



**City Council Regular Meeting
December 6, 2022
Council Chambers
31 Wakefield Street
6:00 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 1, 2022 *consideration for approval*
P. 7**
 - 5.2 Special City Council Meeting: November 15, 2022 *consideration for approval*
P. 19**
 - 5.3 Exemptions & Veteran Tax Credits Ad Hoc Committee: October 31, 2022
consideration for approval P. 23**
- 6. Communications from the City Manager**
 - 6.1 City Manager's Report P. 41**
- 7. Communications from the Mayor**
- 8. Presentation of Petitions and Council Correspondence**
- 9. Nominations, Appointments, Resignations, and Elections**
 - 9.1 *Resignation:* James Hayden – Zoning Board of Adjustments, Seat A
consideration for approval P. 59**
 - 9.2 *Resignation:* Paul Giuliano – Planning Board, Seat D *consideration for approval*
P. 61**

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City Clerk's Office

- 9.3. **Resignation:** Paul Giuliano – Rochester Economic Development Commission, Seat D *consideration for approval* P. 61
- 9.4. **Resignation:** Leo Brodeur – Zoning Board of Adjustments, Seat C *Consideration for approval* P. 63

10. Reports of Committees

10.1 Appointments Review Committee P. 65

- 10.1.1 **New Appointment:** Rick Healey – Planning Board, Seat M (alternate member) *Term to expire 1/2/2025 consideration for approval* P. 68
- 10.1.2 **Appointment:** Matthew Richardson – Planning Board, Seat A (elevation from alternate to regular) *Term to expire 1/2/2024 consideration for approval* P. 69
- 10.1.3 **Appointment:** James Hayden – Planning Board, Seat D (elevation from alternate to regular) *Term to expire 1/2/2025 consideration for approval* P. 70
- 10.1.4 **Re-Appointment:** Joan Strogon – Recreation & Arena Commission, Seat A *term to expire 1/2/2026 consideration for approval* P. 71
- 10.1.5 **Re-Appointment:** A. Raymond Varney – Trustees of the Trust Fund, Seat C *term to expire 1/2/2026 consideration for approval* P. 72

10.2 Finance Committee P. 73

- 10.2.1 **Resolution Authorizing the Readoption of the Optional Veterans' Tax Credit in the amount of \$300 and the Adoption of the All Veterans' Tax Credit** *first reading and consideration for adoption* P. 81
- 10.2.2 **Resolution Authorizing Increase in the Elderly and Disabled Tax Exemption Asset Limitation, Income Limitations, and Authorizing Increase in the Elderly Tax Exemption Amounts taken off Assessments** *first reading and consideration for adoption* P. 87

10.3 Planning Board P. 91

10.4 Public Works P. 101

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10.4.1 **Committee Recommendation:** To authorize the DPW to move forward with the DPW Building Modifications and Sidewalk Repair Project as planned with the existing facility funds *consideration for approval* P. 104

10.4.2 Resolution Authorizing Supplemental Appropriation in the amount of \$450,000 for the Route 125 Pump Station Upgrade on Gonic Road *first reading and consideration for adoption* P. 109

11. Old Business

11.1. Resolution Authorizing Supplemental Appropriation of \$43,000 to the Recreation Special Events Fund-Lilac Family Fun Festival *second reading and consideration for adoption* P. 115

11.2. Amendment to Chapter 275-21.4 and table 18-C of the General Ordinances of the City of Rochester regarding indoor recreation in Industrial Zones *second reading and consideration for adoption* P. 119

12. Consent Calendar

13. New Business

13.1. Resolution Deauthorizing \$3,545.00 of the Rochester Fire Department Homeland Security Shelter Drill Grant *first reading and consideration for adoption* P. 125

13.2. Resolution authorizing acceptance of \$250.00 Play-Based Learning Grant from the New Hampshire State Library *first reading and consideration for adoption* P. 129

13.3. Resolution Authorizing Acceptance of Donated Equipment to the Rochester Police Department *first reading and consideration for adoption* P. 135

14. Non-Meeting/Non-Public Session

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

15. Adjournment

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City Clerk's Office

**Regular City Council Meeting
November 1, 2022
Council Chambers
6:00 PM**

COUNCILORS PRESENT

Councilor Beaudoin
Councilor Berlin (via Teams)
Councilor de Geofroy
Councilor Desrochers
Councilor Gilman
Councilor Gray
Councilor Hamann
Councilor Larochele
Councilor Malone
Deputy Mayor Lachapelle
Mayor Callaghan

OTHERS PRESENT

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

COUNCILORS EXCUSED

Councilor Fontneau
Councilor Hailey

Minutes

1. Call to Order

Mayor Callaghan called the meeting to order at 6:00 PM. He announced that Councilor Berlin would be participating in the meeting via Teams.

Mayor Callaghan asked Councilor Berlin if it was reasonably impractical for him to attend the meeting in person. Councilor Berlin confirmed this was true.

2. Opening Prayer

Mayor Callaghan called for a moment of silence.

3. Pledge of Allegiance

Mayor Callaghan asked Councilor Beaudoin to lead the Pledge of Allegiance.

4. Roll Call

Kelly Walters, City Clerk, called the roll. All City Councilors were present except for Councilors Hailey and Fontneau. Councilor Berlin was participating

City of Rochester
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remotely through Teams.

5. Acceptance of Minutes

5.1 Regular City Council Meeting: October 4, 2022 *consideration for approval*

Council Lachapelle **MOVED** to **ACCEPT** the Regular City Council meeting minutes of October 4, 2022. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors Beaudoin, de Geofroy, Hamann, Desrochers, Lachapelle, Malone, Berlin, Laroche, Gray, Gilman, and Mayor Callaghan voted in favor of the motion.

6. Communications from the City Manager

6.1 City Manager's Report

City Manager Cox said the following report could be found in the City Council Packet:

Contracts and documents executed since last month:

o Department of Public Works

- Change Order, Rt 202 Water Main Extension – D&C construction
- Contract Amendment, Tara Est Sewer Pump Station – Weston & Sampson Engineers
- Scope of Service, Whitehall Rd. drainage culvert – S.U.R.
- Certificate of substantial completion, Betts-Cross Rd Intersection.
- Engineering Task Order, Lagoon Operations Pilot Phase – Underwood Engineers, Inc.
- Settlement Agreement, closed Municipal landfill.
- 2023 HHW Grant Agreement

o Economic Development

- FY22-FY23 CAP Weatherization 10-14 #1
- FY22-FY23 CAP Weatherization 10-14 #2
- FY22-FY23 CAP Weatherization 10-17
- FY22-FY23 CAP Weatherization 10-21

• Library

- o Play-based learning materials grant

The following standard report has been enclosed:

- o Personnel Action Report Summary

6.2 Water Pollution and Flood Reduction work team

City Manager Cox announced that the Water Pollution and Flood Reduction work team held their first meeting on October 11 and said they will continue meeting monthly for the next 9 – 12 months. This group is chaired by Deputy Mayor Lachapelle and membership includes leadership from several City departments, members of the Strafford Regional Planning Commission, members of the Rochester business community, and the City’s engineering consultants. He explained that the goal of this work group is to identify potential causes of stormwater pollution and flooding, identify mitigation strategies, and develop sustainable funding strategies to support these mitigation strategies.

City Manager Cox gave an update on the ARPA (American Rescue Plan Act) proposal for City Employee childcare. He said that there is a workgroup being formed and Deputy City Manager Ambrose is working on developing a charge for this group and determining membership. He addressed several questions posed during public input at the October 18 City Council Workshop regarding this ARPA proposal, the City’s ongoing financial commitment to the proposal, and whether it would compete with existing childcare in the area. City Manager Cox explained that the goal is to develop a self-supporting employee childcare program. Additionally, he stated that due to a local and nationwide shortage in childcare, this program would not compete with local childcare centers; in fact, there is a scenario proposed which may have the City contracting with a private childcare provider to help operate the City-based facility. The feasibility report from this workgroup will be delivered to City Council for a decision on how to move forward.

City Manager Cox reported that the expanded warming area at the entrance to the police department will be completed within the next few weeks. Additionally, he reported that SOS had been formally contracted to run the Willand Road extreme cold weather warming center. The dates of possible activation for the center will be November 25 through March 31, with operation from 5:00 PM to 9:00 AM. SOS has collaborated with the County Commissioners and the Tri Cities to establish guidelines on when the shelter will be open. He stated that SOS is seeking volunteers for the center and will hosting training sessions for those interested.

City Manager Cox also gave an update on the City Hall life safety improvements project. There have been improvements made on all levels of

City Hall. The Opera House balcony improvement project went out to bid and the bid results will be available in early 2023 at which point there will be a supplemental improvement request coming before Council for the project. The Opera House will also be requesting a supplemental Appropriation for their stage fly wheel system, which had been discussed in the prior year's budget cycle.

City Manager Cox announced that November is National Runaway and Homelessness prevention month. The City of Rochester is participating with their "Paint the City Green" initiative, with green being the color of the national campaign and the front lawn lights at City hall will be filtered green for the month of November.

7. Communications from the Mayor

Mayor Callaghan said that, along with Mayor Carrier of Dover and Mayor Hilliard of Somersworth, he had attended the statewide conference on homelessness in Concord.

Mayor Callaghan referenced a comment during public input during the October 18 workshop meeting that the public hearing held on that evening may not have been posted appropriately or followed legal guidelines. He reported that City Attorney O'Rourke had reviewed the process and determined that the meeting had been posted legally.

The Mayor said that he had attended the Rochester Main Street Halloween event on Saturday and passed along that it had been very well attended and successful for the thousands that participated.

Mayor Callaghan read a proclamation resolving that November will be National Runaway Prevention Month in Rochester. He announced that on November 10 there would be a "Light the Night" event at Waypoint.

Councilor Malone praised the Rochester Police Department for the work they have done with homeless youth and reported that they are only the second police department in the country to have partnered with a runaway and homeless youth agency. She passed along information on dates and events happening throughout the month of November to bring awareness. Councilor Malone reported that the Waypoint youth drop in center had just finished their second full day of operation in Rochester and she had seen 14 local youth already. She emphasized the importance of this service and thanked the Rochester police department for their support.

8. Presentation of Petitions and Council Correspondence

No discussion.

9. Nominations, Appointments, Resignations, and Elections

Councilor Lachapelle **MOVED** to **ACCEPT** the resignations listed under 9.1, 9.2, and 9.3 as follows:

9.1. Resignation: Tom Evans – Selectman, Ward 3 *consideration for approval*

9.2. Resignation: Marilyn Jones – Historic District Commission, Seat A *consideration for approval*

9.3. Resignation: Karen Brieger – GSBP TIF Advisory Board *consideration for approval*

Councilor Malone seconded the motion. Mayor Callaghan read the names above. The **MOTION CARRIED** by a unanimous roll call vote. Councilors Berlin, Desrochers, Gray, Hamann, Lachapelle, Laroche, Beaudoin, Malone, Gilman, de Geofroy, and Mayor Callaghan voted in favor of the motion.

Councilor Lachapelle **MOVED** to **AMEND** the Agenda in order to take action on two more appointments. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors Gilman, de Geofroy, Gray, Laroche, Berlin, Lachapelle, Hamann, Beaudoin, Desrochers, Malone, and Mayor Callaghan.

Mayor Callaghan nominated Joelle Boumel for Ward Clerk of Ward 5. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nominations cease. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors Gilman, de Geofroy, Gray, Laroche, Berlin, Lachapelle, Hamann, Beaudoin, Desrochers, Malone, and Mayor Callaghan voted in favor of the motion.

Mayor Callaghan called for a roll call vote to elect Ms. Boumel. The **MOTION CARRIED** by a unanimous roll call vote. Councilors Laroche, Desrochers, Gray, Malone, de Geofroy, Berlin, Gilman, Beaudoin, Lachapelle, Hamann, and Mayor Callaghan voted in favor of the motion.

Mayor Callaghan nominated Stephen Kerlee for Selectman of Ward 5. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nominations cease. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors Lachapelle, Laroche,

Desrochers, Gilman, Berlin, de Geofroy, Malone, Beaudoin, Hamann, and Mayor Callaghan voted in favor of the motion.

Mayor Callaghan called for a roll call vote to elect Mr. Kerlee. The **MOTION CARRIED** by a unanimous roll call vote. Councilors, Malone, Gray, Hamann, de Geofroy, Beaudoin, Desrochers, Lachapelle, Hamann, and Mayor Callaghan voted in favor of the motion.

10. Reports of Committees

10.1 Codes & Ordinances Committee

Councilor Lachapelle stated that there were no action items from the October Codes and Ordinances Committee meeting. He announced that there would be no Codes meeting in November due to the State General Election; the next meeting will be held December 1, 2022.

10.2 Finance Committee

10.2.1 Resolution Authorizing Supplemental Appropriation of \$43,000 to the Recreation Special Events Fund-Lilac Family Fun Festival *first reading and refer to public hearing*

Mayor Callaghan read the resolution for a first time and referred the matter to a Public Hearing on November 15:

Resolution Authorizing Supplemental Appropriation of \$43,000 to the Recreation Special Events Fund-Lilac Family Fun Festival

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

That the sum of Forty-Three Thousand Dollars (\$43,000.00) is hereby appropriated to the Recreation Special Events Fund for the purpose of paying costs associated with the annual Lilac Family Fun Festival. Advanced appropriation is needed in order to prepay costs associated with the event. The entirety of the supplemental appropriation shall be derived from the General Fund Unassigned Fund Balance.

The City of Rochester Recreation Department shall manage the use of funds under the City's established purchasing policies. Funds shall be expended solely

on the annual Lilac Family Fun Festival event. Eligible uses of funds shall be for fireworks, various entertainment activities, and other miscellaneous expense pertinent to assuring a safe and successful community event.

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

10.3 Planning Board

10.3.1 Amendment to Chapter 275-21.4 and table 18-C of the General Ordinances of the City of Rochester regarding indoor recreation in Industrial Zones *first reading and refer to public hearing*

Mayor Callaghan read the resolution for a first time and referred the matter to a Public Hearing (*see addendum A*).

Mayor Callaghan announced that the Finance Committee will next be meeting on November 15th prior to the City Council meeting.

10.4 Public Safety

10.4.1 Committee Recommendation: to change the temporary "no parking" area on Pickering Road to permanently no parking *consideration for approval*

Councilor Lachapelle summarized the issues being experienced on Pickering Road. Councilor Lachapelle **MOVED** to change the temporary "no parking" area on Pickering Road to permanently no parking. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors de Geofroy, Beaudoin, Hamann, Desrochers, Lachapelle, Malone, Berlin, Laroche, Gray, Gilman, and Mayor Callaghan voted in favor of the motion.

10.4.2 Committee Recommendation: to place "no parking (between certain times) on right side Sheridan Avenue and "no parking "on the left

side of Sheridan Avenue by the corner at the at the technical discretion of the Public Works Department *consideration for approval*

Councilor Lachapelle summarized the issues on Sheridan Avenue. Councilor Lachapelle **MOVED** to place “no parking” (between certain times) on the right side of Sheridan Avenue and “no parking” on the left side of Sheridan Avenue by the corner at the technical discretion of the Department of Public Works. Councilor Larochele seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors Gray, Malone, Gilman, Larochele, de Geofroy, Desrochers, Berlin, Beaudoin, Hamann, Lachapelle, and Mayor Callaghan voted in favor of the motion.

10.5 Public Works

10.5.1 Committee Recommendation: To accept the Donation of lighting fixtures and equipment at a total value of \$13,319 for the Hanson Pines basketball Court lighting Project *consideration for approval*

Councilor Hamann **MOVED** to **ACCEPT** the donation of lighting fixtures and equipment as stated above. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors Berlin, Desrochers, Gray, Hamann, Lachapelle, Larochele, Beaudoin, Malone, Gilman, de Geofroy, and Mayor Callaghan voted in favor of the motion.

10.5.2 Committee Recommendation: To approve the Paving Program as recommended by DPW (list included in minutes) *consideration for approval*

Councilor Hamann **MOVED** to **APPROVE** the Paving Program as recommended by DPW. Councilor Beaudoin seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors Gilman, de Geofroy, Gray, Larochele, Berlin, Lachapelle, Hamann, Beaudoin, Desrochers, Malone, and Mayor Callaghan.

11. Old Business

11.1. Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding the Location and Boundaries of Zoning Districts *second reading and consideration for adoption*

Councilor Lachapelle **MOVED** to **ADOPT** the Amendment to the General

Ordinances. Councilor Desrochers seconded the motion.

Councilor Hamann **MOVED** to **AMEND** the motion. Councilor Beaudoin seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote. Councilors Larochelle, Desrochers, Gray, Malone, de Geofroy, Berlin, Gilman, Beaudoin, Lachapelle, Hamann, and Mayor Callaghan voted in favor of the motion.

Mayor Callaghan called for a vote on the motion as amended. The **MOTION CARRIED** by a unanimous roll call vote. Councilors Lachapelle, Larochelle, Desrochers, Gilman, Berlin, de Geofroy, Malone, Beaudoin, Hamann, and Mayor Callaghan voted in favor of the motion.

12. Consent Calendar

No discussion.

13. New Business

No discussion.

14. Non-Meeting/Non-Public Session

Mayor Callaghan requested a roll call vote to enter a Non-meeting at 6:36 PM. Councilors, Malone, Gray, Hamann, de Geofroy, Beaudoin, Desrochers, Lachapelle, Hamann, and Mayor Callaghan voted in favor of the motion.

15. Adjournment

Mayor Callaghan **ADJOURNED** the meeting at 6:37 PM.

Respectfully submitted,

Kelly Walters, CMC
City Clerk

**Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding
Table 18-C**

THE CITY OF ROCHESTER ORDAINS:

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

Within Table 18-C, Recreation, Indoor shall be designated as a Permitted Use within the General Industrial (GI) District.

These amendments shall take effect upon passage.

ZONING

275 Attachment 3

City of Rochester

**Table 18-C Food-Lodging-Public Recreation Uses
[Amended 5-7-2019]**

LEGEND

- P = Permitted Use
- C = Conditional Use
- E = Use Allowed by Special Exception

Food-Lodging-Public Recreation Uses	Residential Districts			Commercial Districts				Industrial Districts			Special		Criteria/Conditions Reference
	RI	R2	NMU	AG	DC	OC	GR	HC	GI	RI	HS	AS	
Cafe	—	—	P	C	P	P	P	P	—	—	—	P	Article 21
Campground	—	—	—	E	—	—	—	—	—	E	—	—	Article 22
Caterer	—	—	P	—	P	P	—	P	P	P	—	—	—
Club	—	—	C	—	P	P	—	P	—	—	—	—	Article 21
Community center	—	—	P	—	P	P	—	P	—	—	—	—	—
Conference center	—	—	C	—	P	P	—	P	—	—	P	P	Article 21
Country club	—	—	—	C	—	—	P	E	—	C	—	—	Article 21
Food stand	—	—	E	—	E	E	P	E	E	E	E	E	Article 22
Function hall	—	—	—	—	P	P	P	P	—	—	—	—	—
Golf course	—	—	—	P	—	—	P	—	—	P	—	—	—
Health club	—	—	C	C	P	P	P	P	—	—	—	—	Article 22
Lodging, bed-and-breakfast	—	C	P	—	P	P	—	P	—	—	—	—	Article 21
Lodging, hotel	—	—	C	—	P	C	P	P	—	—	C	C	Article 21
Lodging, motel	—	—	—	—	—	—	P	P	—	—	—	C	Articles 20 and 21
Nightclub	—	—	—	—	P	—	P	P	—	—	—	—	—
Recreation, indoor	—	—	C	—	P	C	P	P	—	C	—	—	Article 21
Recreation, outdoor	—	—	—	C	—	C	P	P	—	C	—	—	Article 21
Recreation, park	P	P	P	P	P	P	—	P	—	C	—	—	Article 21
Restaurant	—	—	P	—	P	C	P	P	—	—	—	P	Article 21
Restaurant, drive-through	—	—	—	—	P	—	P	P	—	—	—	—	—
Tavern	—	—	C	—	P	—	P	P	—	—	—	—	—
Theater/cinema (5,000 square feet or less)	—	—	P	—	P	P	P	P	—	—	—	P	Article 21
Theater/cinema (over 5,000 square feet)	—	—	—	—	C	—	P	P	—	—	—	—	Article 21

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City Clerk's Office

**City Council Special Meeting
November 15, 2022
Council Chambers
7:09 PM**

COUNCILORS PRESENT

Councilor Beaudoin
Councilor Berlin
Councilor de Geofroy
Councilor Desrochers
Councilor Fontneau
Councilor Gilman
Councilor Gray
Councilor Hainey
Councilor Hamann
Councilor Larochelle (remote)
Councilor Malone (remote)
Deputy Mayor Lachapelle
Mayor Callaghan

OTHERS PRESENT

Blaine Cox, City Manager
Katie Ambrose, Deputy City Manager
Terence O'Rourke, City Attorney
Shanna Saunders, Director of Planning
Damon Kondrup, Trustee 556 Salmon Falls
Chris Wyskiel, Attorney

Minutes

1. Call to Order

Mayor Callaghan called the Special Meeting to order at 7:09 PM. He reminded all those present that Councilors Larochelle and Malone were connecting remotely to the meeting via Teams. Deputy City Clerk Cassie Givara had taken a roll call attendance prior to the Public Hearing preceding the Special Meeting. All Councilors were present in Council Chambers except for the two Councilors connecting remotely, as detailed above.

Mayor Callaghan asked all present to stand and had Councilor Beaudoin lead the Pledge of Allegiance.

2. Lot Restoration of 556 Salmon Falls Road *first reading and consideration for adoption*

Shanna Saunders, Director of Planning, explained that lot restorations are allowed under State RSA 674:39aa, however, she detailed why this restoration was different from those normally seen by the planning department. Normally, it is clear whether it was an involuntary lot merger on the part of the property owner; involving the City merging adjacent lots for administrative and cost savings measures. She explained that owners sometimes did not even realize the properties had been merged and continued to maintain the properties as separate lots. Directors Saunders stated that, in this particular circumstance, it is not clear whether or not the lots were maintained as separate after the merger occurred. Land had been subdivided off the two lots being proposed for restoration. She stated that it was difficult for the Planning Department to pinpoint a timeframe, pre-merger, to which the lots would be restored and thus they were having difficulty making a recommendation for a full

restoration. She suggested that if Council does want to recommend the restoration, they consider the conditions outlined in her memo.

Terence O'Rourke, City Attorney, stated that in RSA 674:39aa(2), when you restore involuntarily merged lots to a pre-merger status, the pre-merger boundaries of said lots must be identified. However, there is no clear indication of these pre-merger boundaries due to sales of portions of these lots. Due to subdivisions, the pre-merger status no longer exists. Attorney O'Rourke acknowledged what the applicant was trying to accomplish with the request, but felt that this should be a subdivision request as opposed to a restoration under RSA 674:39aa since restoration to pre-merger status is not plausible.

Councilor Hamann asked, given the information supplied by the City Attorney, why the request is for restoration as opposed to subdivision. Attorney O'Rourke responded that by today's standards, neither lot would be conforming and there would be variances required if the request was for subdivision. He explained that the owners during the 1950s/1960s time period sold portions of the property, and then sold the entirety of the lots in 2010s.

Councilor Fontneau referenced the map included in the packet showing the lots in question labeled as tract 1 and tract 2. He asked for confirmation that tract 1, containing the house, is the same as the pre-merger status. Director Saunders confirmed that tract 1 was the same as pre-merger. Councilor Fontneau asked when the adjacent lots were subdivided off tract 2 and if it was done pre-merger. Attorney O'Rourke stated that it could not be determined when the merger occurred, but the subdivisions occurred in the 1960s. Councilor Fontneau speculated that if the request were granted, tract 1 would be converted back to its original status, which would not meet today's zoning, but would have met the zoning criteria on the 1960s. He inquired if tract 2 would be allowed as a "pork chop" lot under current zoning regulations. Director Saunders stated that the lot would not qualify because a pork chop lot needs to be a minimum of 6-acres and this lot is 3-acres.

Director Saunders stated that the State statute requires a City Council decision on this action as opposed to a decision from the Planning Board. The Planning Department has made recommendations, but it is in the purview of the Council to make the final decision. She advised that the applicant was present to answer questions.

Damon Kondrup, applicant, addressed Council and explained that he was the trustee of the property in question. Mr. Kondrup stated that the property is owned by his mother who is currently in a memory care facility. He gave a brief history of the properties and the intention of his mother to pass the field lot to himself and his wife, and their plans to conserve this land from development. He explained that at an unknown time, the house lot (Tract 1) and the field lot (Tract 2) were merged by the City. He applied in July 2022 under RSA 674:39aa to have these lots restored to their original configuration. At this time, the Planning Department discovered several errors in the deed and questions regarding the lot lines. The Planning Department then advised Mr. Kondrup that he would need to have the lots surveyed and have title work done. Mr. Kondrup had asked for assurance that he was eligible under the cited RSA to make this request, which would not be applicable if the lots were voluntarily merged. Mr. Kondrup stated he was told he did qualify, and he proceeded with completing the survey of the land. Mr. Kondrup reported that the Planning Department disputed the findings of the survey as they did not match the lot lines included on the deed. Mr. Kondrup was also told at this time that he did not qualify under RSA 674:39aa as they now felt the lots were

voluntarily merged. Mr. Kondrup was then advised to investigate the option of subdivision instead of lot restoration.

Mr. Kondrup expressed frustration at the amount of time and money that had been invested in this restoration, which he perceived should have gone to City Council in July 2022. The mortgage and taxes have been paid on the property since July with no rental income collected, as the renters were dismissed in June in anticipation of the property sale. Mr. Kondrup reported that his mother has enough liquid assets to pay the property fees through December, and the house has already sold contingent upon the City Council's favorable decision to restore.

Chris Wyskiel, Attorney for Mr. Kondrup, addressed Council regarding the lot restoration. Attorney Wyskiel distributed an informational packet containing documentation relevant to Mr. Kondrup's communications with the City, the City's zoning ordinance, and considerations for the property in question. Attorney Wyskiel presented information on his legal opinion regarding the reasoning why this restoration request should be granted. Mr. Wyskiel surmised that there was no evidence that the lots had been voluntarily merged by previous owners and he presented evidence showing that none of the relevant processes had been completed indicating voluntary merger. He clarified that there is nothing at the registry of deeds, City assessing, or elsewhere indicating a voluntary merger.

Attorney Wyskiel explained his viewpoint, in opposition to City staff, that there was no pre-merger time frame defined to which the lots can be restored. He disagreed based on the historical descriptions of these lots, how they were created, and how they had been utilized since their inception. He clarified that the City of Rochester did not have a zoning amendment prior to 1960, so the dimensions of Tract 1 did not have to comply with any zoning requirements when it came into existence in 1956. Tract 2 was purchased in 1963 and within a month, a portion was conveyed to the owner's son and daughter-in-law. This carve out of the existing lot complied with the zoning regulations of the time. The City of Rochester's view is that this carve out of land was an overt act showing the intention to merge the two lots. Attorney Wyskiel disagreed that this action displayed an overt act to merge, but rather that the owners designated a portion of a lot for their relative's house and retained the remaining land contained on the lot. He stated that the burden is on the City to display the overt act of voluntary merger. Attorney Wyskiel stated that the original deeds from the purchase of Tract 1 in 1956, and Tract 2 in 1963, minus the carve out in 1963, preserve the descriptions of the lots as they originally existed.

Attorney Wyskiel reported that the conditions as referenced by Director Saunders' memo had already been fulfilled and directed Council to the documentation within his packet showing the evidence of the fulfillment of these items. He went on to dispute the assertion of City staff that if the lots were restored, it would create two non-conforming lots, and if subdivision was desired, it would need to be done with variances. Attorney Wyskiel stated that it is the historic conveyancing from 1956 and 1963 that causes the non-conforming lots.

Councilor Lachapelle **MOVED** to **APPROVE** the lot restoration of 556 Salmon Falls Road. Councilor Beaudoin seconded the motion.

Councilor Berlin asked for confirmation that there had been no overt action on behalf of the current or previous owners to merge the lots. Attorney Wyskiel confirmed that this is true. He did reference a statement on the fiduciary deed, which states, "This now exists as one lot." He clarified

that the statement was made by an executor of the estate and it was a statement of fact as opposed to a declaration of intent or an overt act. Councilor Berlin asked for further clarification that when the original owner carved out a portion of the lot for their son, the City viewed that as the abandonment of a lot line on the opposite side. Attorney Wyskiel agreed that this was the view of the City of Rochester. There was further discussion on what constitutes the abandonment of a lot line and how these lots would then be merged. Councilor Berlin directed a question towards City staff asking how the selling of a portion of land on the left side would constitute the abandonment of a lot line on the right side. Director Saunders stated that this this is due to the information being stated in the deed as the land being one lot, which was then signed by the owner. She reiterated the point that it is questionable how the lots could be restored; if it would be to the original tract 2 or if it would be tract 2 after the carve out of land by the original owner. Councilor Berlin felt that it was clear that the deed for the 1963 carve out of land could be removed from the equation and the lots could be restored to their original specifications.

Councilor Fontneau stated that he felt the involuntary merger by the City likely did not occur until after 1963 with the subdivision of tract 2 occurring prior to this merger. He also reiterated the RSA requires the burden of proof of the involuntary merger is the responsibility of the municipality. Councilor Fontneau explained that this legislation was put into place to correct former inappropriate actions on the part of municipalities, who had combined adjacent lots owned by one party for the convenience of the municipality. Councilor Fontneau said that he felt this was a clear example and the restoration should be approved.

Councilor Gray said that he had not seen evidence of when the merger occurred. Lacking this information he could not make a determination on the City's statements and would view this as an involuntary merger and vote to restore the lots.

Councilor Beaudoin said there are eight other lots further down the road, which will end up with the same amount of frontage. He also gave an example of a lot restoration that had been made by Council within the recent past and pointed out that this action to be taken tonight is not without precedent.

Mayor Callaghan called for a vote on the motion to restore the lots to their original configuration with the conditions referenced by the Director of Planning. Attorney Wyskiel clarified that these conditions had already been met. The **MOTION CARRIED** by a unanimous voice vote with Councilors Hamann, Desrochers, Gilman, Malone, Fontneau, Larochelle, Gray, de Geofroy, Berlin, Hainey, Lachapelle, Beaudoin, and Mayor Callaghan all voting in favor.

3. Adjournment

Mayor Callaghan **ADJOURNED** the City Council Special Meeting at 7:54 PM.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk

CITY OF ROCHESTER

Exemptions & Veteran Tax Credits Mayoral Ad-Hoc Committee Draft - Meeting Minutes

Meeting Information

Date: October 31, 2022
Time: 4:00 P.M.
Location: Cocheco Room
 Annex Building, Second Floor
 33 Wakefield Street
 Rochester, New Hampshire

Committee members present: Steven Beaudoin, John LaRochelle.
 Laura Hailey excused.

City staff present: Deputy City Manager Katie Ambrose

Agenda

1. Call to Order

Chair LaRochelle called the meeting to order at 4:00 PM.

2. Acceptance of Minutes: October 26, 2022

Councilor Beaudoin **MOVED** to accept the minutes of October 26th. Chair LaRochelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

3. Review additional information, data, etc.

Chair LaRochelle displayed 2021 Strafford County Exemptions & Credits data obtained from the NH Department of Revenue Administration's website.

Chair LaRochelle asked about the differences between the Veterans' Tax Credit and the All Veterans' Tax Credit. Deputy City Manager Ambrose explained the differences between NH RSA 72:28 and NH RSA 72:28-b, and that the credit amount granted is the same between the two but the All Veterans' Tax Credit expands the qualifications. Chair LaRochelle and Councilor Beaudoin noted that Rochester's \$300 credit amount is approximately 60% compared to the comparison communities.

If the recommended changes to the Elderly exemption are adopted, and the Blind Exemption and Disabled Exemption are included, the benefits given by Rochester will exceed the benefits given by the average municipality in Strafford County.

Deputy City Manager Ambrose reviewed the estimated impact of the recommended amendments to Elderly Exemptions made at the October 26th meeting based on 2021 and 2022 data. The estimated tax impact of the increased exemption amounts based on 2022 data is \$100,000, which is an estimated \$0.032 impact on the tax rate. Ms. Ambrose also distributed and reviewed statewide veterans' data from the NH Department of Military Affairs & Veterans Services.

Chair LaRoche reviewed 2021 Blind and Disabled exemption data for Strafford County. Not all comparison communities have disabled and blind exemptions, and Councilor Beaudoin agreed that the data demonstrates that no changes should be recommended at this time.

Chair LaRoche noted that the City of Rochester adopted a Solar and Wind Energy Systems exemption back in 2006 but that these systems have not been assessed a value. Since there is no value assessed there is no need for the exemption, but it remains in place in the event this changes in the future. Deputy City Manager Ambrose added that the Assessing web page on the city's website will be updated to note the existence of the exemption and the practice regarding value.

4. Determine values and qualifications for the Veterans' Tax Credit and Elderly Tax Exemptions

Chair LaRoche suggested that rather than increase the credit amount for the current Optional Veterans' Tax Credit, they should consider adopting the All Veterans' Tax Credit. This would subsequently increase the number of veterans that qualify for the tax credit. Councilor Beaudoin stated that the impact of the All Veterans' Tax Credit could be reviewed after one year and the exemption amount could be revisited.

Councilor Beaudoin **MOVED** to adopt the All Veterans' Tax Credit at the Optional Veterans Tax Credit amount of \$300. Chair LaRoche seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Beaudoin noted that the committee has met its charge and that with these recommendations, Rochester will rank well.

5. State basis of the recommendation for the values

Chair LaRochelle reiterated that the basis of the committee's recommendations are to stay within 20% of the average of the comparison communities and to expand the number of veterans that qualify for the Veterans' Tax Credit rather than increase the credit amount itself. It is recommended to reassess the data after one year of implementation.

6. Other

No discussion

7. Adjournment

Chair LaRochelle adjourned the meeting at 4:47 PM

Respectfully Submitted,

Katie Ambrose

Deputy City Manager



City of Rochester, New Hampshire

ASSESSING DEPARTMENT

19 Wakefield Street, Rochester, NH 03867

(603) 332-5109 Assessor@rochester.net

www.rochesternh.net

MEMORANDUM

TO: Finance Committee

FROM: Jonathan Rice, Chief Assessor 

DATE: June 6, 2022 (*Revised 8/9/2022)

SUBJECT: Property Tax Exemptions & Credits

Listed below are the most recent changes to the Standard and Optional Veterans' Tax Credit under RSA 72:28 and the Elderly, Disabled and Blind Exemptions under RSA's 72:37, 72:37-b, and 72:39-a.

The Standard Veterans' Tax Credit is \$50 and the Optional Veterans' Tax Credit is \$51-\$750. A resolution authorizing an increase to the Optional Veterans' Tax Credit from \$250 to \$300 was adopted March 6, 2018 for the 2018 tax year. We currently have 1,375 Veterans' that qualify for this tax credit.

IMPORTANT LEGISLATIVE UPDATE:

HB1667, adopted May 24, 2022, effective July 26, 2022 defines a qualifying Veteran as follows: (Matter added to current law in ***bold italics***). Every resident of this state who ***is a veteran, as defined in RSA 21:50, and*** served not less than 90 days on active service in the armed forces of the United States of any qualifying war or armed conflict listed in this section, and ***continues to serve or*** was honorably discharged or an officer ***who continues to serve or*** was honorable separated from service; or the spouse of surviving spouse of such resident, provided that training for active duty by a member of the national guard or reserve shall be included as service under this subparagraph:

It is very realistic that this will increase the number of Veterans that will qualify for the Veterans' Tax Credit. However, there is no way to accurately forecast the anticipated increase.

How does Rochester's \$300 Veterans' Tax Credit compare?

Farmington, Milton, Somersworth	\$500
Barrington	\$650
Dover	\$750



City of Rochester, New Hampshire

ASSESSING DEPARTMENT

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In addition, Rochester has 41 Disabled Veterans and 97 Disabled Veteran Widows who receive a \$2,000 tax credit for their service-connected total disability under RSA 72:35.

A resolution authorizing an increase to the income and asset limitations and exemption amounts (shown below) for the Elderly, Disabled and Blind Exemptions was adopted on October 16, 2018 for the 2019 tax year.

Income Limitations:

Single - \$35,000 (was \$31,400)
 Married - \$50,000 (was \$41,500)

Asset Limitation:

\$100,000 (was \$50,000)

Disabled & Blind Exemptions (amount take off assessment):

\$75,000 (was \$48,000)
 Currently 118 taxpayers qualify (99 Disabled & 19 Blind).

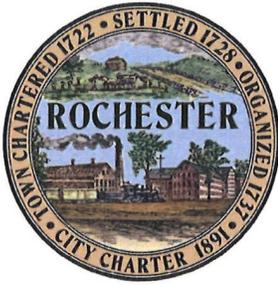
Elderly Exemption (amount taken off assessments by age):

65-74 - \$75,000 (was \$48,000) currently 112 taxpayers qualify.
 75-79 - \$100,000 (was \$84,000) currently 74 taxpayers qualify.
 80+ - \$125,000 (was \$108,000) currently 153 taxpayers qualify.

A total of 14 Exemption applications were denied in 2022 (2 Disabled and 12 Elderly).
 1 applications were withdrawn and 13 were denied (10 over income threshold, 1 over asset threshold and 1 due to residency).

A total of 49 new Veterans' Tax Credits applications were approved and 4 were denied in 2022.

Committee members may recall, the timing of the 2018 changes to Rochester's exemption and credit amounts coincided with the 2019 Statistical Revaluation. However, at the same time there was also ongoing discussions about where Rochester ranked among similarly aligned communities. In 2018, Rochester's exemption and credit levels were among the lowest in the State and the rate of denial was of concern. At my recommendation, City Council adopted the resolutions to alleviate the increase in taxes created by the assessment revaluation during an active real estate market and also to revise Rochester's amounts to be competitive with comparable municipalities.



City of Rochester, New Hampshire

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How does Rochester's Elderly, Disabled & Blind Exemption compare?

Barrington

Income Limitations – (Single) \$36,000, (Married) \$50,000

Asset Limitations – \$125,000

Elderly – (65-74) \$85,000, (75-84) \$127,500, (80+) \$161,500

Dover (*Revised)

Income Limitations – (Single) \$47,000, (Married) \$64,000

Asset Limitations – \$186,100

Elderly – (65-74) \$166,000, (75-84) \$234,000, (80+) \$300,000

Farmington

Income Limitations – (Single) \$30,000, (Married) \$60,000

Asset Limitations – \$75,000

Elderly – (65-74) \$75,000, (75-84) \$95,000, (80+) \$125,000

Milton

Income Limitations – (Single) \$30,000, (Married) \$40,000

Asset Limitations – \$75,000

Elderly – (65-74) \$42,500, (75-84) \$64,000, (80+) \$85,000

Somersworth

Income Limitations – (Single) \$35,000, (Married) \$50,000

Asset Limitations – \$100,000

Elderly – (65-74) \$65,000, (75-84) \$80,000, (80+) \$90,000

Exemptions & Veterans Credit Analysis-Ranking by Community

Municipality	Total Taxable AV	Veterans Credits		Elderly Exemption			Disabled Exemption			Blind Exemption			Total Exemp & Credits	Total % of TT AV	Rank
		Number	Taxes	Number	Exempt Amt	Taxes	Number	Exempt Amt	Taxes	Number	Exempt Amt	Taxes			
Farmington	562,027,636	327	290,250	105	9,597,500	224,293	-	-	-	4	60,000	1,402	515,945	0.092%	1
Rochester	2,814,722,128	1,556	694,625	359	26,955,742	664,459	99	5,429,500	133,837	19	1,259,300	31,041	1,523,962	0.054%	2
Milton	501,922,971	268	174,800	56	3,691,689	84,392	-	-	-	2	30,000	685	259,877	0.052%	3
Nashua	10,267,308,340	2611	1,482,960	724		3,178,844	63	8,539,866	198,295	45	3,775,900	87,676	4,947,775	0.048%	4
Dover	4,472,310,130	1,115	1,030,750	211	35,782,800	776,486	45	5,175,000	112,297	15	1,725,000	37,432	1,956,965	0.044%	5
Barrington	1,390,626,360	524	387,550	88	9,021,300	175,915	42	2,047,500	39,926	1	15,000	292	603,683	0.043%	6
Lee	729,919,551	190	98,600	52		196,400	-	-	-	2	30,000	653	295,653	0.041%	7
Derry	3,621,174,466	849	526,167	217		654,320	-	-	-	12	460,000	11,389	1,191,876	0.033%	8
Somersworth	1,116,699,095	384	238,500	65	3,560,700	98,026	-	-	-	2	50,000	1,376	337,902	0.030%	9
Manchester	13,128,827,277	2206	1,306,658	566		2,047,813	81	11,024,100	194,906	30	4,140,300	73,200	3,622,577	0.028%	10
Merrimack	4,902,353,163	1226	817,080	223		398,381	35	2,619,300	44,973	4	60,000	1,030	1,261,464	0.026%	11
Keene	2,201,301,020	662	373,700	102		141,904	18	519,700	16,256	15	270,000	8,445	540,305	0.025%	12
Durham	1,252,334,006	193	122,500	23		116,524	1	110,000	3,070	5	150,000	4,186	246,280	0.020%	13
Concord	5,103,909,256	924	265,625	204		572,803	-	-	-	33	3,691,752	92,736	931,164	0.018%	14
Portsmouth	6,398,641,017	781	521,416	104		378,691	7	1,445,200	21,271	11	225,000	3,381	924,759	0.014%	15

CHAPTER 121
HB 1667 - FINAL VERSION

22-2612
05/08

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Twenty Two

AN ACT relative to the standard and optional veterans' tax credits and the all veterans' tax credit.

Be it Enacted by the Senate and House of Representatives in General Court convened:

1 121:1 Standard and Optional Veterans' Tax Credit. Amend RSA 72:28, IV to read as follows:

2 IV. The following persons shall qualify for the standard veterans' tax credit or the optional
3 veterans' tax credit:

4 (a) Every resident of this state who ***is a veteran, as defined in RSA 21:50, and*** served not
5 less than 90 days on active service in the armed forces of the United States in any qualifying war or
6 armed conflict listed in this section, and ***continues to serve or*** was honorably discharged or an officer ***who***
7 ***continues to serve or was*** honorably separated from service; or the spouse or surviving spouse of such
8 resident, provided that [Title 10] training for active duty by a member of [a] ***the*** national guard or reserve
9 shall be included as service under this subparagraph;

10 (b) Every resident of this state who was terminated from the armed forces because of
11 service-connected disability; or the surviving spouse of such resident; and

12 (c) The surviving spouse of any resident who suffered a service-connected death.

13 121:2 All Veterans' Tax Credit. Amend RSA 72:28-b, IV to read as follows:

14 IV. A person shall qualify for the all veterans' tax credit if the person is a resident of this state who
15 ***is a veteran, as defined in RSA 21:50, and*** served not less than 90 days on active service in the armed
16 forces of the United States and ***continues to serve or*** was honorably discharged or an officer ***who***
17 ***continues to serve or was*** honorably separated from service; or the spouse or surviving spouse of such
18 resident, provided that [Title 10] training for active duty ***or state active duty*** by a member of [a] ***the*** national
19 guard or reserve shall be included as service under this paragraph; provided however that the person is
20 not eligible for and is not receiving a credit under RSA 72:28 or RSA 72:35.

121:3 Effective Date. This act shall take effect 60 days after its passage.

Approved: May 27, 2022
Effective Date: July 26, 2022

2020 – 2021 Veterans Tax Credit

Municipality	Census Data 2020	Veteran's Tax Credit		County
		2020	2021	
1 Barrington	9,326	\$450	\$550	Strafford
2 Dover	32,741	\$660	\$750	Strafford
3 Farmington	6,722	\$500	\$750	Strafford
4 Milton	4,482	\$500	\$500	Strafford
5 Rochester	32,492	\$300	\$300	Strafford
6 Somersworth	11,855	\$500	\$500	Strafford
7 Concord	43,976	\$150	\$150	Merrimack
8 Derry	34,317	\$500	\$500	Rockingham
9 Durham	15,490	\$500	\$500	Strafford
10 Keene	23,047	\$225	\$300	Cheshire
11 Lee	4,520	\$500	\$500	Strafford
12 Manchester	115,644	\$500	\$500	Hillsborough
13 Merrimack	26,632	\$500	\$500	Hillsborough
14 Nashua	91,322	\$500	\$500	Hillsborough
15 Portsmouth	21,956	\$500	\$500	Rockingham
16 Salem	30,089	\$500	\$500	Rockingham
17 Londonderry	25,826	\$500	\$500	Rockingham
18 Bedford	23,322	\$500	\$500	Hillsborough
	Average	\$452	\$487	
	Median	\$500	\$500	
	Mode	\$500	\$500	

2021 Tax Exemptions Census in Progress JHL 10-26-22 .ods

2021 Tax Credit and Exemption Data

Municipality	Census Data	Blind Exemption	Veteran's Tax Credit		County
	2020		2020	2021	
Barrington	9,326	\$15,000	\$450	\$550	Strafford
Dover	32,741	\$115,000	\$660	\$750	Strafford
Farmington	6,722	\$15,000	\$500	\$750	Strafford
Milton	4,482	\$15,000	\$500	\$500	Strafford
Rochester	32,492	\$75,000	\$300	\$300	Strafford
Somersworth	11,855	\$25,000	\$500	\$500	Strafford
Concord	43,976	\$120,234	\$150	\$150	Merrimack
Derry	34,317	\$40,000	\$500	\$500	Rockingham
Durham	15,490	\$30,000	\$500	\$500	Strafford
Keene	23,047	\$18,000	\$225	\$300	Cheshire
Lee	4,520	\$15,000	\$500	\$500	Strafford
Manchester	115,644	\$156,000	\$500	\$500	Hillsborough
Merrimack	26,632	\$15,000	\$500	\$500	Hillsborough
Nashua	91,322	\$94,000	\$500	\$500	Hillsborough
Portsmouth	21,956	\$25,000	\$500	\$500	Rockingham
Bedford	23,322	\$35,000	\$500	\$500	Hillsborough
Salem	30,089	\$90,000	\$500	\$500	Rockingham
Londonderry	25,826	\$50,000	\$500	\$500	Rockingham
	Average	\$52,680	\$452	\$487	
	Median	\$32,500	\$500	\$500	

2021 Tax Credit and Exemption Data

Municipality	Census Data 2020	Disabled Exemption	Income Limit		Asset Limit		Veteran's Tax Credit		County
			Single	Married	Single	Married	2020	2021	
Barrington	9,326	\$50,000	\$36,000	\$50,000	\$125,000	\$125,000	\$450	\$550	Strafford
Dover	32,741	\$115,000	\$42,000	\$57,000	\$169,000	\$169,000	\$660	\$750	Strafford
Farmington	6,722	-	-	-	-	-	\$500	\$750	Strafford
Milton	4,482	-	-	-	-	-	\$500	\$500	Strafford
Rochester	32,492	\$75,000	\$35,000	\$50,000	\$100,000	\$100,000	\$300	\$300	Strafford
Somersworth	11,855	-	-	-	-	-	\$500	\$500	Strafford
Concord	43,976	-	-	-	-	-	\$150	\$150	Merrimack
Derry	34,317	-	-	-	-	-	\$500	\$500	Rockingham
Durham	15,490	\$110,000	\$38,000	\$52,000	\$155,000	\$155,000	\$500	\$500	Strafford
Keene	23,047	\$33,000	\$32,000	\$43,000	\$61,000	\$87,000	\$225	\$300	Cheshire
Lee	4,520	-	-	-	-	-	\$500	\$500	Strafford
Manchester	115,644	\$156,000	\$41,000	\$55,000	\$100,000	\$130,000	\$500	\$500	Hillsborough
Merrimack	26,632	\$75,000	\$50,000	\$675,000	\$200,000	\$200,000	\$500	\$500	Hillsborough
Nashua	91,322	\$194,000	\$50,000	\$50,000	\$150,000	\$150,000	\$500	\$500	Hillsborough
Portsmouth	21,956	\$235,000	\$43,928	\$60,400	\$175,000	\$175,000	\$500	\$500	Rockingham
Bedford	23,322	\$52,000	\$51,040	\$68,960	\$150,000	\$150,000	\$500	\$500	Hillsborough
Salem	30,089	\$24,000	\$36,150	\$48,200	\$72,400	\$72,400	\$500	\$500	Rockingham
Londonderry	25,826	\$123,625	\$40,800	\$50,300	\$137,000	\$137,000	\$500	\$500	Rockingham
	Average	\$103,552	\$41,327	\$104,988	\$132,867	\$137,533	\$452	\$487	
	Median	\$92,500	\$40,900	\$51,150	\$143,500	\$143,500	\$500	\$500	

2021 Tax Credit and Exemption Data

Municipality	Census Data	Elderly Exemption			Income Limit		Asset Limit		Veteran's Tax Credit		County
	2020	65-74	75-79	80+	Single	Married	Single	Married	2020	2021	
Barrington	9,326	\$85,000	\$127,500	\$161,500	\$36,000	\$50,000	\$125,000	\$125,000	\$450	\$550	Strafford
Dover	32,741	\$115,000	\$162,000	\$207,000	\$42,000	\$57,000	\$169,000	\$169,000	\$660	\$750	Strafford
Farmington	6,722	\$75,000	\$95,000	\$125,000	\$30,000	\$60,000	\$75,000	\$75,000	\$500	\$750	Strafford
Milton	4,482	\$42,500	\$64,000	\$85,000	\$30,000	\$40,000	\$75,000	\$75,000	\$500	\$500	Strafford
Rochester	32,492	\$75,000	\$100,000	\$125,000	\$35,000	\$50,000	\$100,000	\$100,000	\$300	\$300	Strafford
Somersworth	11,855	\$50,000	\$65,000	\$75,000	\$32,000	\$50,000	\$100,000	\$100,000	\$500	\$500	Strafford
Concord	43,976	\$73,000	\$119,000	\$203,000	\$34,300	\$47,200	\$95,000	\$95,000	\$150	\$150	Merrimack
Derry	34,317	\$85,000	\$125,000	\$165,000	\$35,000	\$45,000	\$150,000	\$150,000	\$500	\$500	Rockingham
Durham	15,490	\$125,000	\$175,000	\$225,000	\$38,000	\$52,000	\$200,000	\$200,000	\$500	\$500	Strafford
Keene	23,047	\$33,000	\$45,000	\$60,000	\$32,000	\$43,000	\$61,000	\$87,000	\$225	\$300	Cheshire
Lee	4,520	\$174,000	\$210,000	\$270,000	\$46,500	\$59,400	\$222,500	\$222,500	\$500	\$500	Strafford
Manchester	115,644	\$156,000	\$210,000	\$280,000	\$41,000	\$55,000	\$100,000	\$130,000	\$500	\$500	Hillsborough
Merrimack	26,632	\$75,000	\$100,000	\$125,000	\$45,000	\$60,000	\$200,000	\$200,000	\$500	\$500	Hillsborough
Nashua	91,322	\$194,000	\$224,000	\$280,000	\$50,000	\$50,000	\$150,000	\$150,000	\$500	\$500	Hillsborough
Portsmouth	21,956	\$235,000	\$285,000	\$335,000	\$43,928	\$60,400	\$175,000	\$175,000	\$500	\$500	Rockingham
Bedford	23,322	\$90,100	\$96,000	\$141,600	\$51,040	\$68,960	\$150,000	\$150,000	\$500	\$500	Hillsborough
Salem	30,089	\$82,000	\$122,900	\$163,800	\$36,150	\$48,200	\$72,400	\$72,400	\$500	\$500	Rockingham
Londonderry	25,826	\$123,652	\$154,500	\$206,000	\$40,800	\$50,300	\$137,000	\$137,000	\$500	\$500	Rockingham
Average		\$104,903	\$137,772	\$179,606	\$38,818	\$52,581	\$130,939	\$134,050	\$452	\$487	
Median		\$85,000	\$123,950	\$164,400	\$37,075	\$50,150	\$131,000	\$133,500	\$500	\$500	

DUTY STATE / COUNTRY	ACTIVE DUTY						NATIONAL GUARD / RESERVE							APF DOD CIVILIAN						GRAND TOTAL	
	ARMY	NAVY	MARINE CORPS	AIR FORCE SPACE FORCE	COAST GUARD	TOTAL	ARMY GUARD	ARMY RESERVE	NAVY RESERVE	MARINE CORPS RESERVE	AIR GUARD	AIR FORCE RESERVE	COAST GUARD RESERVE	TOTAL	ARMY	NAVY	MARINE CORPS	AIR FORCE	4TH ESTATE (DOD)		TOTAL
NEW HAMPSHIRE	46	931	52	26	111	1,166	1,620	845	285	142	1,097	0	6	3,995	461	19	2	258	167	907	6,068

2021 Elderly Exemptions		
	Max Possible	Actual Value
65-74		
Current Exmpt Amounts	9,150,000	6,929,900
Proposed Exmpt Amount	10,980,000	7,927,100
75-79		
Current Exmpt Amounts	8,600,000	6,017,142
Proposed Exmpt Amount	10,320,000	6,707,742
80+		
Current Exmpt Amounts	18,875,000	14,008,700
Proposed Exmpt Amount	22,650,000	15,862,300
Total Dollar Increase of Exmpt From Current to Proposed	7,325,000	3,541,400

2022 Elderly Exemptions		
	Max Possible	Actual Value
65-74		
Current Exmpt Amounts	8,400,000	6,517,800
Proposed Exmpt Amount	10,080,000	7,497,500
75-79		
Current Exmpt Amounts	7,400,000	5,290,200
Proposed Exmpt Amount	8,880,000	6,119,900
80+		
Current Exmpt Amounts	19,125,000	14,175,142
Proposed Exmpt Amount	22,950,000	16,087,642
Total Dollar Increase of Exmpt From Current to Proposed	6,985,000	3,721,900



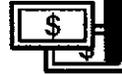
New Hampshire's Veterans

POPULATION

2,649 National Guard **4,097 Reservists**
757 Active Duty **99,249 Veterans**

Veteran Population _{1,2}		New Hampshire
Number of Veterans		99,249
Percent of Adult Population that are Veterans		8.5%
Number of Women Veterans		7,370
Percent Women Veterans		7.9%
Number of Military Retirees ₃		9,584
Percent of Veterans that are Military Retirees ₃		10.78%
Number of Veterans Age 65 and Over		49,357
Percent of Veterans Age 65 and Over		52.9
Age Distribution ₄		New Hampshire
75 years and over		25.3%
65 to 74 years		27.2%
65 to 74 years		19.8%
35 to 54 years		20.3%
18 to 34 years		7.3%
Period of Service ₅		New Hampshire
World War II		2.1%
Korean War		6.5%
Vietnam era		37%
Gulf War I		17.0%
Gulf War II		18.5%
Household Income ₆		New Hampshire
200k or more		6.0%
100k to 199.9k		25.0%
50k to 99.9k		34.0%
25k to 49.9k		23.0%
less than 25k		12.0%
Educational Attainment ₇		New Hampshire
Some college or Associate degree		32.1%
Bachelor's or higher		30.6%
VA Healthcare and Benefits ₈		New Hampshire
Number of Veterans Receiving Disability Compensation		20,243
Number of Veterans Receiving Pension		834
Number of Dependency & Indemnity Comp Beneficiaries		1,641
Number of Education Beneficiaries		10,234
Number of Enrolls in VA Healthcare System		45,100
Number of Unique Patients Treated		30,748

Sources of data: Veterans Data Central, www.veteransdata.info
US Dept of Veterans Affairs, Veterans Experience Office, www.va.gov/vetdata/stateSummaries.asp
US Census Bureau, <https://data.census.gov/cedsci/>
DoD Defense Manpower Data Center, 9/3/17
2019 Home Mortgage Disclosure Act Data
2020 HUD Point in Time Homeless Estimates
This handout was updated 8-6-21.



ECONOMIC WELL BEING

2.9%

Veteran unemployment rate in NH is below the national average of 4.3%.

\$68,900

Median household income of NH Veterans. Median income of all NH households is \$76,768. 65% of Veterans make more than \$50,000/year.



HOUSING & HOMELESSNESS

113

Out of the 113 Veterans experiencing homelessness in NH, 106 are sheltered in emergency or transitional housing. 7 remain unsheltered.*

*2020 HUD Point in Time Homeless Estimate

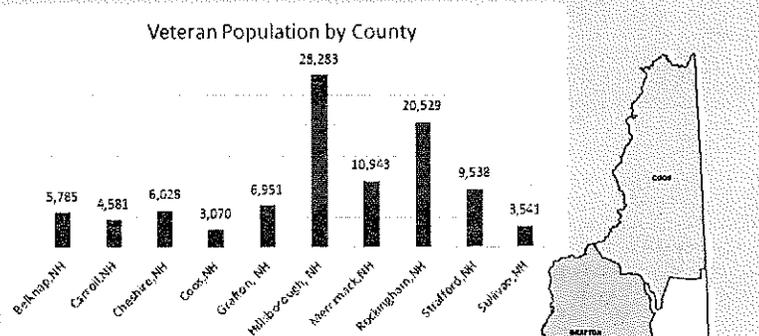
77.5%

Homeownership rate of NH Veterans.

17,311

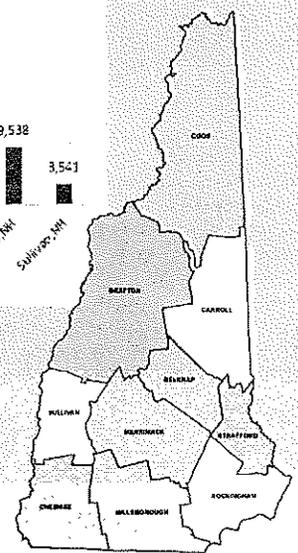
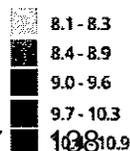
Approximately 17,311 NH Veterans live in homes with one or more major problems of quality, crowding or cost. Housing affordability is the greatest housing problem among NH Veterans.

VETERAN DISTRIBUTION



DENSITY BY COUNTY

Counties
Percent Veteran Population





Supporting New Hampshire's Veterans

STATE GOVERNMENT

DEPT OF MILITARY AFFAIRS & VETERANS SERVICES

Division of Veterans Services
 Division of Community Based Military Programs
 NH State Veterans Cemetery
 State Veterans Council
 NH Military Leadership Team

NH VETERANS HOME

Located in Tilton, NH, the NH Veterans Home strives to provide the best quality of life for NH Veterans with dignity, honor & respect.

NH SUICIDE PREVENTION COUNCIL-- MILITARY & VETERANS COMMITTEE

This committee merged with the NH Governor's Challenge to Prevent Suicide among SMVF team. Committee is co-chaired by Amy Cook.

GOVERNOR'S COMMISSION ON ALCOHOL & OTHER DRUGS-JOINT MILITARY TASK FORCE

Major General Mikolaities, Committee Chair
 Funding has been authorized by the Commission to provide services for military and Veterans.

INITIATIVES & NEEDS

Initiatives

Suicide Prevention
 NH Veteran-Friendly Businesses
 ATQ: Ask, Link, Collaborate
 Military/Veteran Family Support

Needs

Coordinated/centralized resource & referral assistance with customized support
 Affordable housing
 In-home aging services
 Increase VA enrollment



VETERANS AFFAIRS

VA Medical Centers

Manchester VA Medical Center

White River Junction VA Medical Center

- VAMC Directors are members of the NH Military Leadership Team.
- Community Based Outpatient Clinics: Conway, Keene, Littleton, Portsmouth, Somersworth, Tilton
- Wide variety of specialists available. VA care has positive health outcomes and is often more accessible.

Veterans Benefit Administration

- \$417,784,000 into NH Veterans pockets in 2020
- VBA Director is member of the NH Military Leadership Team.



COMMUNITY PARTNERS & RESOURCES

There are a variety of groups, coalitions and organizations serving Veterans statewide to meet needs in a variety of areas. The Department of Military Affairs & Veterans Services has representation on, involvement in and/or a partnership with the following:

- State Veterans Advisory Committee
- Vet Centers (Berlin, Manchester)
- North Country Veterans Committee
- Seacoast Veterans Committee
- Justice Involved Veterans Task Force
- Legislative Committee on PTSD & TBI
- Manchester Mayor's Challenge Team
- NH Veteran-Friendly Business Program Advisory Panel
- Lakes Region Veterans Coalition
- Community Behavioral Health Association
- Governor's Commission on Housing Stability
- Alliance for Healthy Aging
- NH Military Interstate Compact Commission (MIC3)
- Servicelink
- 2-1-1



2021 Strafford County Exemptions and Tax Credits

Municipality	Veterans' Tax Credits					Elderly Exemption							Blind Exemption		Disabled Exemption					
	RSA 72:28	RSA 72:28-b	RSA 72:28-c	RSA 72:29-a	RSA 72:35	RSA 72:39-a							RSA 72:37		Disabled Exemption Adopted	RSA 72:37-b				
	Veterans' Tax Credit	All Veterans' Tax Credit	Combat Service Tax Credit	Surviving Spouse Tax Credit	Tax Credit for Service-Connected Total Disability	Elderly Exemption 65-74	Elderly Exemption 75-79	Elderly Exemption 80+	Single Income Limit	Married Income Limit	Single Asset Limit	Married Income Limit	Blind Exemption Adopted	Blind Exemption	Disabled Exemption	Single Income Limit	Married Income Limit	Single Asset Limit	Married Income Limit	
Barrington	\$550	\$550	\$0	\$2,000	\$3,050	\$85,000	\$127,500	\$161,500	\$36,000	\$50,000	\$125,000	\$125,000	Yes	\$15,000	Yes	\$50,000	\$30,000	\$50,000	\$75,000	\$75,000
Dover	\$750	\$750	\$0	\$2,000	\$4,000	\$115,000	\$162,000	\$207,000	\$42,000	\$57,000	\$169,800	\$169,800	Yes	\$115,000	Yes	\$115,000	\$42,000	\$57,000	\$169,800	\$169,800
Durham	\$500	\$0	\$0	\$2,000	\$2,500	\$125,000	\$175,000	\$225,000	\$38,000	\$52,000	\$200,000	\$200,000	Yes	\$30,000	Yes	\$110,000	\$38,000	\$52,000	\$155,000	\$155,000
Farmington	\$750	\$0	\$0	\$2,000	\$2,000	\$75,000	\$95,000	\$125,000	\$30,000	\$60,000	\$75,000	\$75,000	Yes	\$15,000	No	\$0	\$0	\$0	\$0	\$0
Lee	\$500	\$500	\$0	\$700	\$1,400	\$174,000	\$210,000	\$270,000	\$46,500	\$59,400	\$222,500	\$222,500	Yes	\$15,000	No	\$0	\$0	\$0	\$0	\$0
Madbury	\$500	\$0	\$0	\$700	\$2,000	\$90,000	\$110,000	\$130,000	\$40,000	\$50,000	\$180,000	\$180,000	Yes	\$15,000	No	\$0	\$0	\$0	\$0	\$0
Middleton	\$400	\$0	\$0	\$700	\$2,000	\$20,000	\$25,000	\$30,000	\$30,000	\$40,000	\$75,000	\$75,000	Yes	\$15,000	No	\$0	\$0	\$0	\$0	\$0
Milton	\$500	\$500	\$0	\$700	\$2,500	\$42,500	\$64,000	\$85,000	\$30,000	\$40,000	\$75,000	\$75,000	Yes	\$15,000	No	\$0	\$0	\$0	\$0	\$0
New Durham	\$500	\$500	\$0	\$700	\$1,400	\$45,000	\$65,000	\$90,000	\$26,000	\$35,000	\$60,000	\$60,000	Yes	\$15,000	Yes	\$13,400	\$26,000	\$35,000	\$60,000	\$60,000
Rochester	\$300	\$0	\$0	\$2,000	\$2,000	\$75,000	\$100,000	\$125,000	\$35,000	\$50,000	\$100,000	\$100,000	Yes	\$75,000	Yes	\$75,000	\$35,000	\$50,000	\$100,000	\$100,000
Rollinsford	\$500	\$0	\$0	\$1,400	\$1,400	\$50,000	\$75,000	\$100,000	\$32,000	\$36,000	\$100,000	\$100,000	Yes	\$15,000	No	\$0	\$0	\$0	\$0	\$0
Somersworth	\$500	\$0	\$0	\$2,000	\$2,000	\$50,000	\$65,000	\$75,000	\$32,000	\$50,000	\$100,000	\$100,000	Yes	\$25,000	No	\$0	\$0	\$0	\$0	\$0
Strafford	\$200	\$0	\$0	\$700	\$700	\$30,000	\$40,000	\$50,000	\$30,000	\$40,000	\$75,000	\$75,000	No	\$0	Yes	\$30,000	\$20,000	\$30,000	\$35,000	\$35,000
Average	\$496	\$215	\$0	\$1,354	\$2,073	\$75,115	\$101,038	\$128,731	\$34,423	\$47,646	\$119,792	\$119,792		\$28,077		\$30,262	\$14,692	\$21,077	\$45,754	\$45,754
Median	\$500	\$0	\$0	\$1,400	\$2,000	\$75,000	\$95,000	\$125,000	\$32,000	\$50,000	\$100,000	\$100,000		\$15,000		\$0	\$0	\$0	\$0	\$0
Mode	\$500	\$0	\$0	\$2,000	\$2,000	\$75,000	\$65,000	\$125,000	\$30,000	\$50,000	\$75,000	\$75,000		\$15,000		\$0	\$0	\$0	\$0	\$0

2021 Strafford County Exemptions and Tax Credits

The Statistics Below DO NOT include any data above entered as "\$0"

Municipality	Veterans' Tax Credits					Elderly Exemption							Blind Exemption		Disabled Exemption					
	RSA 72:28	RSA 72:28-b All Veterans' Tax Credit	RSA 72:28-c Combat Service Tax Credit	RSA 72:29-a Surviving Spouse Tax Credit	RSA 72:35 Tax Credit for Service-Connected Total Disability	Elderly Exemption 65-74	Elderly Exemption 75-79	Elderly Exemption 80+	RSA 72:39-a Single Income Limit	Married Income Limit	Single Asset Limit	Married Income Limit	RSA 72:37 Blind Exemption Adopted	Blind Exemption	Disabled Exemption Adopted	Disabled Exemption	RSA 72:37-b Single Income Limit	Married Income Limit	Single Asset Limit	Married Income Limit
Barrington	\$550	\$550		\$2,000	\$3,050	\$85,000	\$127,500	\$161,500	\$36,000	\$50,000	\$125,000	\$125,000	Yes	\$15,000	Yes	\$50,000	\$30,000	\$50,000	\$75,000	\$75,000
Dover	\$750	\$750		\$2,000	\$4,000	\$115,000	\$162,000	\$207,000	\$42,000	\$57,000	\$169,800	\$169,800	Yes	\$115,000	Yes	\$115,000	\$42,000	\$57,000	\$169,800	\$169,800
Durham	\$500			\$2,000	\$2,500	\$125,000	\$175,000	\$225,000	\$38,000	\$52,000	\$200,000	\$200,000	Yes	\$30,000	Yes	\$110,000	\$38,000	\$52,000	\$155,000	\$155,000
Farmington	\$750			\$2,000	\$2,000	\$75,000	\$95,000	\$125,000	\$30,000	\$60,000	\$75,000	\$75,000	Yes	\$15,000	No					
Lee	\$500	\$500		\$700	\$1,400	\$174,000	\$210,000	\$270,000	\$46,500	\$59,400	\$222,500	\$222,500	Yes	\$15,000	No					
Madbury	\$500			\$700	\$2,000	\$90,000	\$110,000	\$130,000	\$40,000	\$50,000	\$180,000	\$180,000	Yes	\$15,000	No					
Middleton	\$400			\$700	\$2,000	\$120,000	\$125,000	\$30,000	\$30,000	\$40,000	\$75,000	\$75,000	Yes	\$15,000	No					
Milton	\$500	\$500		\$700	\$2,500	\$42,500	\$64,000	\$85,000	\$30,000	\$40,000	\$75,000	\$75,000	Yes	\$15,000	No					
New Durham	\$500	\$500		\$700	\$1,400	\$45,000	\$65,000	\$90,000	\$26,000	\$35,000	\$60,000	\$60,000	Yes	\$15,000	Yes	\$13,400	\$26,000	\$35,000	\$60,000	\$60,000
Rochester	\$300			\$2,000	\$2,000	\$75,000	\$100,000	\$125,000	\$35,000	\$50,000	\$100,000	\$100,000	Yes	\$75,000	Yes	\$75,000	\$35,000	\$50,000	\$100,000	\$100,000
Rollinsford	\$500			\$1,400	\$1,400	\$50,000	\$75,000	\$100,000	\$32,000	\$36,000	\$100,000	\$100,000	Yes	\$15,000	No					
Somersworth	\$500			\$2,000	\$2,000	\$50,000	\$65,000	\$75,000	\$32,000	\$50,000	\$100,000	\$100,000	Yes	\$25,000	No					
Strafford	\$200			\$700	\$700	\$30,000	\$40,000	\$50,000	\$30,000	\$40,000	\$75,000	\$75,000	No		Yes	\$30,000	\$20,000	\$30,000	\$35,000	\$35,000
Average	\$496	\$560		\$1,354	\$2,073	\$75,115	\$101,038	\$128,731	\$34,423	\$47,646	\$119,792	\$119,792		\$30,417		\$65,567	\$31,833	\$45,667	\$99,133	\$99,133
Median	\$500	\$500		\$1,400	\$2,000	\$75,000	\$95,000	\$125,000	\$32,000	\$50,000	\$100,000	\$100,000		\$15,000		\$62,500	\$32,500	\$50,000	\$87,500	\$87,500
Mode	\$500	\$500		\$2,000	\$2,000	\$75,000	\$65,000	\$125,000	\$30,000	\$50,000	\$75,000	\$75,000		\$15,000						
Rochester	\$300	\$0		\$2,000	\$2,000	\$75,000	\$100,000	\$125,000	\$35,000	\$50,000	\$100,000	\$100,000	Yes	\$75,000	Yes	\$75,000	\$35,000	\$50,000	\$100,000	\$100,000
Proposed Rochester	\$300	\$0		\$2,000	\$2,000	\$90,000	\$120,000	\$150,000	\$38,500	\$55,000	\$120,000	\$120,000	Yes	\$75,000	Yes	\$75,000	\$35,000	\$50,000	\$100,000	\$100,000
Proposed %	60%	0%		148%	96%	120%	119%	117%	112%	115%	100%	100%		247%		114%	110%	109%	101%	101%
Dover %	151%	134%		148%	193%	153%	160%	161%	122%	120%	142%	142%		378%		175%	132%	125%	171%	171%
Farmington	151%	0%		148%	96%	100%	94%	97%	87%	126%	63%	63%		49%		0%	0%	0%	0%	0%
Rochester	60%	0%		148%	96%	120%	119%	117%	112%	115%	100%	100%		247%		114%	110%	109%	101%	101%



City of Rochester, New Hampshire

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

CITY MANAGER'S REPORT November 2022

Contracts and documents executed since last month:

- **Department of Public Works**
 - Authorization to file building permit – T-Mobile **P. 43**
 - Lease amendment for equipment modification – T-Mobile **P. 44**
 - Change Order, Pavement & Highway Improvements **P. 45**
 - Purchasing Waiver- Sole Source- Topographix, LLC **P. 46**
 - ARPA Cybersecurity implementation grant application. **P. 48**
 - Change Order, Betts/Cross Road intersection. **P. 49**
 - Task Order, WTP Asset Management Project **P. 50**
 - Estimate/Scope of Services, Alder Creek drainage – S.U.R. **P. 51**
- **Economic Development**
 - FY22-FY23 CAP Weatherization – Briar Ridge **P. 52**
 - FY22-FY23 CAP Weatherization – Country Ridge **P. 53**
- **Finance**
 - Pictometry Agreement **P. 54**
- **IT**
 - Workflow Scripting – Canon **P. 55**
 - Quote for desk phones – Twinstar **P. 56**

The following standard report has been enclosed:

- Personnel Action Report Summary **P. 57**

*Intentionally
left blank...*

City Clerk's Office

INTEROFFICE MEMORANDUM

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

FROM: Dana Webber, PE, Assistant City Engineer

DATE: October 21, 2022

SUBJECT: T-Mobile Generator at Rochester Hill Tank
Letter of Authorization to file building permit

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

T-Mobile is requesting authorization from the City to file permits to perform modifications at Rochester Hill Tank site. Modifications which include removal and upgrade of their telecommunications equipment on the drinking water storage tank. DPW and our consultant at Weston & Sampson have reviewed the modifications and T-Mobile has satisfactorily addressed comments. A lease amendment has been drafted and is in the process of being formally reviewed by T-Mobile for execution. The City building permit will not be issued unless and until the lease amendment is executed.

Please sign and date the attached letter of authorization. Attached reference documents include the proposed lease amendment and proposed modifications plan set.

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

Please return the electronically signed letter of authorization to DPW for distribution to T-Mobile.

Signature

Katie Ambrose
Deputy City Manager/ Director of Finance & Administration



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT
209 Chestnut Hill Road • Rochester, NH 03867
(603) 332-4096
www.rochesternh.gov

INTEROFFICE MEMORANDUM

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

FROM: Dana Webber, PE, Assistant City Engineer

DATE: November 3, 2022

SUBJECT: T-Mobile Lease at Rochester Hill Tank site
Lease Amendment No. 1

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

The attached lease amendment is a result of T-Mobile's proposal to modify equipment on the Rochester Hill Water Storage Tank. The amendment is to ensure the City infrastructure is protected and to update the lease for modified equipment. The amendment does not otherwise alter lease terms.

The lease amendment has been reviewed by the City Attorney and DPW staff.

Please sign and date the attached lease amendment.

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

Please return the electronically signed letter of authorization to DPW for distribution to T-Mobile.

Signature

Katie Ambrose
Deputy City Manager/ Director of Finance & Administration



City of Rochester, New Hampshire
 PUBLIC WORKS DEPARTMENT
 209 Chestnut Hill Road • Rochester, NH 03867
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www.rochesternh.net

INTEROFFICE MEMORANDUM

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

FROM: Timothy Goldthwaite, PE, Assistant City Engineer

DATE: October 26, 2022

SUBJECT: **Pavement & Highway Improvement Project (#19-31)
 Change Order No. 4**

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

Attached is Change Order No. 4 for the Pavement & Highway Improvement project. This Change Order adds repaving work for the downtown fire station located on Wakefield St. The cost of this work is estimated to be \$31,902.50 and will be funded thru FY23 General Fund for Public Buildings/Pavement Rehabilitation-Central Fire account.

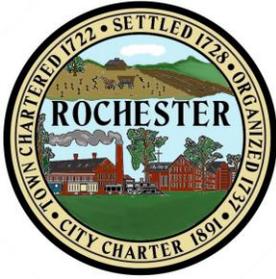
Katie - If you have any questions, please let me know. If not, please sign below and forward to the City Manager for signature. The signed original of Change Order No. 4 should be returned to DPW for distribution. Thank you.

Signature _____

Katie Ambrose
 Deputy City Manager/ Director of Finance & Administration

Finance Notes: Account # 15013030-771000-23512

Attachment: 1. Pavement & Highway Improvement, Change Order No. 4
 2. Scope of Work Cost Itemization



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net



INTEROFFICE MEMORANDUM

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

FROM: PETER C. NOURSE, DIRECTOR OF CITY SERVICES

DATE: 01 November 2022

SUBJECT: Purchasing Waiver – Sole Source / Exception to Bidding Threshold

CC: Lisa J. Clark, DPW

Attached please find (1) one copy of the quotation from Topographix, LLC of Hudson, NH. I have been directed by the City Manager to contract with this company to perform a survey of the Old Town Farm Cemetery on North Main St. Per City Ordinance, Chapter 49, Cemeteries, the City is responsible to control this cemetery, the Haven Hill Cemetery and the Old Cemetery by Willow Brook.

Part of controlling these cemeteries involves grounds maintenance and administration oversight of maintenance of the availability of plots for the public. There are no known records on interments maintained by the City or Rochester Cemetery Association for this cemetery.

This proposal is to apply a ground-penetrating radar mapping initiative to best determine where existing interments are, and where available spaces for future interments may be. A project product will be a detailed map of existing interments and available spaces for future interments, and an excel registry that can then be maintained by the City.

Topographix has recently completed similar services for Haven Hill Cemetery. This work was a similar Sole Source request in February 2022.

Per procurement rules, the proposal estimate of \$10,600 would require three quotes. However, Topographix is the only company in NH that performs this service.

12/01/2022

This has been approved for FY22 General Overhead Contingency, General Fund by Ms. Ambrose. Requested is a transfer from General Fund Contingency account 11080050-584000 to PBG Contracted Services account 11090050-532200.

If you have any question, please call, if not please pass on to the Deputy City Manager & Director of Finance and Administration for signature, per Purchasing Policy 3.004. Please return document to me at the DPW for Distribution

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



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 PUBLIC WORKS DEPARTMENT
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 (603) 332-4096
www.RochesterNH.gov



INTEROFFICE MEMORANDUM

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

FROM: Dana Webber, PE, Assistant City Engineer

DATE: November 1, 2022

SUBJECT: ARPA Grant Application
 Cybersecurity Implementation - Wastewater
 Amount \$50,000.00

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

Attached please find (1) one copy of the American Rescue Plan Act (ARPA) Cybersecurity Implementation Grant Application and cover letter. The City Council authorized the acceptance of the grant and designated authority to the City Manager to execute grant documents at the October, 4 2022 Regular City Council Meeting.

Please sign the cover letter approving submission of the grant application.

Katie - If you have any questions, please call, if not please pass on to the City Manager for signature & return document to me at the DPW for Distribution

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



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT
209 Chestnut Hill Road • Rochester, NH 03867
(603) 332-4096
www.rochesternh.net

INTEROFFICE MEMORANDUM

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

FROM: Timothy Goldthwaite, PE, Assistant City Engineer

DATE: November 16, 2022

SUBJECT: **Betts Rd – Cross Rd Intersection (#22-48)
Change Order No. 1 (Balancing)**

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

Attached is Change Order No. 1 which incorporates additional tree cutting on Betts Road with respect to intersection sight-distance improvement. Also, this change order serves to balance the contract value with respect to work item overages and work item savings.

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 of Change Order No. 1 should be returned to DPW for distribution. Thank you.

Signature _____

Katie Ambrose
Deputy City Manager/ Director of Finance & Administration

Attachment: Betts & Cross Road Intersection - Change Order No. 1



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net



INTEROFFICE MEMORANDUM

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

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

DATE: November 9, 2022

SUBJECT: Wright Pierce Engineers
Water Treatment Asset Management – Task Order 2023-5
\$117,000

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

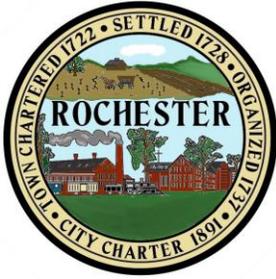
Attached please find (1) one copy of the Wright Pierce Engineers (WP) Task Order 2023-5 for the WTP Asset Management Project. The total project cost is \$117,000. The City selected WP for City Infrastructure projects per RFQ 21-19.

This project is funded in the amount of \$100,000 by the American Rescue Plan Act (ARPA) and the remaining balance of the project is funded in the Water Fund. The following accounts to be used.

55016010-771000-22583 Water System Asset Management (ARPA) = \$100,000
55016010-773800-19521 Water Fund Asset Management = \$12,046.05
55016010-773800-20528 Water Fund Asset Management = \$4,953.95

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
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
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INTEROFFICE MEMORANDUM

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

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR

DATE: November 8, 2022

SUBJECT: SUR Construction –Drainage Repair
Alder Creek = \$7,148.00

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

Attached please find (1) one copy of the SUR Construction Company estimate/ scope of service for signature. The work associated is to re-establish ditch line, remove trees, add rip-rap and repair area for a City drainage easement on private property. The pricing for equipment and labor is per City of Rochester Bid # 21-23 for Equipment Rental and Construction Contracting Services. The pricing is good through 12/31/2022.

The funds are available in the following in the Corrective Drainage account as follows:

Account # 15013010-771000-22529 = \$7,148.00

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)



12/01/2022

City of Rochester, New Hampshire
Economic Development Department
33 Wakefield Street, Rochester, NH 03867
(603) 335-7522, www.RochesterEDC.com

INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager

FROM: Kiersten Wright, Community Development Coordinator/Grants Manager

DATE: November 2, 2022

SUBJECT: FY 22- 23 CAP Weatherization Assistance Program- Briar Ridge Estates

CC: Cassie Givara, Deputy City Clerk

Please see attached the environmental review statement for the Community Action Partnership of Strafford County's planned repair and maintenance activities for FY 2022-2023. As per 24 CFR 58, the City of Rochester is the responsible entity for conducting environmental reviews for the Rochester Housing Authority. The environmental review statement requires the signature of the City Manager as the City of Rochester authority.

The environmental review statement was prepared by the Community Development Coordinator with assistance from Community Action Partnership.

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



12/01/2022

City of Rochester, New Hampshire
Economic Development Department
33 Wakefield Street, Rochester, NH 03867
(603) 335-7522, www.RochesterEDC.com

INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager

FROM: Kiersten Wright, Community Development Coordinator/Grants
Manager

DATE: November 17, 2022

SUBJECT: FY 22- 23 CAP Weatherization Assistance Program- Country Ridge

CC: Cassie Givara, Deputy City Clerk

Please see attached the environmental review statement for the Community Action Partnership of Strafford County's planned repair and maintenance activities for FY 2022-2023. As per 24 CFR 58, the City of Rochester is the responsible entity for conducting environmental reviews for the Rochester Housing Authority. The environmental review statement requires the signature of the City Manager as the City of Rochester authority.

The environmental review statement was prepared by the Community Development Coordinator with assistance from Community Action Partnership.

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



City of Rochester, New Hampshire

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917

(603) 335-7609 Fax (603) 332-7589

MEMO

TO: Blaine Cox

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

DATE: October 31, 2022

RE: Pictometry International Corp. Agreement

Attached please find an agreement with Pictometry International Corp. for imagery and associated services. Funding this project was approved at the September 13th Finance Committee meeting and funding is available in General Overhead – Other Professional Services 11080050-533000.

Feel free to let me know if you have any questions. If you concur, please sign and return to my attention for distribution.

Katie Ambrose

Deputy City Manager/Director of Finance & Administration

Enclosures: Agreement Between Pictometry International Corp. and City of Rochester, NH



City of Rochester, New Hampshire

INFORMATION TECHNOLOGY SERVICES

31 Wakefield St • Rochester, NH 03867

www.rochesternh.net

INTEROFFICE MEMORANDUM

TO: Blaine City Manager
Katie Ambrose, Finance Director

FROM: Sonja Gonzalez, Chief Information Officer

DATE: November 17, 2022

SUBJECT: Canon – Workflow script - \$1,621.26

CC:

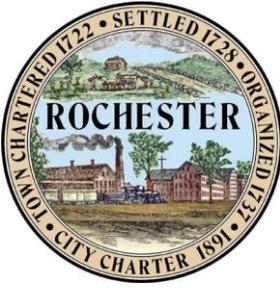
Attached please find a quote for workflow scripting. I am requesting that the City manager sign on pages 1 and 2 as well as initial on page 2.

There is sufficient funding account 11020050-565000 SOFTWARE.

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



City of Rochester, New Hampshire

INFORMATION TECHNOLOGY SERVICES

31 Wakefield St • Rochester, NH 03867

www.rochesternh.net

INTEROFFICE MEMORANDUM

TO: Blaine City Manager
Katie Ambrose, Finance Director

FROM: Sonja Gonzalez, Chief Information Officer

DATE: November 16, 2022

SUBJECT: Twinstate – Desk phones - \$1,595.30

CC:

Attached please find a quote for desk phones. I am requesting that the City manager sign on page 3.

There is sufficient funding remaining in PO#445 from FY23.

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
CITY MANAGERS	ELIZABETH HOBBS	CAMERA OPERATOR	1			X				X								
DPW	JACOB JORDAN	CUSTODIAN	1		X		X											
DPW	CLAIRE BLANCHETTE	ADMIN ASSISTANT 1	1	X							X							ANNIVERSARY DATE 10/20/2014
DPW	JOSEPH ROBIDOUX	PT GROUNDS LABORER	1			X											X	DECREASE HOURS
DPW	TODD BRISARD	PT GROUNDS LABORER	1			X											X	DECREASE HOURS
DPW	SAMUEL GRENIER	LEAD HIGHWAY	1	X						X								
DPW	RAYMOND DASHNAW	MAINTENANCE TECHNICIAN	1	X					X									
DPW	JASON THIBODEAU	MAINTENANCE TECHNICIAN	1	X													X	GROUND'S LABORER TO MAINTENANCE TECHNICIAN
DPW	GINA GOLDEN-SILVESTRO	GIS/ASSET MGMT TECHNICIAN	1	X			X											
DPW	DEAN HODGDON	SEASONAL WINTER HELP	1			X		X										
DPW	THOMAS MARCHAND	SEASONAL WINTER HELP	1			X		X										
DPW	BARRY WILLEY	SEASONAL WINTER HELP	1			X		X										
DPW	JACOB JORDAN	PART TIME CUSTODIAN	1		X					X								
DPW	CLARK CRAIG	MEDIUM EQUIPMENT OPERATOR	1	X						X								
DPW	JOSEPH SANBORN JR	LEAD HIGHWAY	1	X													X	MEDIUM EQUIPMENT OPERATOR TO LEAD HIGHWAY
DPW	CHAD OSBORNE	MEDIUM EQUIPMENT OPERATOR	1	X													X	FLEET MECHANIC TO MEDIUM EQUIPMENT OPERATOR
DPW	LISA CLARK	DEPUTY DIRECTOR OF PUBLIC WORKS - OPERATIONS & ADMIN	1	X													X	ADMINISTRATIVE SERVICES & UTILITY BILLING SUPERVISOR TO DEPUTY DIRECTOR OF PUBLIC WORKS - OPERATIONS & ADMIN
DPW	SHANE TUFTS	LABORER	1	X													X	LEAD GROUNDS TO GROUNDS LABORER
DPW	FREEMAN SPRAGUE	MEDIUM EQUIPMENT OPERATOR	1	X			X											
FIRE	DAWSON COTREAU	FIREFIGHTER	1	X							X							ANNIVERSARY DATE 11/01/2021
FIRE	SETH WENTWORTH	FIREFIGHTER	1	X							X							ANNIVERSARY DATE 11/06/2016
FIRE	MATTHEW PARKER	FIREFIGHTER	1	X							X							ANNIVERSARY DATE 11/24/2013
FIRE	DUANE MARSH	FIREFIGHTER	1	X							X							ANNIVERSARY DATE 11/26/2017
HUMAN RESOURCES	DIANE HOYT	TEMPORARY HR	1			X												
HUMAN RESOURCES	ANDREA METZDORF	ACCOUNTANT I	1	X							X							PROMOTION DATE 11/30/2020
IT	BILLIE JAY JAVIER	SYSTEMS ADMINISTRATOR	1	X			X											
LEGAL	JEROME BLANCHARD	DEPUTY CITY ATTORNEY	1	X			X											
LEGAL	ROBIN HILMAN-HEALEY	LEGAL ASSISTANT	1	X			X											
LIBRARY	KATHERINE PARKER WRIGHT	PATRON SERVICE SUPERVISOR	1	X										X				PROMOTION DATE 08/09/2021
LIBRARY	AMY LEMELIN	LEAD LIBRARIAN	1	X													X	LIBRARY ASSISTANT TO LEAD LIBRARIAN
POLICE	JACOB GARSTIN	PATROL OFFICER	1	X							X							ANNIVERSARY DATE 11/09/2014
POLICE	HATTIE JOHNSON	PATROL OFFICER	1	X							X							ANNIVERSARY DATE 11/18/2018
POLICE	JONATHAN LABOSIER	PATROL OFFICER	1	X							X							ANNIVERSARY DATE 11/18/2018
POLICE	KENDALL DECOST	PATROL OFFICER	1	X							X							ANNIVERSARY DATE 11/18/2018
POLICE	SPENCER WILLIAMS HURLEY	POLICE SERGEANT	1	X							X							ANNIVERSARY DATE 11/09/2014
POLICE	NICOLE KNOX	PATROL OFFICER	1	X							X							ANNIVERSARY DATE 12/01/2019
POLICE	BRENDAN COLSON	PATROL OFFICER	1	X							X							ANNIVERSARY DATE 12/01/2019
RECREATION	HANNAH GALLAGHER	CAMP COUNSELOR	1			X				X								
RECREATION	MADISON CORRIVEAU	HEAD CAMP COUNSELOR	1			X				X								
RECREATION	TAYLOR CORRIVEAU	HEAD CAMP COUNSELOR	1			X				X								
RECREATION	SHANNON COLSON	HEAD LIFEGUARD	1			X				X								
RECREATION	FRANCES CALLAGHAN	POOL ATTENDANT	1			X				X								
RECREATION	GRACE BEAULIEU	CAMP COUNSELOR	1			X				X								
RECREATION	ADRIENNE BEATTY	HEAD CAMP COUNSELOR	1			X				X								
RECREATION	APRIL BEATTY	POOL ATTENDANT	1			X				X								
RECREATION	SHARA HUGHES	SUPPORT STAFF 2	1			X				X								
RECREATION	CLAUDIA LAMIE	POOL ATTENDANT	1			X				X								
RECREATION	EMELIA LAMIE	HEAD LIFEGUARD	1			X				X								
RECREATION	SOPHIA WILLIS	CAMP COUNSELOR	1			X				X								
RECREATION	ROBERT GEE	AQUATIC PROGRAM SUPERVISOR	1			X				X								
RECREATION	LLEWELLYN MILLETTE	AQUATIC FACILITY OPERATOR	1			X				X								
RECREATION	SADIE PERKINS	SUPPORT STAFF 1	1			X								X				
RECREATION	COLE SULLIVAN	SUPPORT STAFF 2	1			X								X				
RECREATION	JUDITH TURGEON	SUPPORT STAFF 2	1			X											X	CAMP DIRECTOR TO SUPPORT STAFF 2
RECREATION	ABIGAIL WARD	SUPPORT STAFF 2	1			X											X	CAMP DIRECTOR TO SUPPORT STAFF 2
RECREATION	HANNAH WINSHIP	SUPPORT STAFF 2	1			X											X	CAMP DIRECTOR TO SUPPORT STAFF 2
RECREATION	NATHAN DEVINE	SUPPORT STAFF 1	1			X											X	LIFEGUARD TO SUPPORT STAFF 1
WELFARE	DEBRA RODNEY	ADMIN ASSISTANT II	1	X													X	INCREASE HOURS
WELFARE	JENNIFER SPURR	SOCIAL WORKER	1	X													X	INCREASE HOURS
WELFARE	DEBRA RODNEY	ADMINISTRATIVE ASSISTANT II	1	X							X							ANNIVERSARY DATE 11/05/2018

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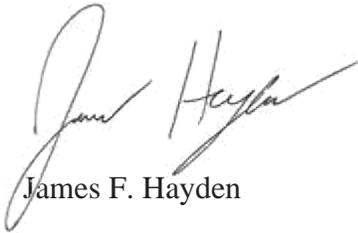
City Clerk's Office

November 11, 2022

Rochester Zoning Board of Adjustment
City Hall Annex, 33 Wakefield Street
Rochester, NH 03867

To whom it may concern,

I would like to notify you that I am resigning from my position as a member on the Rochester Zoning Board of Adjustment. Thank you for giving me the opportunity to serve on the board and give back to the community.

A handwritten signature in black ink, appearing to read "James F. Hayden". The signature is written in a cursive style with a large initial "J" and "H".

James F. Hayden

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City Clerk's Office

12/01/2022

From: Paul Giuliano <paul.giuliano@rochesternh.gov>
Date: October 27, 2022 at 8:18:11 PM EDT
To: Paul Callaghan <paul.callaghan@rochesternh.gov>
Subject: **Appointments**

Dear Mayor Callaghan,

It is with regret that I must resign my appointment to the Planning Board and REDC. It has been an honor to serve in this capacity. I remain the city's partner in higher education and work force development through my role with GBCC. I am proud of the progress Rochester has made and appreciate the commitment to Economic Development.

Best regards

Paul Giuliano.

Sent from my iPhone

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City Clerk's Office

From: Leo <brodeurleb@gmail.com>
Sent: Friday, November 25, 2022 5:59 PM
To: Shanna Saunders <shanna.saunders@rochesternh.gov>
Subject: Letter of Resignation

Caution: External email.

Shanna and Larry,
After 9 years on the ZBA it's time to call it a day. I applied for the ZBA after I went through the variance process for the garage we wanted to build at our home in 2013. It has been an enlightening experience for me and I have a better understanding of the process.
Unfortunately, I won't be able to nominate Larry for the Chairman position for 2023 since my resignation will be effective after the December ZBA meeting on December 14th.
Thanks for all your support as well as Crystal's assistance whenever required.
Best of luck to all of you.

Sincerely,
Leo Brodeur
ZBA Vice Chairman

Sent from [Mail](#) for Windows

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

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City Clerk's Office



City of Rochester, New Hampshire

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

Appointments Review Committee

November 22, 2022

City Hall Chambers – Conference Room

6:00 PM

Committee Members Present:

James Gray, Chair
Laura Hainey, Vice-Chair
Dana Berlin
Amy Malone

Committee Members Excused:

Ashley Desrochers

Minutes

Chair Gray called the meeting to order at 6:00 PM on November 22, 2022.

New appointment(s):

Rick Healey – Planning Board, Seat M (New Appointment, Alternate member) *Term to Expire 01/2/2025*

Mr. Healey gave a brief overview of his prior history serving on City Boards and Commissions, including 10 years on City Council and the related subcommittees, co-creating the Rochester Government Channel, and a total of 14 years serving on the Planning Board. Councilor Berlin inquired why he was interested in serving on the Planning Board once again. Mr. Healey spoke of missing his service on the board. He said that, following a well-publicized property issue in Gonic, he had started attending the Planning Board meetings regularly, reviewing the packet information, and desiring to become more directly involved once again.

There was a discussion with the applicant regarding how he would have handled the previously referenced property matter and what he would have done differently, the need for affordable housing in the City, and zoning considerations related to these matters.

Councilor Malone **MOVED** to recommend to full Council the appointment of Rick Healey as an alternate member of the Planning Board, Seat M, with a term to expire 1/2/2025. Councilor Berlin seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Matthew Richardson – Planning Board, Seat A (Elevation from Alternate to Regular Member) *Term to Expire 7/1/2024*

Mr. Richardson said that he has been serving on the board for the past ___ months and has been enjoying his time and learning quite a bit. Due to multiple member absences from the board, he has been frequently appointed as a voting member at meetings. Mr. Richardson stated that he has not missed a meeting to date. He reported that he has not had opportunity for trainings, however there were some upcoming, and Mr. Richardson emphasized the importance of the board members receiving trainings and opportunities to keep the board cohesive.

Councilor Hainey asked what has been the most challenging part of serving on the Planning Board. Mr. Richardson stated there had not been many challenges outside of becoming accustomed to the review process itself and how the TRG, Conservation Commission, and other committees factor into the process.

Councilor Berlin **MOVED** to recommend to full Council the elevation of Matthew Richardson from an alternate to a regular member of the Planning Board, Seat A with a term to expire 1/2/24. Councilor Hainey seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

James Hayden – Planning Board, Seat D (Elevation from Alternate to Regular Member) Term to Expire 01/2/2025

Mr. Hayden stated that he had been serving on the Planning Board as an alternate of the past 6 months and was looking forward to moving into a regular position and being able to assist in a more predominant manner. He spoke about his background in land use development and as a civil engineer. Councilor Berlin asked if Mr. Hayden’s professional background translated into the work being done on the Board. Mr. Hayden stated that his work experience enables him to be able to better read and understand plan sets and the finer details of projects coming before the board. He said he was looking forward to reviewing bigger projects with more detail; the board has seen a lot of subdivisions and lot line revisions.

The Committee and Mr. Hayden discussed the Master Plan and Mr. Hayden gave his thoughts on the storm water chapter. There was discussion in Committee about development and related considerations regarding storm water. Chair Gray asked if Mr. Hayden had attended any trainings. Mr. Hayden stated that he has not attended any in-person trainings, but has reviewed the archives of online live trainings.

Councilor Berlin **MOVED** to recommend to full Council the elevation of Matthew Winders from an alternate to a regular member of the Zoning Board of Adjustments, into Seat B, with a term to expire 1/2/2025. Councilor Hainey seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Berlin referenced the letter of recommendation from the Chair of the Planning Board that had been forwarded by the Director of Planning. The letter had recommended the elevation of both Mr. Richardson and Mr. Hayden from alternates to regular membership. Councilor Berlin stated that, although he does not necessarily disagree with the sentiments expressed in the letter, he does not feel the letter itself and the recommendations coming from the Planning Board are appropriate. He stated that it was not the job of the Planning Board to make these recommendations but rather the responsibility and purpose of the

Appointments Review Committee. He referenced a similar recommendation letter from the Planning Board in which board members had voted for their own appointments. He said he did not feel like the process had been followed ethically. Chair Gray suggested that in the future, when a board or commission sends a letter of recommendation, it should be made clear that the members in question should recuse themselves from the vote regarding their own appointment.

Re-Appointments:

Joan Strogon – Recreation and Arena, Seat A (Re-appointment, Regular Member) Term to Expire 01/2/2026

Councilor Berlin stated that he serves on the Recreation and Arena Commission with Ms. Strogon, and she does not miss meetings and is an active, engaging member of the board.

Councilor Berlin **MOVED** to recommend to full Council the reappointment of Joan Strogon to the Recreation and Arena Commission, Seat A with a term to expire 1/2/26. Councilor Malone seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

A. Raymond Varney – Trustees of the Trust Fund, Seat C (Re-appointment, Regular Member) Term to Expire 01/2/2026

The Committee agreed that Mr. Varney is an asset to the Trustees of the Trust Fund and would continue to serve the City well if reappointed.

Councilor Malone **MOVED** to recommend to full Council the re-appointment of A. Raymond Varney to the Trustees of the Trust Fund, Seat C with a term to expire 1/2/26. Councilor Hainey seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Chair Gray **ADJOURNED** the Appointments Review Committee meeting at 6:41 PM

Respectfully submitted,

Cassie Givara
Deputy City Clerk



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

RECEIVED

SEP 20 2022

CITY CLERK'S OFFICE
ROCHESTER, NH

STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP

POSITION DESIRED: Planning Board

NEW RE-APPOINTMENT REGULAR ALTERNATE

NAME: Rick Healey

STREET ADDRESS: 36-A Railroad Ave. Gonic, N.H.

ZIP 03839

TELEPHONE (H) 603 (W) 817-4560 E-MAIL chelu36@yahoo.com

REGISTERED VOTER: (CIRCLE ONE) YES NO WARD 3

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

To help Rochester into the future.

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position:
10 years City Council, 14 years Rochester planning board, (2000-2014.)

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

I certify that I am 18 years of age or older: Rick Healey



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

**STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: Planning Board (vacated Seat)

NEW _____ RE-APPOINTMENT _____ REGULAR ALTERNATE _____

NAME: Matthew Richardson

STREET ADDRESS: 15 Spruce St. Rochester NH.

ZIP 03867

TELEPHONE:(H) ~~603 333-1044~~ ⁶⁰³ 330-9899 E-MAIL mat@lowbudgetauto.net

REGISTERED VOTER: (CIRCLE ONE) YES _____ NO _____ WARD 6

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

I am Currently an Alternate Member on the Planning Board. I wish to move into the Regular Member Position.

I Have not been Absent For Any Board Meetings Since My Appointment

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

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

I certify that I am 18 years of age or older: [Signature]



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

**STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: _____

NEW _____ RE-APPOINTMENT _____ REGULAR X ALTERNATE _____

NAME: _____

STREET ADDRESS: _____

ZIP _____

TELEPHONE:(H) _____ (W) 603-953-3049 E-MAIL _____

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

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

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

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

I certify that I am 18 years of age or older: _____



12/01/2022
RECEIVED

NOV 15 2022
CITY CLERK'S OFFICE
ROCHESTER, NH

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

**STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: Recreation & Green Commission

NEW _____ RE-APPOINTMENT REGULAR _____ ALTERNATE _____

NAME: Jean Stragen

STREET ADDRESS: 28 Huckings rd, Madbury, NH

ZIP 03823

TELEPHONE:(H) 603-743-2702 (W) _____ **E-MAIL** jstragen@comcast.net

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

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

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

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

I certify that I am 18 years of age or older: Jean Stragen



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

**STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: Trustee of the Trust Funds

NEW _____ RE-APPOINTMENT X REGULAR X ALTERNATE _____

NAME: A. Raymond Varney, Jr.

STREET ADDRESS: 13 Forest Park Drive

ZIP 03868

TELEPHONE:(H) _____ (W) _____ E-MAIL ray.varney@rochesternh.gov

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

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

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

New Hampshire Municipal Association 2022 Municipal Trustees Training
June 9 2022

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

I certify that I am 18 years of age or older: AR Varney Jr

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Finance Committee

Meeting Minutes

Meeting Information

Date: November 15, 2022

Time: 6:11 P.M.

Location: 31 Wakefield Street

Committee members present: Mayor Callaghan, Deputy Mayor Lachapelle, Councilor Beaudoin, Councilor Gray, Councilor Hainey, Councilor Larochelle, and Councilor Hamann.

City staff present: Deputy Finance Director Mark Sullivan. Deputy City Manager Katie Ambrose. Kyle Repucci, Superintendent of Schools. Sarah Harrington, Vice Chair of School Board. Matt Beaulieu, School Board Chair.

Others present: Councilor Ashley Desrochers. Councilor Tim Fontneau. Councilor Dana Berlin. Councilor Skip Gilman.

Agenda & Minutes**1. Call to Order**

Mayor Callaghan called the Finance Committee meeting to order at 6:11 PM. All Councilors were present. Councilor Larochelle was connecting remotely via Microsoft Teams. Mayor Callaghan asked Councilor Beaudoin to lead the Pledge of Allegiance.

2. Acceptance of Minutes: October 11, 2022

Councilor Lachapelle **MOVED** to **ACCEPT** the minutes of the October 11, 2022 Finance Committee meeting. Councilor Beaudoin seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote with Councilors Hamann, Beaudoin, Lachapelle, Hainey, Larochelle, Gray, and Mayor Callaghan all voting favor.

3. Public Input

There was no one present to speak for public input.

4. Unfinished Business:

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4.1.1 School Department Capital/Non Capital Reserves Presentation

Finance Director Ambrose directed the Committee to the packet containing the updated information that had been requested from the School department at the prior meeting; including more specific monetary amounts, specifics on the apparatus replacement account, and details on how the department envisions the funds working.

Matt Beaulieu, School Board Chair, addressed the Committee regarding the Special Education cost fund. He explained that this is not a fund that the School Department intends to use unless necessary. Out-of-district placements are often unexpected, and this account will allow the school to have a backup plan for when they occur. He further detailed how the School Board envisioned this fund would work. Mr. Beaulieu gave details on how the proposed apparatus fund would operate in the case that equipment, such as a snow plow, needs to be purchased unexpectedly.

Councilor Beaudoin stated that in the resolution, the RSA cited is 34:1; however, he reported that this particular RSA does not allow funds to be used for these purposes. He read an excerpt from the referenced RSA. Mayor Callaghan responded that RSA 35:1-b states, "Any school district may establish a reserve fund under RSA 35:1 to meet the expenses of educating children with disabilities."

Councilor Hainey asked if the purpose of this proposed fund was specifically for out of district placements or if it will be used for special education programs as well. Sarah Harrington, School Board Vice Chair, answered that this fund would be used to cover out of district special education program placements and transportation costs. Superintendent Repucci said that the fund could also be used for associated special education costs, such as the salary for a teacher for a deaf student placement within the Rochester school system.

Councilor Gray asked the Superintendent to explain how the State would reimburse these associated costs as referenced. Superintendent Repucci stated that the School District would not see any reimbursement funds from the State until the following year when the adequacy grant is recalculated. He further explained how adequacy is calculated including the portions for special education students. Councilor Gray spoke about a method in which this proposed special education fund could be maintained by replenishing any expended funds with the State reimbursement and then the School Board requesting any remaining funds from the City in the following budget cycle. Chair Beaulieu acknowledged that including these funds in the budget is an option; however, the School Department was aiming to avoid using taxpayer money for these expenses and did not feel like adding a budget line item for unexpected costs was the best option. He said the intention was to use this proposed fund for these expenses and to request a supplemental appropriation from the City to restore the expended funds. He clarified that if there was a placement which turned into an ongoing expense, it would be included in the School Department budget.

Councilor Berlin stated that if there were ongoing expenses that were going to be experienced long-term, they should be included in the School Department budget instead of utilizing the

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General Fund. Chair Beaulieu reiterated that this proposed fund is intended as an insurance policy or a backup, but the School Department does not intend to use it unless absolutely necessary, at which point they would need to come back to Council for supplemental appropriation.

Councilor Lachapelle inquired if the State reimbursement funds for out of district placements come directly to the City to be placed in Unassigned Fund balance. Finance Director Ambrose stated that her understanding is that these funds are reflected as a revenue in the School Budget. Councilor Gray spoke again about potential ways to manage this proposed fund to make it self-sustaining. Superintendent Repucci clarified that the adequacy received from the State does not equal the cost to educate a student; it is this deficit that the School Department is looking to address and to develop a funding mechanism for these situations.

Superintendent Repucci referenced Councilor Gray's assertion that the Schools had come to Council 3-4 times over the past ten years to request supplemental appropriations; he asked that there also be data pulled on how many times the Schools have returned a surplus at the end of fiscal year.

Mayor Callaghan asked if the Trustees of the Trust Fund would maintain these two proposed reserve funds and if they would be interest-bearing. Director Ambrose answered that both funds would be held by the Trustees of the Trust fund. The trustees would need to be given guidance on the timeline of the Apparatus Replacement reserve fund and potential expenditures in order to determine how to best invest the funds. The Special Education non-capital reserve fund, however, would need to have more flexibility and more readily accessible. Vice Chair Harrington explained that the Apparatus Replacement fund was also intended to be used on an emergency, as-needed basis as opposed to a replacement schedule. She clarified that vehicle replacements are in the School Department Budget.

Deputy Finance Director Sullivan explained that the School's apparatus fund would need to be set up differently than similar funds for City Departments which contain replacement schedules. The School's apparatus replacement fund would need to be shorter term, more liquid fund. He advised that the City would need to look at the interest earned in said account versus the fees to maintain the account.

Councilor Beaudoin stated that he envisioned these as "in and out" funds; with the initial costs being seeded by the Unassigned Fund Balance and the subsequent replacement for any expenses used should be replaced through the School budget to avoid tax cap implications. He felt that the way the resolution was currently written needed to be restructured because it implies that the City is funding \$3 million each year. Vice Chair Harrington pointed out the document provided which contains a paragraph outlining how the School intends to replenish any expended funds; with a suggestion that a supplemental appropriation could be taken from the surplus returned by the Schools at the end of the year.

Councilor Gray spoke about legislation which allowed the City to provide services such as snow plowing and property maintenance to the schools and would allow the schools to reimburse the

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City after the fact. Councilor Gray spoke about the possibility of combining the purchase and maintenance of the City and School vehicles and equipment instead of having redundancy in equipment when it could be shared, which would also be a cost savings for tax payers. Superintendent Repucci acknowledged that this possibility had been discussed and spoke briefly about why it may not have been accomplished. He stated that City Departments typically purchase only what is needed and do not have “spare” equipment which can be shared as needed.

Councilor Lachapelle asked if there needed to be a recommendation to full Council. Mayor Callaghan stated that this is on the agenda as a discussion, although a recommendation could be made if the Committee desires.

Councilor Fontneau agreed with Councilor Beaudoin’s assertion that the resolution would need to be reworked to clearly show the structure of the funds being replenished and to be more clear with the wording so it does not appear that the City is restoring \$2 million each year. Chair Beaulieu acknowledged that if the entirety of the \$2 million fund was expended, the School Board would be coming to the City for replenishment of that amount. However, this is not the intention. Funds are to be used only as needed, and the request is that the funds be restored with supplemental appropriation out of the School Department end-of-year surplus.

Councilor Desrochers asked how the process would work if these funds were not established and the need arose to handle out of district placements. Superintendent Repucci stated that in the past when this has occurred, the School Department enacts a budget freeze and spoke about the related consequences of a budget freeze.

Councilor Hamann referenced prior years’ supplemental appropriations for special education costs to illustrate the need for this funding. He speculated that whether or not the fund is established, the City would need to cover these costs, and he stated it is better to plan ahead and establish these funds to avoid larger, unexpected supplemental appropriations. He clarified that it would be unlikely that this request would be made annually, as the Schools have had many years where they did not need to come to Council for funding.

Councilor Beaudoin suggested it be written into the resolution that the State reimbursement money be returned into the special education fund, with the remaining deficit to be replaced through the School Department’s budget.

Vice Chair Harrington suggested that the City legal department adjust the wording of the resolutions to include the funding mechanisms as discussed.

Councilor Gray asked about a circumstance where the School Department ended their fiscal year in a deficit and money was automatically transferred, without Council action, to cover that deficit. City Manager Cox stated that he was not aware of any years in which the School Department ended in a deficit.

Mayor Callaghan stated that these two funds would be kept in Committee and requested that

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Councilors state the concerns and issues they would like addressed when this item is next discussed. Councilor Beaudoin stated that he would like draft verbiage for the points both he and Councilor Gray made regarding the funding process. Councilor Lachapelle asked for an accounting of interest rates versus expenses for the more short term fund which would be held by the Trustees.

Mayor Callaghan asked if it is financially plausible to take the surplus funds from the school department and apply them to replenish expended funds from these accounts. Deputy Director Sullivan confirmed that the Council would be able to authorize supplement appropriations from the General Fund unassigned fund balance at any time; the resolution could be written to establish this process. The surplus could not go directly into the fund, but would need to go into the Fund Balance and then an appropriation made from that account.

5. New Business-

5.1.1 Exemptions & Veteran Tax Credits Mayoral Ad-Hoc Committee Recommendation

Councilor Larochelle reported that the Committee had reviewed Rochester's offering for tax credits and exemptions and determined that there should be a guideline to keep Rochester within 20% of the numerical average of the reference communities used in the analysis. The Committee determined that Rochester was coming in below this 20% and has made five recommendations to bring Rochester into this range. Councilor Larochelle **MOVED** to recommend the items as follows:

1. 20% increase to the asset limitation for Elderly, Disabled and Blind exemptions. This would increase the current asset limitation from \$100,000 to \$120,000.
2. 10% increase on single and married income limitations for Elderly, Disabled and Blind exemptions as previously discussed by the Finance Committee. This would increase the Single Income Limitation from \$35,000 to \$38,500 and the Married Income Limitation from \$50,000 to \$55,000.
3. Increase the Elderly Exemption amount for the 65-74 age bracket from \$75,000 to \$90,000, the 75-79 age bracket from \$100,000 to \$120,000 and the 80+ category from \$125,000 to \$150,000.
4. Adopt the All Veterans' Tax Credit at the Optional Veterans Tax Credit amount of \$300.
5. Allow the Ad-Hoc committee to remain formed and reconvene after the next revaluation (2024)

Councilor Beaudoin seconded the motion. Councilor Larochelle summarized the above recommendations. In reference to #4, he explained that the "All Veterans Tax Credit," if adopted, would qualify more residents because it includes those who served outside of the timeframes detailed by the State for the optional veteran's credit, as well as qualifying those on active duty. He stated that the City would see the impact of opening this credit to all veterans, and will potentially

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increase the credit amount in the next fiscal year.

Councilor Lachapelle inquired about the legality of item #5. He stated that in 2024, there will be a new Council seated. An ad hoc committee is “as needed” and dissolved after their service has been completed, so the current Committee could not make determinations on future Councils. Councilor Larochelle agreed and stated that his motion was for items 1-4.

Finance Director Ambrose said that technically blind exemptions do not have an income and asset limitation and would not be necessary in this situation. She recommended that the word “blind” be struck from recommendations one and two. Director Ambrose reported that the State had changed the definition of “veteran” in the current RSAs to expand eligibility to include those who have continued to serve, who previously did not qualify. Due to this change, the City will need to readopt the Optional Veterans Tax credit. She gave options for the re-adoption of this credit and potentially phasing over to the All Veterans Credit over the course of three years.

Councilor Gray suggested the motion be amended to send the recommendation to the City Attorney to update the verbiage to match the State RSA and to remove the reference to blind exemptions before coming back to the Committee for action. Finance Director Ambrose stated that a legal review by staff would be part of the process and reminded the Committee that they were looking for a recommendation at this evening’s meeting so there could be a Council decision in December for implementation in January, due to the Assessing qualification period.

Councilor Gilman asked why the Rochester veteran’s tax credit was so much lower than other neighboring municipalities. Councilor Beaudoin stated that the City does not yet know the impact of enacting the All Veterans credit due to the large amount of potentially qualifying individuals in the City. He said that once the credit is enacted, the City will have a better idea of how many will be eligible and what the cost to the taxpayers will be before they increase the credit.

The **MOTION CARRIED** by a unanimous roll call vote with Councilors Larochelle, Hailey, Gray, Beaudoin, Lachapelle, Hamann, and Mayor Callaghan all voting in favor.

Reports from Finance & Administration

5.2.1 Monthly Financial Report Summary-October 31, 2022

Deputy Finance Director Sullivan stated that non-property tax revenues are strong. No sign that inflation has impacted these revenue sources at this time. Department expenses are trending to budget and departments are doing well to stay within guidelines. Enterprise funds are doing well.

6. Other

6.1.1 Councilor Beaudoin Request to Discuss Surplus Property

Councilor Beaudoin reported that the State of NH has a site called the “White Farm” which is

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available to all municipalities and allows them to bring surplus equipment to be auctioned. There is no fee for the service. Councilor Beaudoin reviewed the data from prior sales of City equipment versus similar sales through the White Farm and speculated that the City could be potentially collecting tens of thousands of dollars more each year by utilizing this resource. He clarified that it is not only for heavy equipment and vehicles, but also for office equipment, furniture, and other items. Councilor Beaudoin suggested that a resolution be drafted to send Rochester's surplus equipment to the White Farm, even just for a year, to determine if the financial return to the City could be greater.

7. **Adjournment**

Mayor Callaghan **ADJOURNED** the Finance Committee meeting at 7:10 PM.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk

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City Clerk's Office

Resolution Authorizing the Readoption of the Optional Veterans' Tax Credit in the Amount of \$300 and the Adoption of the All Veterans' Tax Credit

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

By adoption of this Resolution, the City Council readopts the Optional Veterans' Tax Credit in the amount of \$300 pursuant to RSA 72:27-a and adopts the All Veterans' Tax Credit pursuant to RSA 72:28-b.

WHEREAS, House Bill 1667 was signed into law and made effective July 26, 2022.

WHEREAS, House Bill 1667 amended eligibility criteria for certain veterans' property tax credits to include individuals who have not yet been discharged from service in the armed forces.

NOW THEREFORE, the Optional Veterans' Tax Credit, previously authorized by the City Council pursuant to RSA 72:27-a and RSA 72:28 in the amount of \$300 is hereby readopted in the amount of \$300.

FURTHER, the Mayor and City Council Pursuant to RSA 72:27-a and RSA 72:28-b adopt the All Veterans' Property Tax Credit in the amount of \$300.

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

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City Clerk's Office



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 Resolution Authorizing the Readoption of the Optional Veterans' Tax Credit in the Amount of \$300 and the Adoption of the All Veterans' Tax Credit	
COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

AGENDA DATE	December 6, 2022		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED			
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2	

COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee
CHAIR PERSON	Mayor Callaghan

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

City Council Resolution

SUMMARY STATEMENT

Finance Committee reviewed the recommendations from the Exemptions & Veteran Tax Credits Mayoral Ad-Hoc Committee at their November 15th meeting and voted to recommend them to full Council. For Veterans' Tax Credits, the committee recommended the adoption of the All Veterans' Tax Credit at the Optional Veterans' Tax Credit amount of \$300.

Additionally, effective July 26, 2022, House Bill 1667 amended eligibility criteria for certain veterans' property tax credits to include individuals who have not yet been discharged from service in the armed forces. This amendment requires that the Optional Veterans' Tax Credit be readopted to remain in place, otherwise the Standard Veterans' Tax Credit (\$50 credit) would apply for the April 1, 2023 tax year (see attached from NH Department of Revenue Administration). This resolution effectively readopts the existing Optional Veterans' Tax Credit at the current \$300 credit amount and further adopts the All Veterans' Tax Credit at the \$300 credit amount.

RECOMMENDED ACTION

Authorize resolution to readopt the Optional Veterans' Tax Credit and adopt the All Veterans' Tax Credit

**New Hampshire Department of Revenue Administration
109 Pleasant Street, Concord, NH 03301**

**TECHNICAL INFORMATION RELEASE
UPDATED TIR 2022-005 Date: October 24, 2022**

A Technical Information Release is designed to provide immediate information regarding tax laws administered by the Department or the policy positions of the Department as a service to taxpayers and practitioners. A Technical Information Release represents the position of the Department on the limited issues discussed herein based on current law and Department interpretation. For the current status of any tax law, practitioners and taxpayers should consult the source documents (i.e., Revised Statutes Annotated, Rules, Case Law, Session Laws, etc.).

Statutory Change to Property Tax Credits for Veterans – Readoption Required

The New Hampshire Legislature passed, and Governor Sununu signed into law House Bill 1667 (Chapter 121, Laws of 2022), amending eligibility criteria for certain veterans’ property tax credits. Effective on July 26, 2022, the bill amended RSA 72:28, the “Standard and Optional Veterans’ Tax Credit,” and RSA 72:28-b, the “All Veterans’ Tax Credit,” to expand the eligibility requirements of the veterans’ tax credit to include individuals who have not yet been discharged from service in the armed forces.

Under RSA 72:27-a, IV amendments to tax credits and exemptions which require adoption will only apply “in a municipality which previously adopted the provision only after the municipality complies with the procedure” specified in RSA 72:27-a, II, unless otherwise expressly required by law. Nothing in HB 1667 created an exception to this readoption requirement.

As a result of the passage of HB 1667, municipalities should consider the following:

- For municipalities with the Standard Veteran’s Tax Credit:
 - No readoption is required, the expanded eligibility will apply to the Standard Veterans’ Tax Credit for the April 1, 2023 tax year.
 - Municipalities can adopt the Optional Veterans’ Tax Credit under RSA 72:28, II and/or the All Veterans’ Tax Credit under RSA 72:28-b with the expanded eligibility for the April 1, 2023 tax year.
- For municipalities with an Optional Veterans’ Tax Credit under RSA 72:28, II:
 - The existing Optional Veteran’s Tax Credit will remain in place for the April 1, 2022 tax year.
 - The Optional Veteran’s Tax Credit, at the existing amount or at a new amount, must be *readopted* pursuant to RSA 72:27-a to remain in place and include the expanded eligibility effective for the April 1, 2023 tax year.

- If the Optional Veteran's Tax Credit is not readopted, the Standard Veterans' Tax Credit will be in place for the April 1, 2023 tax year, which will include the expanded eligibility requirements.
- For municipalities with the All Veterans' Tax Credit under RSA 72:28-b:
 - The existing All Veterans' Tax Credit will remain in place for the April 1, 2022 tax year.
 - The All Veterans' Tax Credit, at the existing amount or at a new amount, must be *readopted* pursuant to RSA 72:27-a to remain in place and include the expanded eligibility effective April 1, 2023 tax year.
 - If the All Veterans' Tax Credit is not readopted, the Standard Veterans' Tax Credit will be in place for the April 1, 2023 tax year, which will include the expanded eligibility requirements.

The Department will examine warrant article submissions to ensure that communities which have previously adopted these credits are aware that they must be readopted to remain in effect. Additionally, and in accordance with our usual practice, before approving a municipality's veterans' tax credit totals reported on the "Summary Inventory of Valuation" (MS-1) the Department will determine that a legislative body vote to readopt these credits has occurred.

Additional information can be obtained by referencing RSAs 72:27-a, 72:28, 72:28-b, and 21:50. Questions may be directed to the Department of Revenue Administration's Municipal Bureau at (603) 230-5090.

**Resolution Authorizing Increase in the Elderly and Disabled Tax Exemption Asset
Limitation, Income Limitations, and Authorizing Increase in the Elderly Tax Exemption
Amounts Taken Off Assessments**

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

That the Elderly Tax Exemption Asset Limitation and Disabled Tax Exemption Asset Limitation, previously authorized by the City Council pursuant to RSA 72:39-a, be increased from \$100,000.00 to \$120,000.00.

Further, that the Elderly and Disabled Income Limitations be established as follows:

Single: \$38,500.00 (previously \$35,000.00)

Married: \$55,000.00 (previously \$50,000.00)

Still further, the Elderly Tax Exemption Amounts taken off Assessments be established as follows:

Ages 65-74: \$90,000.00 (previously \$75,000.00)

Ages 75-79: \$120,000.00 (previously \$100,000.00)

Ages 80 and up: \$150,000.00 (previously \$125,000.00)

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

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City Clerk's Office



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 Resolution Authorizing Increase in the Elderly and Disabled Tax Exemption Asset Limitation, Income Limitations, and Authorizing Increase in the Elderly Tax Exemption Amounts Taken Off Assessments	
COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>	FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

AGENDA DATE	December 6, 2022		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED			
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee
CHAIR PERSON	Mayor Callaghan

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

City Council Resolution

SUMMARY STATEMENT

Finance Committee reviewed the recommendations from the Exemptions & Veteran Tax Credits Mayoral Ad-Hoc Committee at their November 15th meeting and voted to recommend them to full Council. Recommended amendments regarding Elderly and Disabled Exemptions are as follows:

1. 20% increase to the asset limitation for Elderly and Disabled exemptions. This would increase the current asset limitation from \$100,000 to \$120,000.
2. 10% increase on single and married income limitations for Elderly and Disabled exemptions as previously discussed by the Finance Committee. This would increase the Single Income Limitation from \$35,000 to \$38,500 and the Married Income Limitation from \$50,000 to \$55,000.
3. Increase the Elderly Exemption amount for the 65-74 age bracket from \$75,000 to \$90,000, the 75-79 age bracket from \$100,000 to \$120,000 and the 80+ category from \$125,000 to \$150,000.

RECOMMENDED ACTION

Authorize resolution to amend income & asset limitations and elderly exemption amounts.

City of Rochester Planning Board
Monday November 7, 2022
City Hall Council Chambers
31 Wakefield Street, Rochester, NH 03867
(These minutes were approved on November 21, 2022)

Members Present

Mark Collopy, *Chair*
Robert May, *Vice Chair*
Peter Bruckner
Keith Fitts
Don Hamann
Mark Sullivan
Dave Walker

Members Absent

Alexander de Geofroy, *excused*
Michael McQuade, *absent*

Alternate Members Present

James Hayden
Matthew Richardson

Staff: Shanna B. Saunders, *Director of Planning & Development*
Ryan O'Connor, *Senior Planner*
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.)

I. Call to Order

Mark Collopy called the meeting to order at 6:30 p.m.

II. Roll Call

The recording secretary, Ashley Greene, conducted roll call.

III. Seating of Alternates

Mr. Collopy asked alternate members James Hayden and Matthew Richardson to vote in place of the two vacant seats.

IV. Communications from the Chair

Mr. Collopy announced that Paul Giuliano has resigned from the Planning Board as he is moving out of the City of Rochester. Mr. Collopy explained that there are two vacant seats as a regular board member and the seats likely won't be filled until December or January.

Mr. Walker asked if the point of order should be followed and send a letter of recommendation to Council for who the board would like to fill those positions. Ms. Saunders explained that it has not been asked of her by the Council. Mr. Walker explained that typically the board will ask the Chairman to write a letter of recommendation to the Council. Mr. Collopy asked if there was no one opposed to discuss this at the end of the meeting under other business. No one was opposed.

V. Approval of minutes for October 3, 2022

Dave Walker made a motion to approve the minutes from October 3, 2022. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.

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

A. Public comment

There was no public comment.

B. Discussion of general planning issues

There were no general planning issues to discuss.

VII. Continued Applications

A. [Myhre Family Revocable Trust, 15 Piper Lane](#) (by Norway Plains) 4-lot Major Subdivision. Case # 250 – 28 – A – 22 **CONTINUED TO 12/5/2022**

Shanna Saunders explained that the applicant requested a continuance to the December 5, 2022 meeting.

Mr. Hamann made a motion to approve the continuance to December 5, 2022. Mr. Walker seconded the motion.

Mr. Walker asked if this was the first request for continuance? Ms. Saunders said it was the first request.

Bob May asked if the public hearing will still be open at the next meeting. Ms. Saunders explained that the public hearing will remain open.

The motion carried by a unanimous voice vote.

VIII. New Applications

A. Norman Vetter, 19 & 25 Sheepboro Road (by Norway Plains) Lot Line Revision Case# 234 – 32&33 – A – 22 **Public Hearing ACCEPTANCE/FINAL ACTION***

Joel Runnals, Norway Plains Associates, presented the lot line revision on behalf of the applicant. Mr. Runnals explained the two parcels of the land and which lot lines that will be revised. Mr. Runnals explained that lot 33 is currently 74.72 acres and will be come 75.49 acres after the lot line revision. Mr. Runnals explained the lot is currently developed with a single-family home, a barn which has a two bedroom apartment in it, two leach fields, and a well. Mr. Runnals explained that lot 32 is also developed with a 3-bedroom single-family home, a well, septic system, and a driveway and is currently 2.02 acres and will become 1.25 acres. Mr. Runnals explained the applicant bought Lot 32 in order to give themselves more privacy with the driveway. Mr. Runnals discussed the waiver requests for topography and wetland delineation for lot 33.

Mr. Collopy opened the public hearing. There was no one from the public present to speak, Mr. Collopy brought it back to the board.

Ms. Saunders discussed the staff recommendations, including providing a current use map for lot 33, wetlands on the smaller lot need to be marked with the conservation overlay tags, and the surveyor needs to submit a signed letter stating the new lot corner monuments have been set.

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

Mr. Walker made a motion to approve the wetland delineation and topography waiver request. Mr. Bruckner seconded the motion. The motion carried by a unanimous voice vote.

Mr. Walker made a motion to approve the application with the application as stated by staff. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.

B. RBV Realty, LLC, 46 Stillings Court (by Berry Surveying) 2-lot subdivision Case# 117 – 19-1 – NMU – 22 **Public Hearing ACCEPTANCE/FINAL ACTION***

Christopher Berry, Berry Surveying & Engineering, presented the subdivision on behalf of the applicant. Mr. Berry explained that this parcel is located behind the business called Sticker Station on Summer Street, and was subdivided off of that parcel about ten years ago. Mr. Berry explained that this parcel has frontage on Stillings Court and is in the Neighborhood Mixed Use Zone which permits subdivision of lots that are 6,000 sf in size. The applicant is proposing to subdivide the

parcel in half and connect utilities from Summer Street to the project site and provide a shared driveway access. The proposed structures will face Stillings Court and the parking will be in the rear.

Mr. Collopy opened the public hearing.

Ms. Saunders read a letter from an abutter that was submitted via email:

“Good afternoon Ashley,
I wanted to reach out and provide my support of RBV Realty, LLC' s plans for a subdivision of 46 stillings Ct into two lots. I own an abutting property at 49 Stillings Ct. and I feel the development of this lot is beneficial to our neighborhood and the City of Rochester as it adds much needed housing units. Please do not hesitate to reach out with any questions regarding this matter or my input.
Thank you!
Kelley Patterson, REALTOR® “

Mr. Collopy closed the public hearing.

Ms. Saunders discussed the staff recommendations, including known utilities and easements be shown on the revised plan, and if/when the lot is developed a stormwater permit, backflow prevention device permit, and a signed letter from a surveyor stating the corner monuments have been placed will be required.

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

Mr. Walker made a motion to approve the application with the conditions stated. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.

**C. [Glenn David's Integrity Auto, Inc., 415 No Main Street](#) (by Berry Surveying) Lot Line Revision to allow additional space for egress to the proposed site plan amendment.
Case# 114 – 4&3 – HC – 22 **Public Hearing ACCEPTANCE/FINAL ACTION*****

Christopher Berry, Berry Surveying & Engineering, presented the lot line revision on behalf of the applicant. Mr. Berry explained that the lot line revision is one step to bringing the site into compliance with both zoning and building codes that are required for the stair structure that has been built on site. Mr. Berry explained that the lot line between the two lots would be moved to add an additional 4,000 sf to the Integrity Automotive site. This allows for the set backs to be met and the structure that has been built will get a second means of egress.

Mr. Collopy opened the public hearing. There was no one from the public to speak. Mr. Collopy brought it back to the board.

Ms. Saunders discussed the staff recommendations and explained that there are no unique conditions of approval for this application, all conditions are standard.

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

Mr. Walker made a motion to approve the lot line revision with the standards conditions. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.

**D. Glenn David's Integrity Auto, Inc., 415 No Main Street (by Berry Surveying)
Amendment to an approved Site Plan to allow second and third floor with egress and a dwelling unit within the building Case# 114 – 4&5 – HC – 22 **Public Hearing**
ACCEPTANCE/FINAL ACTION***

Christopher Berry, Berry Surveying & Engineering, presented the site plan amendment on behalf of the applicant. Mr. Berry explained that the structure that was built does not conform to the original approval that was presented before the Planning Board years ago. Mr. Berry explained that the amendment presented tonight includes adding one residential unit. Mr. Berry explained that parking has been amended to account the residential unit and the façade of the structure is two stories taller than what was originally presented. Mr. Berry explained that the secondary egress is shown on the amended plans.

Mr. Collopy opened the public hearing. There was no one from the public to speak. Mr. Collopy brought it back to the board.

Ms. Saunders discussed the staff recommendations, and the site plan amendment is being requested after the fact. Mr. Saunders explained that this amendment is in response to action that the City had to take on the site. Ms. Saunders discussed the original site plan conditions that still need to be met and that all the original conditions from the October 2019 approval still stand. Ms. Saunders discussed a new construction cost estimate is needed to ensure that there is enough surety on file. Water and sewer connection permits need to be applied for and need to follow the new fee schedule that has been adopted.

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

Mr. Walker made a motion to approve the amendment application with the conditions stated. Mr. Hamann seconded the motion.

Mr. May expressed his concern with an after the fact application and the construction that occurred before any approval was given. Mr. May asked what state steps are being addressed to prevent this from happening. Ms. Saunders explained that the City has been working with the property owner for close to a year when the construction became evident that it was not following the approved plan. Ms. Saunders discussed the multiple meetings and conversations that occurred in order to get the application to the Planning Board. Mr. May asked if the Board can be assured that they are not setting a precedent to other developers. Ms. Saunders explained that all steps are being taken to prevent this from happening.

Mr. Collopy asked how we can guarantee that surety will be provided to the City. Ms. Saunders explained that any precedent conditions need to be completed before a building permit will be

given to the applicant. Ms. Saunders explained that if the applicant does start work without meeting the conditions then a cease and desist will be given.

The motion carried by a unanimous voice vote.

**E. CEM3 Holdings II, LLC, 146 Old Dover Road (by Berry Surveying) 2-lot subdivision
Case# 140 – 72 – R1 – 22 **CONTINUED TO 12/5/2022****

There was a letter from the applicant asking for a continuance of this item.

Mr. Walker made a motion to approve the continuance to December 5, 2022. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.

**F. GHN Solar 17, LLC, Packy Campbell, 60 Shaw Drive (by Norway Plains) Site plan to construct 50 solar trackers and a proposed blueberry farm
Case# 240 – 49 – A – 22 **Public Hearing ACCEPTANCE/FINAL ACTION*****

Director Shanna Saunders let the Board know that she had a family conflict on this agenda item and recused herself from the item. Ryan O'Connor took over as staff liaison for this item.

Scott Lawler, Norway Plains Associates, presented the site plan application on behalf of the applicant. Mr. Lawler explained the parcel is 27.6-acre parcel that is located in the Agricultural zone with parts of it in the Conservation Overlay district and, in the Aviation Overlay district. Mr. Lawler explained that the parcel has frontage on Shaw Drive, which is a Class VI, City right of way.

The lower portion of the parcel was logged in the spring and there is a 135-foot Eversource easement on the property. Mr. Lawler explained that the Department of Public Works installed a municipal water line along Shaw Drive about 2 years ago and it was installed along the length of Shaw Drive and under the railroad tracks to service the Granite State Business Park.

Mr. Lawler discussed the proposed plan, an agrovoltaic facility that consists of a 1-megawatt consumer generated facility with cultivated blueberry bushes underneath the trackers. There are 60 trackers proposed, 65 feet apart and 75 feet between the rows, to make sure each tracker is not being shaded by the tracker adjacent to it. Mr. Lawler explained that each tracker is approximately 41.5 x 27.5 feet wide by tall and are mounted on pedestals that stick out of the ground. When the tracker is installed, the bottom of the tracker is about 10 feet off the ground, the maximum height when the tracker is on a 56-degree angle it is approximately 33 feet off the ground. Mr. Lawler explained that as part of the proposal the applicant will be upgrading Shaw Drive to a 20-foot-wide gravel roadway to allow emergency access for the first 1,000 feet of Shaw Drive and the last 325 feet will be reduced to 12 feet wide which will be passable for a utility vehicle. There is also proposed overhead wires from the utility systems on the south side of the railroad tracks to the existing utility poles on Shaw Drive up to the turn off and where the roadway widens to 20 feet and the wires will go under ground and remain under ground to service the parcel.

Mr. Lawler explained there will be a small shed on site to house the electrical components and hand tools needed for the blueberry bushes. Mr. Lawler explained there will be no connection to the municipal water or sewer system. The intent of the blueberries will not be retail or pick your own, it is more for the applicant and staff of the applicant. The only earth disturbance on the property will be the installation of the utility conduits and at each tracker the 10x10 square to install

the counter base and then back fill. Mr. Lawler explained that there is no increased stormwater because the water filters through trackers to help germinate the blueberries. Mr. Lawler explained there will be a NHDES impact permit due to the proposed upgrade of Shaw Drive. A Conditional Use Permit application is required, and the applicant will still need to meet with the Conservation Commission. Mr. Lawler explained that the applicant is looking for a conditional approval tonight from Planning Board. Mr. Lawler explained that the applicant will need to go to City Council for approval of the building permits on a Class VI road. The project has received approval from the Pease Air Aviation and the FAA for the installation of solar panels. Mr. Lawler said that on September 14, 2022, the applicant received a variance for the proposed project.

Mr. Collopy opened the public hearing. There was no one from the public present to speak, Mr. Collopy brought it back to the Board.

Ryan O'Connor discussed the staff recommendations. Mr. O'Connor gave a brief history of the project. Mr. O'Connor explained that there are several aspects of the project that still need to be reviewed by the Conservation Commission. Mr. O'Connor explained that the City's wetland buffer will be impacted. Mr. O'Connor explained that the Conditional Use Permit has been submitted but the Conservation Commission has not had a chance to meet or do a site walk. Mr. O'Connor explained that items such as culvert design, erosion control, buffer impact restoration around the wetlands should be reviewed before an approval is given. Mr. O'Connor explained that wetland and wetland buffer impacts have already occurred on site, illegally from the logging and the Conservation Commission has already requested a mitigation plan be submitted. Mr. O'Connor explained that a draft copy of the wetland delineation was submitted, but staff does not have final stamped plans and would encourage a Site Walk before taking any final approvals. Mr. O'Connor explained that staff recommends not accepting the application as complete and continuing until the Conservation Commission can review and a Site Walk can take place.

James Hayden asked for clarification from the Zoning Board approval for the number of solar trackers to the application now. Mr. O'Connor explained that the original application was for 60 trackers and the number may have changed but it is still consistent with 1 megawatt. Mr. Hayden asked if the applicant will be in violation of the Zoning Board approval if the numbers of trackers do not match.

Packy Campbell explained that the Zoning Board approval was for 60 trackers and that was what was presented during the rehearing, but in April it was for 50 trackers. Mr. Campbell explained the state law for 1 megawatt and how that relates to his proposal and how they came up with having 60 trackers on the site. Mr. Campbell said that during the Zoning Board presentation he did disclose to the Board that the layout was different than the original proposal. Mr. Campbell explained that the layout was updated to be outside of the 50-foot buffer, and the conditional use permit is for the roadway wetland buffer that will be disturbed. Mr. Campbell explained that once the wetlands are filled the 50-foot buffer goes away because of where the new buffer would be. Mr. Campbell discussed going to the Conservation Commission and getting the state wetland permit no matter what and requested the board accept the application as complete with a conditional approval.

Mr. O'Connor explained the Conservation Overlay Ordinance the application should be referred to the Conservation Commission for comments before making any final decisions. Mr. Collopy asked if Conditional Use Permit has been submitted? Mr. O'Connor explained that a permit application has been submitted but the Conservation Commission has not reviewed the application.

Mr. Collopy asked for a motion to accept the application as complete. No motion was made.

Mr. Campbell asked if he could proceed with a conceptual application and get feedback from the Board. Mr. Campbell requested a reason for not accepting the application as complete. Mr. Campbell expressed his concern with postponing the application for another month. Mr. Campbell discussed the cost associated with postponing the project.

Mr. Walker discussed that the applicant has checked off every box and has received the variance. Mr. Walker expressed that the application appears complete to him. Mr. Walker asked for clarification as to why the Board has to wait until the Conservation Commission meeting on November 30, 2022. Mr. O'Connor explained that the Commission will likely meet beforehand to do a site walk and that with any other application we would hold them to the same standard and have the applicant get a Conditional Use Permit before going to the Planning Board. Mr. Walker expressed his concern with the applicant having to wait that long.

Mr. Walker made a motion to accept the application as complete. Mr. Hamann seconded the motion. The motion failed by a 3-6 vote.

Mr. May said that he thinks a request for comments from the Board is reasonable. Mr. May discussed wanting more information for the roadway improvements. Mr. Lawler explained that it is a condition set forth by the Fire Department to get a fire apparatus down the roadway and to turn around.

Mark Sullivan made a motion to reconsider the discussion of accepting the application as complete. Mr. Hamann seconded the motion.

Mr. Bruckner suggested making a conditional motion based off Conservation Commission comments.

Mr. Sullivan asked if there it is only internal site review process and has nothing to do with state law? Mr. O'Connor explained that is separate and we are only discussed the local city buffer.

Mr. Collopy explained that if the application is accepted as complete the time frame for the application starts, even though the applicant still has to meet with City Council and Conservation Commission.

Mr. Sullivan asked for clarification on the timing. Mr. Campbell explained that if the Board gives a conditional approval, he will be able to begin work before the ground freezes. Mr. Campbell discussed the building permit approval from City Council and that he will be obtaining that.

Mr. Hayden expressed his concern with the application that may have been approved by the Zoning Board and the application that is being presented to the Planning Board. He thinks the two are different.

Mr. Sullivan asked if when an application is accepted as complete the Board is saying they have enough information to make a decision. Mr. Sullivan asked if it is linked to a RSA. Mr. O'Connor confirmed. Mr. Sullivan asked if the plans would change drastically after going to the Conservation Commission. Mr. O'Connor explained that depending on what the Commission required the applicant may have to come back to the Planning Board or it would be added to the Notice of

Decision. Mr. Campbell expressed his understanding for how the process works and that there are no Conservation Commission comments made on the project yet.

Mr. Sullivan made a motion to rescind the previous motion to accept the application as complete. Mr. Hamann seconded the motion. The motion passed by a 2-7 roll call vote.

Mr. May requested to hear from the staff. Mr. O'Connor explained that to get a building permit on a Class VI road approval from City Council it does not have to just be residential and that will be addressed in the Notice of Decision. Mr. O'Connor explained that projects with a Conditional Use Permit the applicant goes to Conservation Commission first per the ordinance and each project must go through the same process.

Mr. Fitts reiterated the need to follow the process and to not set the precedent that applicants don't have to follow the process.

Matthew Richardson asked if there are any doubts about the applicant receiving the wetlands permits. Mr. O'Connor expressed that these are all things that can be worked through, but it needs to be addressed with the Conservation Commission first and with a Site Walk.

Mr. May asked if the application is accepted as complete today how many days does the applicant have to get the application approved? Mr. O'Connor said 90 days.

Mr. Walker made a motion to accept the application as complete. Mr. Hamann seconded the motion. The motion carried. Mr. Collopy opposed.

Mr. O'Connor went over suggested conditions of approval, including going to the Conservation Commission and addressing all comments and concerns, submitting a draft notice of the limits and responsibilities of a Class VI road, an excavation permit is required, address the current use concerns with assessing, addressing underground electric on the plan, and submitting a wetlands delineation that is stamped by the wetlands scientist.

Mr. Collopy opened the public hearing. There was no one from the public present to speak, Mr. Collopy brought it back to the board.

Mr. Fitts asked if the construction timeline has been changed and if the applicant could start tonight. Mr. O'Connor explained that all precedent conditions must be met before construction can begin and the applicant still has to go to City Council for the Class VI road building permits.

Mr. Walker made a motion to approve the Conditional Use Permit with any conditions set forth by the Conservation Commission. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.

Mr. Walker made a motion to approve the application with the conditions stated. Mr. Hamann seconded the motion. The motion carried by a unanimous voice vote.

IX. Other Business

A. Planning Update

Mr. O'Connor discussed the letters that were sent to all active construction sites with winter stabilization information.

Mr. Collopy discussed the property on Milton Road that is currently in the Courts to get cleaned up.

B. Other

Mr. Collopy discussed the recommendations for Planning Board members. Mr. Collopy said that there are two regular member seats available. Mr. Collopy explained that Mr. Richardson and Mr. Hayden have put in their statement of interests for the regular planning board seats.

Mr. Walker made a motion to recommend Mr. Hayden and Mr. Richardson to the City Council for Regular Planning Board members. Mr. Bruckner seconded the motion. The motion carried by a unanimous voice vote.

X. Adjournment

Mr. Walker made a motion to adjourn the meeting at 7:54 p.m. Mr. Hamann 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

Public Works and Buildings Committee
City Hall Council Chambers
Meeting Minutes
November 17, 2022

MEMBERS PRESENT

Councilor Donald Hamann, Chairman
 Councilor Jim Gray, Vice Chairman
 Councilor Steve Beaudoin
 Councilor Alexander de Geofroy

OTHERS ABSENT

Councilor John LaRochelle (Excused)

OTHERS PRESENT

Peter C. Nourse PE, Director of City Service
 Lisa Clark, Administration & Utility Billing Supervisor
 Dan Camara, DPW GIS

MINUTES

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

1. Approval of October 20, 2022 Meeting Minutes

Councilor Beaudoin made a motion to accept the minutes of the October 20, 2022 as presented. Councilor Gray seconded the motion. The motion passed unanimously.

2. Public Input

No Public Input

3. Rt 202A Water Main Extension & Tank Project.

Mr. Nourse explained that this is \$13.5 million dollar project to bring water main to the Rt. 202A corridor. He stated this main could supply as many as one hundred and sixty household (160), many of which have contaminated well water. Mr. Nourse stated the project has been underway for many months and he is bringing this forward as an update to the Committee. He stated that to date three miles of water main have been installed from the tank site, cross country to Bickford Road and out to 202A heading west to near Sampson Road. He stated that the Winkley Farm subdivision water main is completed and the tie-in to Dustin Homestead is completed. Mr. Nourse stated that there was some initial confusion regarding the required backflow devices for homeowners that want to keep their wells for irrigation. He stated that an information letter will be supplied to each homeowner that explains this in detail to eliminate the confusion. Councilor Beaudoin asked if a well was only tied to irrigation and not to the home would they still need a testable reduced pressure zone (RPZ) device. Mr. Nourse stated that yes, they would need to have a high hazard device that would be tested annually. Mr. Nourse stated the water tank pedestal has been completed to the necessary height for the steel water tank. The steel bottom of the tank is next, but due to material delays the tank will not be online until July of 2023. Mr. Nourse stated this does not prohibit the ability to

supply water to the full Rt. 202A extension. He noted that the tank is necessary for fire flows and backup for the booster station, but there is sufficient pressure for domestic use all the way to the end of the extension. Mr. Nourse stated that the ledge blasting is set to start on Fiddlehead Lane. Councilor Beaudoin asked if we are still within the budget for blasting. Mr. Nourse stated that we are. Mr. Nourse displayed some photos of the tank area and pedestal. He stated that there was a leak in the new main on Winkley Farm, but it was fixed and as the wearing course of asphalt is not down it shouldn't cause any issues with the pavement.

4. Old Gonic Road New Housing & Sewer Utility Impacts

Mr. Nourse stated that there is a proposed development, "Bayberry Common" for this site. He stated that Greene and Company are the developers and the plan is to build twenty-five (25) apartment buildings that will include one hundred and seventy (170) three-bedroom apartments. He stated the development will connect to Brock Street via Old Gonic Road and Emerson Avenue. He stated that the full build out will occur over a two-year period and that the developer plans to go to the Planning Board in January. Mr. Nourse stated that the developer will be replacing a water main and adding sidewalks on Emerson Ave, they will be contributing twenty-six thousand dollars (\$26K) to the signalization optimization at Brock Street and Rt.125 and they will be adding a shoulder to the pavement on Brock Street to add a bypass lane. Mr. Nourse explained that in addition to these contributions the development will require upgrades the Rt.125 Pump Station to increase the capacity in the area. He stated that there is potentially another smaller development of about 50 apartments off from Wadleigh Road that may request Planning Board approval but is on hold for now. He stated there were discussions about a partnership between the two developers, however Mr. Nourse stated that the Bayberry Development is moving forward without the other developer. Mr. Nourse explained that these developments and limited capacity to the area make it necessary to upgrade the Rt. 125 Sewer Pump Station. He stated that it is not a significant 20-25 year, multi-million-dollar upgrade, but there are necessary upgrades needed to increase the capacity for the developments. He stated the larger upgrade project isn't due until the end of this decade and by doing this upgrade we might be able to extend that a few years. He stated that once this upgrade for the development is completed the City will retain about 1/2 of the increased capacity for future development. He stated that the upgrade is estimated to cost four hundred and fifty thousand dollars (\$450,000.00). He stated the agreed to cost share for the developer is one hundred seven thousand, three hundred and sixty-eight dollars (\$107,368.00). Mr. Nourse stated as the project is built the developer will also be paying Sewer System Development totaling approximately three hundred thirty-one thousand, two hundred and forty-five dollars (\$331,245.00). Mr. Nourse explained to the Committee that this project would need to be managed by the City and that at this time it is not funded. He stated if we are to work with and accommodate the developers schedule, we would need to do a supplemental appropriation to the FY2023 Budget, and he suggested a motion to appropriate the \$450,000.00 with the revenue of \$107,368.00 from the developers up front contribution and \$342,632.00 from the Sewer Systems Retained Earnings Account. Mr. Nourse stated that Finance reports that the Sewer Fund can support the cost of the project and if approved the City would enter into a Memorandum of Understanding (MOU) with the developer to protect the City's exposure if the developer doesn't complete the total build out. Councilor Beaudoin asked the time

frame for the needed capacity. Mr. Nourse stated that the developer estimates two years until build out. Mr. Nourse stated that due to engineering required, long lead times on this materials & specialized equipment and labor shortages we would need to get started on this right away. Councilor Beaudoin asked if the MOU would require the developer to pay the contribution and anticipated fees if he did not complete the project. Mr. Nourse stated that he believed it would, but it would need to be written that way and he would defer to the Legal Department to answer the question fully. Mr. Nourse stated that there was a proposed MOU from the developer that staff wasn't comfortable committing to as the deadlines left the City with exposure. Councilor Gray suggested that the MOU or required surety should be set up to cover the City's exposure should the developer not build or only build a portion of the development. He stated that he would be part of the discussion for the MOU, but the Legal Department would work out the details

Councilor Gray made a motion to recommend the full City Council approve a Sewer Fund Supplemental appropriation for the Rt 125 Pump Station Upgrades in the amount of \$450,000.00 with the Developers contribution of \$107,368.00 and Sewer Fund Retained Earnings of \$342,632.00 as funding sources. The motion was seconded by Councilor Beaudoin and passed unanimously.

5. Speed Tables

Mr. Nourse state that this was on the agenda as a resident had inquired why Rochester does not use speed tables as they had seen them in Durham. He stated that he had provided the Committee with information from Federal Highway Administration and NH DOT. He stated that the speed tables are not what we normally see as speed humps or bumps that are typically used in parking lots to slow speeds. He stated that historically the City Council and Public Safety Committee have not been in favor of these types of devices. Mr. Nourse stated that speed tables are larger structures that are raised three to four inches above pavement on each end and are the lengths are typically twenty to twenty-two feet to accommodate wheelbases. He stated that they are increasingly emerging in the United States. He stated that there is one at the Granite Ridge on Market Place Boulevard near AT&T. He stated it is at the crosswalk as they often are. Mr. Nourse stated that there will be one in the by-pass lane of the Strafford Square Roundabout at the location of the crosswalk. The intent is to slow traffic for the crosswalk and for the merge on to North Main from the roundabout. He stated that he is not opposed to them but to include them in the O&M it would be at the cost of something else as they are approximately three thousand each to install and then additional maintenance as they become part of our infrastructure needing signage, markings and painting Council Gray asked if the one a Market Place has caused any plowing issues. Mr. Nourse stated that it has not. Mr. Nourse stated that there are documented issues with slowing down emergency response vehicles and suspension issues. He suggested if this is ever considered that the Council be cautious as to where they are implemented and that the Fire Department and Police Department should have input on the discussion. Councilor Beaudoin stated he had read the supplied documents at that he believe they said that NFP requires Fire Department to sign off on these and the report suggested they not be used on public thorough fairs due to the emergency response times. Councilor Beaudoin stated that he agreed these should be implemented with caution and suggested that request should come to the Public Works Committee as they are additional infrastructure. Mr. Nourse stated that it could be Public Safety as the City Engineer

attends that Committee as does a Fire and Police Department Representative. He stated he defers to the Committees on how it would be handled. Councilor de Geofroy suggested that it is another tool for traffic mitigation but that he agrees it should be used with caution and discretion. Councilor Gray suggested that the Public Works and Buildings Committee should be included in the discussion. Councilor Hamann stated that all necessary staff are on Public Safety Committee and though he is not opposed to hearing it at this Committee it may belong at the Public Safety. He stated that he would discuss with the Public Safety Committee Chairman.

6. DPW Facility Budget Summary

Mr. Nourse displayed the attached budget summary on the monitor. He stated that the appropriation for the New DPW Facility was in the amount of twenty-two million dollars (\$22,000,000.00) and that twenty-one million, four hundred and forty thousand (\$21,440,000.00) was borrowed in advance for the project. Mr. Nourse explained that the actual project cost to date are twenty-one million, four hundred eighty-eight thousand, eight hundred and eight-four dollars (\$21,488,884.00). This is forty-eight thousand, eight hundred and eighty-four dollars over the advance bonding (\$48,884.00). He stated the project is under budget with a remaining balance of five hundred eleven thousand, one hundred and eleven dollars (\$511,115.00), but he noted there are still two outstanding issues. Mr. Nourse stated that last month this Committee discussed the first issue of the required space modifications to accommodate two new positions. He stated that originally the modification costs were proposed at sixty-three thousand dollars, which included the building modifications and the furniture for the spaces. Mr. Nourse stated that he has been able to reduce that number to the original contractor proposal of forty-seven thousand. He stated that the department will find the funds in the O&M Budgets to furnish the spaces. Mr. Nourse stated that he was unable to get three quotes as two of the three additional contractors called did not respond to the request for quotes. He stated that was able to get a quote from the new facility's original contractor for forty-four thousand.

Mr. Nourse stated that the second issue at the facility is the sidewalk construction issues on site. He stated that there is significant scaling and pitting on nearly all the sidewalks at the new facility. Mr. Nourse explained that initially the facility contractor, Hutter Construction, suggested the problem was caused by the City's salt applications. Mr. Nourse explained that the City's observations did not support that idea and the City had a 3rd party materials testing company come in to look at the issue. The materials testing company performed an analysis that resulted in an opinion that the problem was caused by carbonization, which is due to an improper curing process. The analysis suggested that if carbonization caused the problem, then the problem will continue and the sidewalks will continue to erode. Mr. Nourse stated that Hutter Construction also had a 3rd party look at the sidewalks. He stated that the results from their analysis stated that an improper curing compound was used. He stated that the City's panel has decided that it would be in the best interest of the City to remove and replace all of the sidewalks. He stated that the cost share for the City will be 1/3 of the total cost and Hutter Construction will pay the other two-thirds. Mr. Nourse stated that the salt may have been a contributing factor as the City's specifications did not call for a siloxane sealant to be used, which is a typical specification in all City sidewalks. Mr. Nourse stated that both studies conclude that the larger issue was the curing process. The panel also decided that

using the City's current sidewalk consultant, SUR Construction vs. the Hutter Construction Company sub-contractors would be the best course of action. Mr. Nourse stated that Hutter Construction has agreed to the cost share and will do a reduction change order to the contract based on the cost of replacing the sidewalk. Mr. Nourse stated that the original estimate for the sidewalk replacement was approximately sixty thousand dollars (\$60,000.00) but estimates that number will be somewhat higher as the work will be done next spring. He is proposing a conservative estimate of thirty thousand dollars be used as a place holder.

Mr. Nourse summarized the two remaining issues. He stated that the funds are available in the DPW Facility accounts to fund the building modifications and the sidewalk repairs. He stated that the amount spent to date that is over the advance bonding is \$48,884.64, plus the \$47,000.00 for the building modification and the \$30,000.00 for sidewalks, add up to a total of one hundred twenty-five thousand, eight hundred and eighty-four thousand (\$125,884.00) and the available project funds are \$511,115.00 He stated that as recommended by the finance department the estimated \$125,884.64 will have a change of funding source to what is called cash accounts and the remaining \$385,230.00 will be deauthorized. Mr. Nourse suggested a motion to recommend the full City Council approve the department to move forward with both projects as presented. Councilor Gray stated that he is encouraged that the department found the funds for the furniture and he stated that he supports the effort to move forward as planned. Councilor de Geofroy asked why the siloxane was not specified. Mr. Nourse stated that it was missed in the specification documents on the original project bid. Councilor Beaudoin stated that this explanation of funding was much better than the last and that he too supports both plans. ***Councilor Gray made a motion to recommend that the full City Council approve the DPW to move forward with the DPW Building Modifications and Sidewalk Repair Project as proposed with the existing facility funds. Councilor Beaudoin seconded the motion. The motion passed unanimously.***

7. Other:

Strafford Square Roundabout – Councilor de Geofroy asked about the Strafford Square project schedule. Mr. Nourse stated that a preconstruction meeting was held at the DPW on Monday (11/14/22). He stated that SUR Construction will be out there next week and start working the project. He said they have until next November to complete the project.

Abandoning Septic Tanks – Councilor Hamann asked the process for abandoning septic tanks. Mr. Nourse stated that he believes they are crushed and filled. He stated that they follow the state guideline which can be found at their NH DES Subsurface Bureau. There were additional questions on the subject and Mr. Nourse stated he would get the information back to the Committee next month.

Councilor Hamann adjourned the meeting at 7:48 PM.

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

New DPW Facility Project Funding & Expense Summary

Appropriations

Gen	15013010	772000	18526	\$9,000,000.00
	15013010	772000	20584	\$2,000,000.00
Water	55016010	772000	18526	\$4,500,000.00
	55016010	772000	20584	\$1,000,000.00
Sewer	55026020	772000	18526	\$4,500,000.00
	55026020	772000	20584	\$1,000,000.00

\$22,000,000.00 Bonding Authority

UP Front Bonded in advance

Gen 2020	\$5,000,000.00
Gen 2022	\$5,700,000.00
Water 2020	\$2,500,000.00
Water 2022	\$2,870,000.00
Sewer 2020	\$2,500,000.00
Sewer 2022	\$2,870,000.00

\$21,440,000.00

Expensed to Date

Gen	15013010	772000	18526	\$9,000,000.00
	15013010	772000	20584	\$1,729,034.64
Water	55016010	772000	18526	\$4,500,000.00
	55016010	772000	20584	\$878,999.39
Sewer	55026020	772000	18526	\$4,500,000.00
	55026020	772000	20584	\$880,850.61

\$21,488,884.64 Actual Expended to date

Appropriations Total	\$22,000,000.00
less expenses	\$21,488,884.64
REMAINING FUNDS AVAILABLE	\$511,115.36

DRAFT

Expenses Total	\$21,488,884.64	
Advance Bonded (actual)	<u>\$21,440,000.00</u>	
Expended over bonded in advance	\$48,884.64	per finance will convert to cash
Estimate Building Modification	\$47,000.00	Per finance will convert to cash if approved
Estimate Sidedwalk Expenses	<u>\$30,000.00</u>	per finance will convert to cash
Estimate to be spend over bond up front	\$125,884.64	Total amount to change funding to cash instead of Bonding
Remaining funds with bonding Authority	\$511,115.16	
less change of funding from bond author	<u>\$125,884.64</u>	
Under budget - Deauthorization Bonding	\$385,230.52	

FUNDING SOURCE CHANGE & FINAL DE-AUTHORIZATION TO BE DONE AT COMPLETION OF SIDEWALK AND BUILDING MODIFICATIONS IF APPROVED

DRAFT

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City Clerk's Office

Resolution Authorizing Supplemental Appropriation in the amount of \$450,000.00 for the Route 125 Pump Station Upgrade on Gonic Road

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

That the Mayor and City Council of the City of Rochester hereby authorized a supplemental appropriation in the amount of Four Hundred Fifty Thousand Dollars (\$450,000.00) to the FY23 Sewer CIP to cover the costs associated with upgrading the Route 125 Pump Station to facilitate two developments and to increase capacity for future growth in the area. The supplemental appropriation as follows: Three Hundred Forty Thousand Six Hundred Thirty Two Dollars (\$342,632.00) from the Sewer Fund Retained Earnings and One Hundred Seven Thousand Three Hundred Sixty Eight Dollars (\$107,368.00) from a developer contribution.

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

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

COUNCIL ACTION ITEM <input type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>

FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
* IF YES ATTACH A FUNDING RESOLUTION FORM

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

GF Water Sewer Arena
 CIP Water CIP Sewer CIP Arena CIP
 Special Revenue

Fund Type: Lapsing Non-Lapsing

Deauthorization

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

Appropriation

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

Revenue

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

DUNS #

CFDA #

Grant #

Grant Period: From
To

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

Reimbursement Request will be reduced

Funds will be returned

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City Clerk's Office

Resolution Authorizing Supplemental Appropriation of \$43,000 to the Recreation Special Events Fund-Lilac Family Fun Festival

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

That the sum of Forty-Three Thousand Dollars (\$43,000.00) is hereby appropriated to the Recreation Special Events Fund for the purpose of paying costs associated with the annual Lilac Family Fun Festival. Advanced appropriation is needed in order to prepay costs associated with the event. The entirety of the supplemental appropriation shall be derived from the General Fund Unassigned Fund Balance.

The City of Rochester Recreation Department shall manage the use of funds under the City's established purchasing policies. Funds shall be expended solely on the annual Lilac Family Fun Festival event. Eligible uses of funds shall be for fireworks, various entertainment activities, and other miscellaneous expense pertinent to assuring a safe and successful community event.

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

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT Resolution Authorizing \$43,000 Supplemental Appropriation to the Recreation Special Events Fund

COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>
--

FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
--

RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
--

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

AGENDA DATE	November 1, 2022		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED			
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee
CHAIR PERSON	Mayor Callaghan

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	Kathryn L. Ambrose
SOURCE OF FUNDS	General Fund Unassigned Fund Balance
ACCOUNT NUMBER	
AMOUNT	\$43,000
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Council Resolution

SUMMARY STATEMENT

Finance Committee voted at their October 11th meeting to recommend a \$43,000 supplemental appropriation to the Recreation Special Events Fund for the Lilac Family Fun Festival.

The funding for this event has historically crossed fiscal years and presented funding challenges. The recent practice has been to maintain a level of funding in a non-lapsing multi-year fund. The advantage to this approach is Council can decide on the level of funding for the event, and control annual expenditure draws from the fund. If funds are not utilized or are in a surplus position, they carry over to the next fiscal year and beyond. Future appropriations will be presented through the budget cycle.

RECOMMENDED ACTION

Authorize resolution to appropriate the funds.

**Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding
Table 18-C**

THE CITY OF ROCHESTER ORDAINS:

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

Within Table 18-C, Recreation, Indoor shall be designated as a Permitted Use within the General Industrial (GI) District.

These amendments shall take effect upon passage.



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

COUNCIL ACTION ITEM <input type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>

FUNDING REQUIRED? YES <input type="checkbox"/> NO <input type="checkbox"/>
* IF YES ATTACH A FUNDING RESOLUTION FORM

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

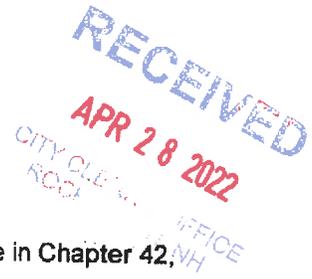
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RECOMMENDED ACTION

[Empty box for Recommended Action]

Petition for Zoning Ordinance Amendment

Date: April 26, 2022



The filings of this petition and payment of the required fees, hereby propose a change in Chapter 42, Table 18-C, of the General Ordinances of the City of Rochester.

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

That "Recreation, Indoor" as defined in 275-2.2 of the Zoning Ordinance of the City of Rochester be made a permitted use in the Industrial Districts.

Indoor Recreation is currently allowed by *Conditional Use* in the *Recycling Industrial* zone but is not permitted in the other Industrial Districts. The petitioners feel that Indoor Recreation should be an allowed use, **by right**, in the Industrial Zone.

There are at least three examples of Indoor Recreation facilities currently operating in the Industrial Districts of the City. All were required to seek, and were granted, variances for their operation. (Red Alert Skate Park in the Gerrity Industrial Park, the YMCA in the Ten Rod Road Industrial Park, and Deeproot Crossfit on Amarosa Drive). The petitioners believe these uses operate without conflict in their respective locations and demonstrate the appropriateness of this proposed amendment.

	Printed Name	Signature	Street Address	Map & Lot Number
1	LISA STANLEY LTR PROPERTIES LLC		54 ALLEN ST.	0117-0002-0011
2	Robb Riley YMCA Executive Director		35 Industrial Way	0230-0021-0000
3				
4				
5				
6				
7				
8				
9				
10				

ZONING

275 Attachment 3

City of Rochester

**Table 18-C Food-Lodging-Public Recreation Uses
[Amended 5-7-2019]**

LEGEND

- P = Permitted Use
- C = Conditional Use
- E = Use Allowed by Special Exception

Food-Lodging-Public Recreation Uses	Residential Districts			Commercial Districts				Industrial Districts		Special		Criteria/Conditions Reference
	RI	R2	NMU	AG	DC	OC	GR	HC	GI	RI	HS	
Cafe	—	—	P	C	P	P	P	P	—	—	—	P
Campground	—	—	—	E	—	—	—	—	—	E	—	—
Caterer	—	—	P	—	P	P	—	P	P	—	—	—
Club	—	—	C	—	P	P	—	P	—	—	—	—
Community center	—	—	P	—	P	P	—	P	—	—	—	—
Conference center	—	—	C	—	P	P	—	P	—	—	—	—
Country club	—	—	—	C	—	—	—	E	—	C	—	—
Food stand	—	—	E	—	E	E	P	E	E	E	E	—
Function hall	—	—	—	—	P	P	P	P	—	—	—	—
Golf course	—	—	—	—	—	—	P	—	—	—	—	—
Health club	—	—	C	C	P	P	P	P	—	P	—	—
Lodging, bed-and-breakfast	—	C	P	—	P	P	—	P	—	—	—	—
Lodging, hotel	—	—	C	—	P	C	P	P	—	—	C	C
Lodging, motel	—	—	—	—	—	—	P	P	—	—	—	C
Nightclub	—	—	—	—	P	—	P	P	—	—	—	—
Recreation, indoor	—	—	C	—	P	C	P	P	—	C	—	—
Recreation, outdoor	—	—	—	C	—	C	P	P	—	C	—	—
Recreation, park	P	P	P	P	P	P	—	P	—	C	—	—
Restaurant	—	—	P	—	P	C	P	P	—	—	—	P
Restaurant, drive-through	—	—	—	—	P	—	P	P	—	—	—	—
Tavern	—	—	C	—	P	—	P	P	—	—	—	—
Theater/cinema (5,000 square feet or less)	—	—	P	—	P	P	P	P	—	—	—	P
Theater/cinema (over 5,000 square feet)	—	—	—	—	C	—	P	P	—	—	—	—

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City Clerk's Office

Resolution Deauthorizing \$3,545.00 of the Rochester Fire Department Homeland Security Shelter Drill Grant

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

That Three Thousand Five Hundred Forty Five Dollars (\$3,545.00) of funds previously appropriated to the Rochester Fire Department as part of the Homeland Security Shelter Drill Grant are hereby deauthorized.

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

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT: **DEAUTHORIZE EMERGENCY SHELTER TABLETOP DRILL & EXERCISE GRANT**

COUNCIL ACTION ITEM
INFORMATION ONLY

FUNDING REQUIRED? YES NO
* IF YES COMPLETE FUNDING SECTION

AGENDA DATE:

December 6, 2022

RESOLUTION REQUIRED? YES NO

DEPARTMENT HEAD SIGNATURE

SUMMARY STATEMENT

This Emergency Shelter Tabletop Workshop & Drill grant was originally approved by Council in January of 2016 in the amount of \$3545.00, for the costs associated with a tabletop workshop and drill to test the Rochester Emergency Shelter set-up and identify areas in need of improvement. That drill was completed in FY2016 it covered overtime, salary and benefits of Firefighter and City Employees who participated in the drill. We are requesting that this grant be deauthorized.

FUNDING

FUNDING AMOUNT REQUIRED: \$3545.00

FUND:

(GENERAL FUND, WATER FUND, SEWER FUND, COMMUNITY CENTER, ARENA, GRANT)

FUNDING SOURCE: Grant

(GRANT, UNASSIGNED FUND BALANCE, DONATION, BOND, OTHER (Explain))

ACCOUNT NUMBER DETAIL (if known)

REVENUE: ORG: 61132020 OBJECT: Various PROJECT: 16571

APPROPRIATION: ORG: 6113003 OBJECT: 402179 PROJECT: 16571

GRANT INFORMATION:

GRANT NAME: Homeland Security Shelter Drill

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13							
ORIGINAL APPROP	TRANFRS/ADJSMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
6113 FY16 FIRE GRANTS							
16571 HOMELAND SECURITY - SHELTER DRILL							
6113003 402179 16571	HOMELAND SECURITY SHELTER DRILL						
-3,545.00	0.00	-3,545.00	0.00	0.00	-3,545.00	.0%	
61132020 513001 16571	OVERTIME - REGULAR						
1,298.00	0.00	1,298.00	0.00	0.00	1,298.00	.0%	
61132020 522000 16571	SOCIAL SECURITY						
99.00	0.00	99.00	0.00	0.00	99.00	.0%	
61132020 523000 16571	RETIREMENT						
203.00	0.00	203.00	0.00	0.00	203.00	.0%	
61132020 533000 16571	OTHER PROF SERVICES						
1,100.00	0.00	1,100.00	0.00	0.00	1,100.00	.0%	
61132020 589000 16571	MISCELLANEOUS EXPENDITURES						
845.00	0.00	845.00	0.00	0.00	845.00	.0%	
TOTAL HOMELAND SECURITY - SHEL							
0.00	0.00	0.00	0.00	0.00	0.00	.0%	
TOTAL FY16 FIRE GRANTS							
0.00	0.00	0.00	0.00	0.00	0.00	.0%	
TOTAL REVENUES							
-3,545.00	0.00	-3,545.00	0.00	0.00	-3,545.00		
TOTAL EXPENSES							
3,545.00	0.00	3,545.00	0.00	0.00	3,545.00		
GRAND TOTAL							
0.00	0.00	0.00	0.00	0.00	0.00	.0%	

** END OF REPORT - Generated by Ann Arsenault **

Resolution Authorizing Acceptance of \$250.00 Play-Based Learning Grant from the New Hampshire State Library

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

That a Two Hundred Fifty Dollar (\$250.00) Play-Based Learning Grant from the New Hampshire State Library is hereby accepted on behalf of the Rochester Public Library.

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

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

LEGAL AUTHORITY

SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]



City of Rochester Grant Application

City Manager Approval

GRANT SUBJECT & AMOUNT:	
Play-Based Learning Materials Grant The New Hampshire State Library	Up to-\$250.
TODAY'S DATE:	10-24-2022
DEPT. HEAD SIGNATURE:	
APPLICATION DEADLINE:	10-28-2022
ATTACHMENTS	Link to Amazon List of desired items.
Yes <input type="checkbox"/>	
No <input type="checkbox"/>	

COMMITTEE SIGN-OFF

COMMITTEE:	
CHAIR PERSON:	

ADMINISTRATIVE APPROVALS

CHIEF FINANCIAL OFFICER:	
CITY MANAGER:	DocuSigned by:  10/27/2022 <small>B4F9B7BC7D0C4EB...</small>

MATCHING FUNDS BUDGET INFORMATION

SOURCE OF MATCHING FUNDS (if required):	N/A
SOURCE ACCOUNT NUMBER:	
MATCH AMOUNT:	
APPROPRIATION REQUIRED No	Grants requiring City financial participation – funds must already be appropriated as part of existing budget.

LEGAL AUTHORITY

The City Council has authorized/ approved that all grant applications require only City Manager approval provided said applications do not obligate the City to accept any funds. All grant acceptances still require City Council approval.

Any/ all grant application approvals granted by the City Manager are to be documented on this form and included in the City Manager's monthly report to the City Council.

SUMMARY STATEMENT

Application submitted by Christina Paquette, RPL Children's Room Lead Librarian
 The New Hampshire State Library is making grants available in amounts up to \$150 to libraries who attended one of the Play-Based Learning in NH Library Programs workshops with UNH for play-based learning materials, toys or books. **Applications must be made by October 28, 2022.** Only one application per library. Note: **Hosting Libraries--Rochester**, Keene, Moultonborough, Derry and Gorham may request up to \$250 worth of materials

Questions? For information about the grants process and/or the application form, please contact Deborah Dutcher at 271-2865 or Deborah.L.Dutcher@dncr.nh.gov.

RECOMMENDED ACTION

**Resolution Authorizing Acceptance of Donated Equipment to the Rochester Police
Department**

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

The City hereby accepts donated equipment for the Rochester Police Department valued at approximately Seven Hundred One and 59/100 Dollars (\$701.59).

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

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT Requesting approval from council to accept a donation of equipment valued at \$701.59.
--

COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>
--

FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
--

RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
--

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

AGENDA DATE	December 6, 2022	
DEPT. HEAD SIGNATURE	<i>CBL</i>	
DATE SUBMITTED	November 28, 2022	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	N/A
ACCOUNT NUMBER	N/A
AMOUNT	Value of donated equipment is \$701.59
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Requesting approval to accept donated equipment valued at \$701.59.

SUMMARY STATEMENT

Requesting approval to accept donated equipment.

RECOMMENDED ACTION

Approve and accept the equipment donation.