the fee; or

(b) When the City of Rochester or, in the case of school impact fees, the Rochester School District has failed, within the period of six years from the date of the full and final payment of such fee, to appropriate its proportionate non-impact fee share of related capital improvement costs.

#### F. Appeals.

(1) A party aggrieved by a decision made by the Building Inspector regarding the assessment or collection of impact fees authorized by this section may appeal such decision to the Planning Board.

(2) In accord with RSA 676:5, III, appeals of the decision of the Planning Board in administering this section may be made to Superior Court, as provided in RSA 676:5, III, and 677:15.

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

(1) An applicant may request a full or partial waiver of school impact fees for those residential units that are lawfully restricted to occupancy by senior citizens age 55 or over in a development that is also maintained in compliance with the provisions of RSA 354-A:15, Housing for Older Persons. The Planning Board may waive school impact fee assessments on such age-restricted units where it finds that the property will be bound by lawful deeded restrictions on occupancy by senior citizens age 62 or over for a period of at least 20 years. [Amended 1-7-2020]

(2) A person may request a full or partial waiver of impact fees for construction within a subdivision or site plan approved by the Planning Board prior to the effective date of this section. Prior to granting such a waiver, the Planning Board must find that the proposed construction is entitled to the five-year exemption provided by RSA 674:39, pursuant to that statute. This waiver shall not be applicable to phases of a phased development project where active and substantial development, building and construction has not yet occurred in the phase in which construction is proposed. [Amended 3-5-2019]

(3) The Planning Board may agree to waive all or part of an impact fee assessment and accept in lieu of a cash payment a proposed contribution of real property or facility improvements of equivalent value and utility to the public. Prior to acting on a request for a waiver of impact fees under this provision that would involve a contribution of real property or the construction of capital facilities,

the Planning Board shall submit a copy of the waiver request to the City Council for its review and consent prior to its acceptance of the proposed contribution. The value of contributions or improvements shall be credited only toward facilities of like kind and may not be credited to other categories of impact fee assessment. The applicant shall pay all costs incurred by the City for the review of such proposal, including consultant and counsel fees.

(4) The Planning Board shall waive all of an impact fee assessment for properties located in the Downtown Commercial District, with the district boundaries defined as the boundaries that exist at the time of the approval of this amendment.

[Amended 1-7-2020]

(5) The impact fee assessment for accessory dwelling units shall be waived with the stipulation that this waiver is reviewed every two years.

[Added 1-7-2020]



12/02/2021

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

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

**Resolution Authorizing Certain Renumbering on Tebbetts Road**

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

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

284 Pickering Road becomes 5 Tebbetts Road

5 Tebbetts Road becomes 11 Tebbetts Road

10 Tebbetts Road becomes 26 Tebbetts Road

12 Tebbetts Road becomes 28 Tebbetts Road

14 Tebbetts Road becomes 40 Tebbetts Road

36 Tebbetts Road becomes 94 Tebbetts Road

50 Tebbetts Road becomes 0 Tebbetts Road

42 Tebbetts Road becomes 112 Tebbetts Road

47 Tebbetts Road becomes 115 Tebbetts Road

44 Tebbetts Road becomes 116 Tebbetts Road

57 Tebbetts Road becomes 121 Tebbetts Road

53 Tebbetts Road becomes 125 Tebbetts Road

59 Tebbetts Road becomes 133 Tebbetts Road

70 Tebbetts Road becomes 152 Tebbetts Road

74 Tebbetts Road becomes 158 Tebbetts Road

76 Tebbetts Road becomes 164 Tebbetts Road

78 Tebbetts Road becomes 170 Tebbetts Road

81 Tebbetts Road becomes 179 Tebbetts Road

85 Tebbetts Road becomes 183 Tebbetts Road

86 Tebbetts Road becomes 188 Tebbetts Road

88 Tebbetts Road becomes 190 Tebbetts Road  
87 Tebbetts Road becomes 191 Tebbetts Road  
91 Tebbetts Road becomes 199 Tebbetts Road  
94 Tebbetts Road becomes 200 Tebbetts Road  
95 Tebbetts Road becomes 203 Tebbetts Road  
97 Tebbetts Road becomes 211 Tebbetts Road  
100 Tebbetts Road becomes 216 Tebbetts Road  
106 Tebbetts Road becomes 234 Tebbetts Road  
122 Tebbetts Road becomes 251 Tebbetts Road  
125 Tebbetts Road becomes 261 Tebbetts Road  
127 Tebbetts Road becomes 267 Tebbetts Road  
131 Tebbetts Road becomes 275 Tebbetts Road  
130 Tebbetts Road (Ranch) becomes 274 Tebbetts Road  
130 Tebbetts Road (New Englander) becomes 280 Tebbetts Road  
133 Tebbetts Road becomes 287 Tebbetts Road  
142 Tebbetts Road becomes 290 Tebbetts Road  
141 Tebbetts Road becomes 309 Tebbetts Road  
143 Tebbetts Road becomes 319 Tebbetts Road  
145 Tebbetts Road becomes 345 Tebbetts Road  
178 Tebbetts Road becomes 358 Tebbetts Road  
197 Tebbetts Road becomes 379 Tebbetts Road  
Lot 0244-0005-0006 becomes 294 Tebbetts Road  
Lot 0244-0005-0005 becomes 302 Tebbetts Road

Lot 0243-0005-0004 becomes 308 Tebbetts Road

Lot 0244-0005-0003 becomes 314 Tebbetts Road

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

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City Clerk's Office

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# PLANNING & DEVELOPMENT DEPARTMENT

City Hall Annex – First Floor

33 Wakefield Street

Rochester, New Hampshire 03867-1917

(603) 335-1338 - Fax (603) 335-7585

Web Site: [www.rochesternh.net](http://www.rochesternh.net)

Planning & Zoning  
Conservation Commission  
Historic District Commission  
Arts & Culture Commission

September 27, 2021

## RE: Tebbetts Road Address Reassignment

Dear E-911 Committee:

This letter is to provide a draft address reassignment list for Tebbetts Road to the E-911 Committee for review and confirmation.

The draft addresses for all purposes (emergency services, mail, official records, etc) are:

Map Lot	Existing Address	Proposed Address Reassignment
0257-0044	284 PICKERING RD	5 TEBBETTS (We recommend this as the Pickering Rd Drive is not on their property)
0257-0060	2 TEBBETTS ROAD	(stays the same)
0257-0061	0 TEBBETTS ROAD	
0257-0043	0 TEBBETTS ROAD	
0257-0042	5 TEBBETTS ROAD	11 TEBBETTS RD
0257-0066	0 TEBBETTS ROAD	
0257-0062	8 TEBBETTS ROAD	18 TEBBETTS ROAD
0257-0063	10 TEBBETTS ROAD	26 TEBBETTS ROAD
0257-0064	12 TEBBETTS ROAD	28 TEBBETTS ROAD
0257-0065	14 TEBBETTS ROAD	40 TEBBETTS ROAD
0257-0066	0 TEBBETTS ROAD	46 TEBBETTS ROAD
0253-0085	0 TEBBETTS ROAD	
0253-0086-0014	36 TEBBETTS ROAD	94 TEBBETTS ROAD
0253-0086	50 TEBBETTS ROAD	
0253-0086-0013	42 TEBBETTS ROAD	112 TEBBETTS ROAD
0253-0082	47 TEBBETTS ROAD	115 TEBBETTS ROAD
0253-0087	44 TEBBETTS ROAD	116 TEBBETTS ROAD
0253-0081	57 TEBBETTS ROAD	121 TEBBETTS ROAD
0253-0080	53 TEBBETTS ROAD	125 TEBBETTS ROAD
0253-0079	59 TEBBETTS ROAD	133 TEBBETTS ROAD

Map Lot	Existing Address	Proposed Address Reassignment
0253-0008	70 TEBBETTS ROAD	152 TEBBETTS ROAD
0253-0009	74 TEBBETTS ROAD	158 TEBBETTS ROAD
0253-0047	0 TEBBETTS ROAD	
0253-0010	76 TEBBETTS ROAD	164 TEBBETTS ROAD
0253-0011	78 TEBBETTS ROAD	170 TEBBETTS ROAD
0253-0047-0001	81 TEBBETTS ROAD	179 TEBBETTS ROAD
0253-0047-0002	85 TEBBETTS ROAD	183 TEBBETTS ROAD
0253-0012	86 TEBBETTS ROAD	188 TEBBETTS ROAD
0253-0013	88 TEBBETTS ROAD	190 TEBBETTS ROAD
0253-0047-0003	87 TEBBETTS ROAD	191 TEBBETTS ROAD
0253-0047-0004	91 TEBBETTS ROAD	199 TEBBETTS ROAD
0253-0014	94 TEBBETTS ROAD	200 TEBBETTS ROAD
0253-0047-0005	95 TEBBETTS ROAD	203 TEBBETTS ROAD
0253-0047-0006	97 TEBBETTS ROAD	211 TEBBETTS ROAD
0253-0047	0 TEBBETTS ROAD	
0253-0015	100 TEBBETTS ROAD	216 TEBBETTS ROAD
0253-0016	106 TEBBETTS ROAD	234 TEBBETTS ROAD
0253-0037	122 TEBBETTS ROAD	251 TEBBETTS ROAD
0253-0036	125 TEBBETTS ROAD	261 TEBBETTS ROAD
0253-0035	127 TEBBETTS ROAD	267 TEBBETTS ROAD
0253-0034	131 TEBBETTS ROAD	275 TEBBETTS ROAD
0253-0029	130 TEBBETTS ROAD (Ranch)	274 TEBBETTS ROAD (two SFH on one lot)
0253-0029	130 TEBBETTS RD (New Englander)	280 TEBBETTS ROAD (two SFH on one lot)
0253-0029	130 TEBBETTS (Commercial building)	286 TEBBETTS ROAD
0253-0033	133 TEBBETTS ROAD	287 TEBBETTS ROAD
0244-0005	142 TEBBETTS ROAD	290 TEBBETTS ROAD
0244-0005-0006	NEW PARCEL	294 TEBBETTS ROAD
0244-0005-0005	NEW PARCEL	302 TEBBETTS ROAD
0243-0058	141 TEBBETTS ROAD	309 TEBBETTS ROAD
0243-0005-0004	NEW PARCEL	308 TEBBETTS ROAD
0244-0005-0003	NEW PARCEL	314 TEBBETTS ROAD
0243-0057	143 TEBBETTS ROAD	319 TEBBETTS ROAD
0244-0005-0002	NEW PARCEL	(large frontage, need to wait for driveway location)
0243-0056	145 TEBBETTS ROAD	345 TEBBETTS ROAD (TWO DRIVEWAYS)
0244-0005-0001	178 TEBBETTS ROAD	358 TEBBETTS
0243-0054	197 TEBBETTS ROAD	379 TEBBETTS ROAD



12/02/2021

## City of Rochester Formal Council Meeting

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

#### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

**Resolution in Support of New Hampshire Department of Transportation (NHDOT) Exit 10 Feasibility Study**

WHEREAS: The NHDOT 2023-2032 Ten Year Transportation Improvement Plan includes an update to the Exit 10 Feasibility Study for preliminary engineering;

WHEREAS: The Rochester City Council continues to support the opportunity for a new exit off the Spaulding Turnpike that would improve transportation access to our community, compliment land development, and contribute to economic development for Rochester and the Region; and

WHEREAS: The City of Rochester stands ready to support officials of NHDOT in partnership to move this important transportation project to implementation;

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

The City of Rochester urges the Governor, Executive Council, and Legislature to approve the update to the NHDOT 2023-2032 Ten Year Transportation Improvement Plan regarding the Exit 10 Feasibility Study and further urge that the creation of Exit 10 be move expeditiously.

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City Clerk's Office

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12/02/2021

## City of Rochester Formal Council Meeting

### AGENDA BILL

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

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COMMITTEE	
CHAIR PERSON	

#### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

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

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**



## Proposal: An alternative to the Exit Ten study currently in the Statewide Ten Year Plan

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### Executive Summary

We propose that the funds currently programmed for a feasibility study of an exit ten from the Spaulding Turnpike be invested in a wider study of the transportation barriers that are impacting economic development, accessibility for people, and mobility of freight in the Dover-Rochester NH-ME urbanized area. This is the area that would have been served by a new exit between the existing exit nine in Dover and exit eleven in Rochester.

### General Study area

Dover--Rochester, NH--ME census urbanized area, including:

- Dover, Somersworth, Rollinsford, and Rochester New Hampshire,
- Connections with Lebanon, Berwick, South Berwick, and Eliot Maine

### Scope Elements

General study scope:

- Partner with municipalities, Strafford RPC in New Hampshire, and Southern Maine Planning & Development Council to
  - Use 2020 census for up-to-date demographic analysis and population projections
  - Analyze regional travel demand for employment
- Conduct outreach to regional stakeholders to identify transportation bottlenecks affecting
  - Employers:
    - Access to employers
    - Ability of businesses to distribute services
    - Ability of business to move freight
  - Municipalities:
    - Impacts to housing
    - Impacts to local economic development
  - Transportation providers
    - Truck freight
    - Rail Freight
    - Passenger rail
    - Inter-regional bus
    - Regional public transportation
- Identify near, mid, and long-term investments to mitigate or eliminate transportation barriers. Investments should be incorporated into RPC planning documents:
  - Metropolitan Transportation Plans
  - Housing Needs assessment
  - Comprehensive Economic Development Strategy

### Background

This proposal came out of recent discussions about the feasibility study of an exit ten off the Spaulding Turnpike between Exit 9 in Dover and Exit 11 in Rochester – originally conceived in the early 2000's.

Commercial development has increased since the previous study and more direct access to the turnpike would benefit multiple businesses that have since been established (including several large employers). However, a preliminary review of land use changes between 2000 and 2021 identified multiple conflicts with new residential developments in addition to the pre-existing conflicts with natural resources. That assessment suggests that a new exit off the Spaulding Turnpike between Dover and Rochester would require unrealistic costs from permitting, land-takings, and impact mitigation and is likely not at all feasible. However, there is significant economic development potential from increasing accessibility between the Spaulding Turnpike and the Maine border in the vicinity of Dover, Rochester, and Somersworth. Stimulating that potential was a primary goal of developing an exit ten in the first place.

### Description and Justification

The southeast region of New Hampshire has been growing rapidly over the past two decades and has even more potential in store. Further, there is untapped economic connectivity with our neighboring communities in Maine: Lebanon bordering Rochester, Berwick bordering Somersworth, South Berwick bordering Rollinsford, and Eliot bordering Dover. Each of these communities has a road connecting between each state that is used each day to reach jobs and other resources. Since the original exit ten study, much development has occurred in the corridor between the Maine border and the Spaulding Turnpike; this proposal concerns transportation improvements to increase connectivity and stimulate economic opportunities within that corridor.

### *Demographics & Employment*

Southeast New Hampshire is a great place to live, work, and play and more people are flocking to the area. Between 2015 and 2019, five of the top-ten New England counties that had positive net migration were in New Hampshire. Number one was Carroll County, and Strafford county was one of the other four. The Spaulding Turnpike is the primary route that allows much of the region's workforce to reach their jobs. These include many large employers within and beyond the study area. For instance, the majority of New Hampshire based workers at the Portsmouth Naval Shipyard travel from Milton, Farmington, and Rochester.

### *Community Linkages & Economic Opportunities*

Six of the seven communities in the study area have downtowns, community centers, or commercial districts linked directly across the Salmon Falls River which makes up the NH/ME border. These are connections ripe for economic development. A great example is Somersworth and Berwick. Somersworth is rapidly revitalizing its downtown core, including housing and manufacturing in the large, historic mill buildings. Berwick recently demolished the long-dormant Prime Tanning complex, effectively creating an opportunity to develop a downtown core from scratch. Enhanced mobility and accessibility between Maine and New Hampshire communities will be important for the future of the region.

### *Multimodal Transit*

The study area is home to a diverse, multimodal transportation network with significant potential to support a wide range of trip purposes and encourage more interstate travel. COAST serves Maine and New Hampshire Communities and its central routes use the Spaulding turnpike to connect between Farmington, Portsmouth, and communities in between. In 2020, COAST launched a new route system that shortened trips and improved on-time performance. COAST links with Wildcat Transit, which serves the University of New Hampshire and surrounding communities: Dover, Durham, Newmarket, and Portsmouth. Amtrak's Downeaster service links the region to the greater Boston, MA and Portland, ME

metro areas. C&J Buslines completes the multimodal network with service from Dover, NH to Logan Airport and South Station in Boston, to New York City.

#### *Multimodal Freight*

The study area has untapped freight potential to go with its economic potential. Skyhaven Airport has expanded multiple times in the past decade and is next-door to the Granite State Business Park, which is home to Albany International, Safran Aerospace Composites, and other industrial businesses. New Hampshire Northcoast Rail (NHN) passes through the Granite State Business Park. It passes directly through the downtowns of Rochester, Somersworth, and Dover. In Somersworth, NHN rails parallel historic mill buildings which house residential apartments and space for manufacturing. In Rollinsford the NHN line links with the PanAm line where it joins interstate freight trains and the Downeaster passenger rail service between Boston, MA and Portland, ME. Upgrades to the PanAm line would enable NHN, PanAm, and the Downeaster to carry more freight and passengers between destinations.

Contact:

Colin Lentz

Sr. Transportation Planner

Strafford Regional Planning Commission

[clentz@strafford.org](mailto:clentz@strafford.org) – (603)-994-3500 ext. 102

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City Clerk's Office

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**Resolution Authorizing the Acceptance of a \$17,500.00 United States Department of Justice (USDOJ) Vest Grant by the City of Rochester and Supplemental Appropriation in Connection Therewith**

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

That a Seventeen Thousand Five Hundred Dollar (\$17,500.00) USDOJ Vest Grant is hereby accepted by the City.

Further, the City Council authorizes a supplemental appropriation to the Police Department in the amount of Seventeen Thousand Five Hundred Dollar (\$17,500.00) with the entirety of the supplemental appropriation being derived from said Grant.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

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*Intentionally  
left blank...*

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City Clerk's Office

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12/02/2021

## City of Rochester Formal Council Meeting



## AGENDA BILL

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

## AGENDA SUBJECT

Seeking permission from Council to accept 2021 Vest Grant funds in the amount of \$17,500.00.

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

AGENDA DATE	Next November 2021 meeting	
DEPT. HEAD SIGNATURE	 	
DATE SUBMITTED	11/3/21	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

## COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

## DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

## FINANCE &amp; BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Federal
ACCOUNT NUMBER	Fund 61142021-561010 Project 22XXX
AMOUNT	\$17,500.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

## LEGAL AUTHORITY

Council action required.

**SUMMARY STATEMENT**

Seeking permission from Council to accept vest grant funds in the amount of \$17,500.00 to purchase new ballistic vests when officers vests expire and for newly hired officers.

**RECOMMENDED ACTION**

Accept funds in the amount of \$17,500.00



## AGENDA BILL - FUNDING RESOLUTION

## EXHIBIT

Project Name: Date: Fiscal Year: 

Fund (select):

GF  Water  Sewer  Arena CIP  Water CIP  Sewer CIP  Arena CIP Special Revenue Fund Type: Lapsing  Non-Lapsing 

## Deauthorization

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

## Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	61142021	561010	22XXX	\$17,500.00	-	-
2				-	-	-
3				-	-	-
4				-	-	-

## Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6114003	402179	22XXX	\$17,500.00	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From   
To 

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

Reimbursement Request will be reduced Funds will be returned