



**City Council Public Hearing
March 31, 2020
Council Chambers
7:00 PM**

ATTENTION: Due to the ongoing situation with COVID-19, the City of Rochester will be taking extra steps to allow for public input during the public hearing while still ensuring participant safety and social distancing. Per Executive Order by Governor Sununu, scheduled gatherings of 10 or more people will be prohibited. Therefore, those wishing to share comment with the Council are required to do so by email (PublicInput@rochesternh.net) or by leaving a voicemail (603-330-7107). You may also submit written comment to the City Clerk at 31 Wakefield Street, Rochester, NH 03867. All correspondence through the mail must be received by Thursday March 26, 2020. Voicemail must be received no later than 12:00 pm on said meeting date in order to be transcribed and Email correspondence should be received no later than 5:00 pm of said meeting date. All email, voicemail and written communications will be included with the Council packet as an addendum.

Agenda

- 1. Call to Order**
- 2. Resolution Authorizing Supplemental Appropriation in the Amount of \$100,000 to the Assessing Department's FY20 Operating Budget for the Purchase of Assessing Software P. 7**
- 3. Resolution Granting Community Revitalization Tax Relief to the Property Located at 28 North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project P. 15**
- 4. Resolution Authorizing Transfer from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund in the amount of \$1,664,787.00 P. 49**
- 5. Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Sewer Capital Improvements Plan (CIP) Fund for National Pollution Discharge Elimination System (NPDES) Permit Technical and Legal Assistance in an amount not to exceed \$300,000.00 P. 55**
- 6. Resolution Authorizing the Issuance of Refunding Bonds in Accordance with RSA 33:3-d P. 61**
- 7. Adjournment**

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City Clerk's Office

**City Council Special Meeting
March 31, 2020
Council Chambers
*Immediately following the Public Hearing***

Agenda

1. Call to Order
2. Resolution Authorizing Supplemental Appropriation in the Amount of \$100,000 to the Assessing Department's FY20 Operating Budget for the Purchase of Assessing Software ***second reading and consideration for adoption*** P. 7
3. Resolution Granting Community Revitalization Tax Relief to the Property Located at 28 North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project ***second reading and consideration for adoption*** P. 15
4. Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Sewer Capital Improvements Plan (CIP) Fund for National Pollution Discharge Elimination System (NPDES) Permit Technical and Legal Assistance in an amount not to exceed \$300,000.00 ***second reading and consideration for adoption*** P. 55
5. Resolution Authorizing the Issuance of Refunding Bonds in Accordance with RSA 33:3-d ***second reading and consideration for adoption*** P. 61
6. Wrestling Event ***consideration to approve wrestling venue permit [American Legion]*** P. 65
7. Unsealing of Non-Public Meeting Minutes of February 18, 2020 and March 3, 2020 ***motion to release***
8. Tri-City Request for Federal and State Financial Assistance Related to the COVID-19 Emergency ***first reading and consideration for adoption*** P. 67
9. Supplemental Appropriation to the Rochester Business Microloan Program in the amount of \$50,000.00 ***first reading, consideration for second reading and adoption*** P. 69
10. Resolution Recommending the Cessation of Activities by Certain City Public Bodies ***first reading and consideration for adoption*** P. 79

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City Clerk's Office

11.1 Donation of Emergency Supplies from Walmart estimated value \$280 *first reading, consideration for second reading and adoption*

11.2 Donation of Emergency Supplies from Lowe's estimated value \$1,500 *first reading, consideration for second reading and adoption*

12. Announcement of Sale of City Property

13. Adjournment

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City Clerk's Office

Resolution Authorizing Supplemental Appropriation in the Amount of \$100,000.00 to the Assessing Department's FY20 Operating Budget for the Purchase of Assessing Software

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

The Mayor and City Council authorize a supplemental appropriation to the Assessing FY20 Operating Budget in the amount of One Hundred Thousand Dollars (\$100,000.00) to fund costs associated with the replacement and upgrade of Computer Assisted Mass Appraisal (CAMA) assessing software. The entire amount of the supplemental appropriation shall be derived from the General Fund Unassigned Fund Balance.

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

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City Clerk's Office



03/25/2020

City of Rochester Formal Council Meeting


AGENDA BILL

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

AGENDA SUBJECT New Assessing CAMA Software

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
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RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
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AGENDA DATE	March 3, 2020
DEPT. HEAD SIGNATURE	
DATE SUBMITTED	February 19, 2020
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED 3

COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	General Fund
ACCOUNT NUMBER	
AMOUNT	\$100,000
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT

Twelve months ago, February 2019, the Assessing Department executed an agreement with Patriot Properties to upgrade the City's CAMA software from AssessPro Classic to AssessPro 5 ("AP5"). As of today, Patriot Properties has yet to fulfill its contractual obligation to deliver a fully functioning CAMA software. In fact, the AP5 software is inundated with significant errors and issues that are interruptive to City business and highly inefficient.

RECOMMENDED ACTION

Council Approval Recommended



City of Rochester, New Hampshire
ASSESSING DEPARTMENT

19 Wakefield Street, Rochester, NH 03867
(603) 332-5109 **Assessor@rochesternh.net**
www.rochesternh.net

MEMO

Date: February 6, 2020
To: Rochester City Council
cc: City Manager, Finance Director, City Assessor
From: Marybeth Walker, CNHA & Gabrielle Nadeau
Rochester Board of Assessors

Subject: New Assessing Software: Funding

The purpose of this memo is to let the Rochester City Council know that as members of the Board of Assessors we support the efforts of management and the Assessing Department to secure new assessing software as soon as possible. Last year the assessing department updated the assessing software with a promise of multiple “upgrades” from the vendor. The new version of the assessing software has not been successful.

The Board of Assessors met on January 30, 2020. A couple of important items on the agenda were the revaluation process and the conversion from the “classic” version of the Patriot software system to the updated version provided by the same company. We discussed these two issues as well as how they affected each other.

All of the members of the assessing team were available to meet with us and share their experiences. Each member had information to share in regards to the conversion process. We discussed the parts that were successful, after much effort, and the difficulties that still remain.

The assessing team was able to successfully complete the 2019 revaluation. The objective was to produce assessed values that are more in line with market value. There were many difficulties in the process. Our understanding is that after working diligently with the software’s technical team to try to resolve the issues there are many issues that still remain. There are no “fixes” to make the system function well.

For those of you that are not familiar with the Board of Assessors and our background I would like to share that both of us have extensive experience working in the assessing and appraisal field. This experience enables us to be able to form informed opinions as well as give advice in this field.

I am sure that the City Assessor will share with you in more detail the issues surrounding the assessing software. In our opinion the issues that remain will hinder if not prevent the assessing department from being able to complete the daily assessing functions in a timely manner and with confidence in the assessing software’s functionality.

The updated software, despite all of the promises made, is actually a step backward; not forward. Some of the most disconcerting issues are: 1. The report function does not work, simple excel sheets are not able to be obtained from the software. 2. The exemption and credit function has now been compromised in such a fashion that they do not correctly bridge over to the billing system. The correction for this is to hand enter the exemption and credit values. 3. The software system no longer integrates with the online GIS system to its full capacity. Photos and other important information do not bridge over and there is no solution for this problem. 4. The permitting system that was specially purchased to make things easier for **all departments** no longer communicates/bridges information so they no longer “talk” to each other. This prevents the Viewpermit system from being updated with current ownership and other important data and makes it necessary for the newly issued permits to be hand entered into the assessing system.

These are only a few of the issues that indicate new assessing software is necessary. We believe by switching to a different system which integrates well with the online AxisGis system, Viewpermit and Munis tax billing and has the ability to produce reports is essential. It needs to operate in a manner that the Chief Assessor and his team can be confident that it is functioning correctly.

The cost of a changing to a new assessing system that easily integrates with the other systems in the City will be gained back by the time savings in all related departments. The time freed up will enable the assessing office and other departments to complete their work in a timely manner. The tax bills will be able to go out on time and property owners will be able to access their property information with ease. One of the most important factors in an assessing office is transparency and public relations.

There are many choices in assessing software. We would encourage the assessing department to choose a proven software system that functions well in a city of this size and is an upgrade in functionality in comparison to the current system. The company chosen to implement the software should have good customer service and be responsive to customer complaints. The assessing software should have the ability to produce transparent assessed values for the complex properties in our City. The new software system and the current billing system should communicate seamlessly so all tax bills have the correct information and values.

During the meeting the City Assessor mentioned that they were looking into Vision Appraisal Software Version 8. After asking multiple questions and taking into my own experience with the Vision Software we as a Board would recommend that the Vision Appraisal software be taken into consideration. There are key staff members that are already familiar with the software, they have excellent customer service and they work with the assessing staff and community to make sure the software integrates with the other systems in the community.

We would like to recognize and thank both the assessing and finance department employees for their dedication and hard work through these software struggles. If it were not for their perseverance in trying to resolve the issues involved the new values would not have been established and tax bills would not have been sent out.

It is important that the assessing office has the correct tools to provide quality customer service as well as fair and equitable values. We would ask that you support the assessing department in this endeavor.

Feel free to reach out to the Board of Assessors if you have any questions or concerns.

Maybelle G. Walker
Gabrielle M. Noe



City of Rochester, New Hampshire
INFORMATION TECHNOLOGY SERVICES
31 Wakefield St • Rochester, NH 03867
www.rochesternh.net

INTEROFFICE MEMORANDUM

TO: Jonathan Rice, Chief Assessor

FROM: Sonja Gonzalez, Chief Information Officer

DATE: February 10, 2020

SUBJECT: Assessing Database

CC:

As discussed on February 6, I support your conclusion to pursue funding for a replacement CAMA software. Having worked with Patriot Properties through many remote connections and getting to know their development, deployment and support practices, I believe the City would be better served by establishing a relationship with another vendor who could meet our assessing needs better while maintaining a security and deployment best practices. The following are specific areas of concern that I have had while working with them.

- Excessive remote connections needed after production cutover.
- Request for insecure methodologies for data transfer.
- "Messy" support practices that froze the database several times, including leaving verbose logging on after troubleshooting had completed and filling the data drive with several unneeded copies of the database.

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

Fund (select):

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

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1						100,000.00
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 ☐

**Resolution Granting Community Revitalization Tax Relief to the Property Located at 28
North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed
Rehabilitation Project**

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

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

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

Whereas, Ventina, LLC, owner of the so-called 28 North Main Street in downtown Rochester, is desirous of making use of the benefits of RSA Chapter 79-E and it has, therefore, proposed a substantial rehabilitation project with respect to the structure located upon the so-called 28 North Main Street; and

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

Now, Therefore, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby make the following findings and determinations with respect to the proposed substantial rehabilitation proposal for the so-called 28 North Main Street property contemplated by the owner’s Community Revitalization Tax Relief Application dated February 19, 2020, to wit:

(1) Any tax relief under the provisions of RSA Chapter 79-E or this resolution that is to be accorded with respect to the so-called 28 North Main Street property project shall be accorded only after the property owner grants to the City a covenant pursuant to the provisions of RSA 79-E:8 ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and in accordance with the requirements of RSA 79-E:8; and

(2) The Mayor and City Council find public benefits under RSA 79-E:7 in the proposed revitalization project proposed with respect to the so-called 28 North Main Street property project; and

(3) The proposed substantial rehabilitation project with respect to the aforesaid 28 North Main Street provides the following public benefits to downtown Rochester:

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

(4) The specific public benefit is preserved through a covenant under RSA 79-E:8 if the project is implemented consistent with (a) the aforementioned application; (b) the terms of this resolution; and (c) any other applicable requirements of Chapter 79-E; and

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

Furthermore, as a result of making such determinations and findings, and subject to the owner's compliance therewith, and with the provisions of RSA Chapter 79-E, the Mayor and City Council hereby grant the requested tax relief for a period of seven (7) years beginning with the completion of the substantial rehabilitation of the structure upon the so-called 28 North Main Street property.



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 RSA 79-E 28 North Main Street

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
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RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
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AGENDA DATE	March 3, 2020		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	February 18, 2020		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	30	

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 checked="" type="checkbox"/>	

LEGAL AUTHORITY

City Charter Section 4: Except as herein provided otherwise, the City Council shall have all powers conferred by law upon City Council, Boards of Mayor or Alderman, and the Selectman of Towns so far as applicable to Cities.

SUMMARY STATEMENT

RSA 79-E (Community Revitalization Tax Relief Incentive) is a legislative proposal that encourages investment in the downtown and village centers with a tax incentive modeled on NH statute (Barn Bill). Its goals are to encourage the rehabilitation and active use of underutilized buildings and in doing so, to

- promote strong local business
- promote smart, sustainable growth, as an alternative to sprawl, in accordance with the purpose and objectives of RSA Ch. 9-B.

28 North Main Street

This building requires a substantial amount of renovation to add three new residential units to the first floor and sprinkler system to allow the commercial space on the first floor to be occupied.

- addition of three residential units
- new HVAC equipment
- interior renovations
- structural repairs
- safety and fire protection upgrades
- electrical, plumbing and mechanical upgrades

RECOMMENDED ACTION

Approve the application for RSA 79-E for 28 North Main Street, allowing tax relief for this building for a period of time determined by the Rochester City Council in accordance with Section 79-Ef. Economic Development recommends the full 7 years that are applying for.

Section 79-E:5 Duration of tax relief period

- Substantial rehabilitation tax relief incentive up to 5 years
- Additional tax relief incentive for new residential units up to 2 years



City of Rochester, New Hampshire

Division of Community Development

31 Wakefield Street, Rochester NH 03867

(603) 335-7522 www.thinkrochester.biz

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

Building Name (if any): <u>The Snow Block</u> Building Address: <u>28 North Main Street</u> Owner Name(s): <u>Paul Delisle</u> Owner Address(es): <u>664 Columbus Avenue</u> <u>03821</u>	Map# <u>121</u> Lot# <u>0012</u> Zoning: <u>DTC</u> Overlay District: <u>Special Downtown</u> Year Built <u>1917</u> Square Footage of Building <u>7391</u>
Contact Name: <u>Paul Delisle</u> Phone # <u>603-502-2771</u> Email address: <u>_delisle47@gmail.com</u>	Applicant Name(s) (if different from owner): <u>SAME</u> Applicant Address: _____ Phone # _____ Email address: _____
	Application Fee Paid: <u>X</u> Yes <u> </u> No
Existing Uses (describe number of units by type and size). Two vacant commercial spaces on the first floor. There are five existing residential units on the second and third floor. Is there a change of use associated with this project? <u> </u> Yes <u> X </u> No If so, please describe:	Is the building eligible or listed on the State or National Register of Historic Places or located in a Local, State, or Federal Historic District? Yes <u>X</u> No <u> </u> Provide historic district name: <u>The Snow Block</u>
Will the project include rehabilitation of residential units? <u> x </u> Yes <u> </u> No If yes, how many: <u> 3 </u> If yes, please describe: The project will add three new residential units to the rear of the building on the first floor. There will also be renovations to accommodate a sprinkler system in the building.	Will the project involve affordable residential units? <u> </u> Yes <u> x </u> No If yes, please describe:
<u>Other Review & Comment (if necessary)</u> Historic District Review: <u>No exterior renovations</u> Special Downtown Review: <u> X </u> Minor Site Review: <u>No</u> Planning Board Review: <u>No</u> Zoning Board of Adjustment: <u>No</u>	<u>Section 79:E-4</u> Application Date: <u>2/19/2020</u> Complete: Yes Staff Review: <u>2/19/2020</u> City Council First Reading: <u>3/3/2020</u> Post Public Hearing: <u>no later than 3/6/2020</u> Public Hearing Date: <u>3/17/2020</u> *Required within 60 days of receipt of application City Council Second Reading: <u>5/1/2020</u> *Required within 45 days of Public Hearing

Does this application meet the appropriate tests?

Is it a qualifying structure located in a designated downtown zone? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Pre-rehabilitation assessed value (from most recent City Assessment): \$ 295,900	
Total estimated cost of rehabilitation (from application):	\$125,000 <u> </u>
Percentage of rehabilitation costs to assessment valuation:	<u>42.24</u> %
Does the estimated cost of rehabilitation exceed 15% of pre-rehabilitation assessed valuation, or \$75,000, whichever is lower? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Is there public benefit? Must satisfy at least 1 of the conditions below. (Section 79-E:7)	
<input checked="" type="checkbox"/> It enhances the economic vitality of the Downtown District.	
<input checked="" type="checkbox"/> It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district.	
<input type="checkbox"/> It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community.	
<input checked="" type="checkbox"/> It increases residential housing in urban or town centers.	
<input checked="" type="checkbox"/> In a Local, State, or Federal Historic District?	
Are other funding programs being applied to this project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Other Programs. – The provisions of this chapter shall not apply to properties whose rehabilitation or construction is subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50 percent of construction costs from state or federal programs.	

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

Name & Title: Jennifer Marsh, ED SpecialistDate: 2/19/2020

City Council Review/Decision

Public Hearing Posting: _____ Public Hearing Date: _____

City Council Meeting Date: _____

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

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

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

IF DENIED, REASON(S) FOR DENIAL

Number of Yea: _____ Number of Nay: _____

Follow Up Letters Sent to:

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

COVENANTS

Completed By: _____ Date: _____

Filed at Strafford County: _____ Date: _____

Copies to:

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

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

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

Comments from Historic District Commission:

Name & Title: _____

Meeting Date: _____

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

Section 79-E:1

79-E:1 Declaration of Public Benefit. –

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

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

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

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

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

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

Section 79-E:2

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

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

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

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

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

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

VI. "Tax relief" means:

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

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

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

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

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

Section 79-E:3

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

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

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

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

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

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

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

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

Section 79-E:4

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

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

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

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

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

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

- (1) The governing body finds a public benefit under RSA 79-E:7; and
- (2) The specific public benefit is preserved through a covenant under RSA 79-E:8; and
- (3) The governing body finds that the proposed use is consistent with the municipality's master plan or development regulations; and

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

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

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

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

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

(a) The development program or financing plans for such tax increment finance districts; or

(b) The ability to satisfy or expedite repayment of debt service obligations incurred for a tax increment financing district; or

(c) The ability to satisfy program administration, operating, or maintenance expenses within a tax increment financing district.

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

Section 79-E:5

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

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

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

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

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

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

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

Section 79-E:6

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

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

Section 79-E:7

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

I. It enhances the economic vitality of the downtown;

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

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

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

consistent with RSA 9-B; or

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

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

Section 79-E:7-a

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

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

Section 79-E:8

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

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

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

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

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

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

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

Section 79-E:9

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

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

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

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

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

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

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

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

Section 79-E:10

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

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

Section 79-E:11

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

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

Section 79-E:12

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

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

Section 79-E:13

79-E:13 Extent of Tax Relief. –

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

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

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

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

Section 79-E:14

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

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

28 North Main Street; RSA-79:E Application Summary

Applicant: Paul Delisle

Eligible years: Applying for 7 out of the max of 11 years

Project: Repair and renovation of the interior of two commercial spaces on the first floor. They are also adding three residential units the back of the building on the first floor and adding a sprinkler system which is required by code for occupancy in the commercial units.

Exterior Changes: Clean up in the rear of the building but nothing structural.

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

Qualifications:

1. A qualifying property must provide a public benefit. Public benefits could be restoring a historic building, promoting downtown development, increasing downtown housing, or increasing the economic vitality of downtown. 28 North Main meets all of these criteria.
2. A qualifying project must have substantial rehabilitation costs of at least 15% of the pre-rehabilitated assessed value, or costs of \$75,000 whichever is less. 28 North Main exceeds both of these baselines. Total estimated costs of the project are \$300,000 which is approximately an increase of 42% of the pre-assessed value.



03/25/2020

City of Rochester, New Hampshire

Division of Community & Economic Development

31 Wakefield Street, Rochester NH 03867

Application Revised August 15, 2019

Community Revitalization Tax Relief (per RSA 79E)

City of Rochester, New Hampshire

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

Date of Preparation: _____

Property information

Property address/location: 26-30 North Main St

Name of building (if any): The Snow Block

Tax map & lot #: 0121-0012 #7 Year built: 1917 +/-

Square Footage: 7391 Condition: _____

Zoning: DTC Vacant, how long: Commercial - 7 +/-

Is this structure eligible or listed on the State or National Register of Historic Places, or

located in a local, state or federal Historic District? Yes ☒ No ☐

Name of District: Downtown

Existing Uses: Describe the units by type and size, how many floors _____

Retail, Residential

Change of Use?: No



Property Owner

Name (include name of individual): Paul Delisle

Company: Ventura LLC

Mailing address: 664 Columbus Ave, Rochester NH 03867

Telephone #: 603-502-2771 Email: Delisle47@gmail.com

Applicant or Agent Contact:

Name (include name of individual): Paul Delisle

Company: Same

Mailing address: _____

Telephone #: _____ Email: _____

EXHIBIT**Proposed Project Information**Name of Architect (if known): NoneName of Licensed Contractor (if known): NoneWill the project include rehabilitation of residential units? yes If yes, how many 3Are the residential units defined as "affordable"? Yes _____ No ✓(The current affordable rents in the City of Rochester are available at www.NHHFA.org)

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

2 spaces of Approx. 1000 SF each

Please describe in detail the public benefits associated with this project? You may attach

pages to the application for this and the following question. (RSA 79-E:7)

It enhances the economic vitality of the DowntownIt Improves the structure which is historically significantIncreases residential housing in Urban area

Explain the project in your own words:

We will renovate 2 existing commercial spaces and add 3 new Residential unitsPre-Rehabilitation Ad Valorem Tax Valuation \$ 125,000.00

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

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

\$75,000, whichever is lower? YES ✓ NO _____ % 25%**Note:** This program is available for projects where the rehabilitation cost equals or exceeds 15% of the pre-rehabilitation assessed valuation or \$75,000, whichever is lower. If your project does not meet this standard, it is not eligible for Tax Relief under RSA 79e.

Project costs

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

Historic Restoration: _____ Cost: \$ _____

Sustainability/Efficiency: _____ Cost: \$ _____

Interior Alterations: _____ Cost: \$ 20,000

Exterior Alterations: _____ Cost: \$ 5,000

Structural: _____ Cost: \$ 15,000

Electrical: New Electrical Service Cost: \$ 15,000

Plumbing: Plumb 3 Kitchens, 3 Bathrooms Cost: \$ 15,000

Mechanical: 3 new Heating System Cost: \$ 20,000

Safety/Fire Protection: Sprinkler System Cost: \$ 50,000

Other: _____ Cost: \$ _____

Expected construction dates. Start: 2/1/2020; Finish: 12/1/2020

Total project cost: \$ 125,000

Please attach written estimates whenever possible.

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

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

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

Other Approvals and Information

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

Project Narrative or Letter of Intent to Planning: not Applied for Date: _____

Historic District Review: _____ Date: _____

(Required only if replacing a qualified structure)

Other (please specify): _____ Date: _____

Application Checklist

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

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

5 Substantial Rehabilitation Tax Relief Incentive (Up to 5 Years)

2 Additional Tax Relief Incentive for New Residential Units (Up to 2 Years)

 Additional Tax Relief Incentive for Affordable Housing (Up to 4 Years)

~~X~~ Additional Tax Relief for rehabilitation of historic places* (Up to 4 Years)

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

Please explain your request for the above tax relief categories. You may attach an additional sheet. *In order to make this project work fina*

additional sheet. In order to make this project work financially
we need taxes to remain low to service new Debt

Submission of Application

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

Rochester Community & Economic Development

Mail: 31 Wakefield St, Rochester, NH 03867

michael.scala@rochesternh.net

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

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

Signature of property owner (1): 

Printed Name: Paul Delisk Date: 2/14/2020

Signature of property owner (2): _____

Printed Name: _____ Date: _____

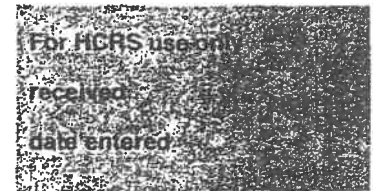
ATTACHMENT I
City of Rochester RSA 79e Application

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

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

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

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



Continuation sheet

item number

Page 22

Site NumberDescription

North Main Street

81. The Hayes Block - 2 North Main Street - c. 1878 - Victorian Commercial: 4-story brick commercial block, 4 x 9 bays. Facade and first 2 bays of south elevation are characterized by 1/1 sash windows topped by stone arches with incised ornamentation. Roofline is marked by arched corbelling. Storefront remodeled c. 1950. Rear portion of building appears earlier due to differing window treatment and corbelling. The upper stories of the Hayes Block originally housed the Hayes Opera House. (42/3).
82. The Salinger Block - 10 North Main Street - c. 1900 - NeoClassical: 4-story commercial block, asymmetrical 6-bay wide facade with veneer of white glazed brick. Third story window treatment dominates facade, each window being topped by semicircular arches embellished with egg and dart moldings and spandrel panels with raised floral decoration. Windows have 1/I sash. Other features include brick pilasters rising across the second and third stories supporting a cornice at the third story. A fully articulated cornice of pressed metal articulates the roofline. Facade was applied c. 1900 to an earlier commercial building. (42/4).
83. The Scenic Theatre - 14 North Main Street - c. 1912 - Vernacular Georgian Revival: 3-story building with Georgian Revival motifs including flat back arches above the windows and a pressed metal cornice at the roofline. The facade is laid in rusticated brick. The Scenic Theatre was built in 1912 and was able to accommodate both plays and movies. (42/5).
84. Commercial Structure - 16 North Main Street - c. 1920 - Early 20th Century Commercial: 2-story, 5 bay facade characterized on upper story by rectangular windows with transoms. Other features obscured by aluminum siding. Two northern bays of facade were originally part of adjacent building of same period.
85. The Snow Block - 26 North Main Street - c. 1870/1917 - Georgian Revival: Existing 3-story brick facade was applied to a Second Empire block in 1917. Present facade consists of rectangular windows with transoms, topped by flat arches on the second story, and 1/1 sash topped by a stone lintel course on the third story. A 1917 datestone is centered above the center bay. Roofline is marked by corbelling and a projecting cornice. (42/6).

03/25/2020

0121 0012 0000

Map Block Lot

Building Location
28 NO MAIN ST

MULTI FAMILY

Acct: 238

City of Rochester

APPAISED:
USE VALUE:
ASSESSED:

Total Card	295,900 /	Total Parcel	295,900
	0 /		0
	295,900 /		295,900

Property Location

No.	Alt No.	Direction/Street/City
28		NO MAIN ST, ROCHESTER

Ownership

Owner	Unit No.
Owner 1	VENTINA LLC
Owner 2	
Owner 3	
Street 1	664 COLUMBUS AVE STE 5B
Street 2	
Town/City	ROCHESTER
St/Prov	NH Country
Postal	03867 Type

Previous Owner

Owner 1	WATSON MICHAEL J & WILLIAM P
Owner 2	
Street 1	P O BOX 15
Town/City	ROCHESTER
St/Prov	NH Country
Postal	03866

Narrative Description

This parcel contains 0.24000 AC of land mainly classified as RETAIL/SVC with a MIX USE BLDG Building built about 1917, having primarily COMP CLAP Exterior and 7,391 Square Feet, with 5 Residential Units and 2 Commercial Units, 5 Baths, 10 Rooms, and 7 Bdrms.

Other Assessments

Code	Description	Amount	Com Int

Property Factors

Item	Code	Description	%	Item	Code	Description
Zone 1	DTC	DOWNTOWN	100	Utility 1	2	CITY SEWER
Zone 2				Utility 2	5	GAS
Zone 3				Utility 3	9	CITY WATER C
Census Tract				Exempt		
Flood Hazard						
District 1	RO	ROCHESTER	0	Topo	1	LEVEL
District 2				Street	1	PAVED
District 3				Traffic	5	HEAVY

Land Section (First 9 Lines Only)

Use Code	Description	LUC Factor	No of Units	Depth/ Price/Unit	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adjusted Unit Price	Neigh In1	Neigh In1	Neigh Modifier	Infl 1	%	Infl 2	%	Infl 3	%	Appraised Value	All Class	%	Spec Land	Juris	Land Factor	Assessed Value	Notes
325	RETAIL/SVC	1.0000	0.2400		PRIMARY ACRE	SITE	1.00000		90,000.00	357,916.67	3003	1.000								85,900.00	114	45			1.00000	85,900.00	
Total ACRH			0.24000		Total SF/SM		10,454,400.00		Parcel LUC	031	MIX COMM/RES		Prime NB Desc	COMMERCIAL		Total				85,900.00	Total				Total		85,900.00

In Process Appraisal Summary (First 4 Lines Only)

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
114	0.11	94,500.00	0.00	38,655.00	133,155.00
325	0.13	115,500.00	0.00	47,245.00	162,745.00
Total Card	0.24	210,000.00	0.00	85,900.00	295,900.00
Total Parcel	0.24	210,000.00	0.00	85,900.00	295,900.00
Source	Mkt Adj Cost	Total Value per Sq Unit /Card	40.04	/Parcel	40.04

Previous Assessment (First 9 Lines Only)

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Assessed Value	Notes	Date
2019	031	FV	210,000	0	0.2400	85,900	295,900	295,900		10/30/2019
2018	031	FV	234,700	0	0.2400	85,900	320,600	320,600	Year End Roll	09/19/2018
2017	031	FV	234,700	0	0.2400	85,900	320,600	320,600	Year End Roll	09/07/2017
2016	031	FV	180,200	0	0.2400	85,900	266,100	266,100	Year End Roll	09/08/2016
2015	031	FV	182,100	0	0.2400	85,900	268,000	268,000	Year-end	10/01/2015
2014	031	FV	182,100	0	0.2400	85,900	268,000	268,000	Year End Roll	09/29/2014
2013	031	FV	171,600	0	0.2400	85,900	257,500	257,500	Year End Roll	09/04/2013
2012	031	FV	171,600	0	0.2400	85,900	257,500	257,500	Year End Roll	09/20/2012
2011	031	FV	171,600	0	0.2400	85,900	257,500	257,500	Year End Roll	09/27/2011

Sales Information (First 5 Lines Only)

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	TSF	Verification	Notes
WATSON MICHAEL J & WILLIAM P	4317-965	1	08/20/2015	ChgAfterSale	175,000.00	No	No	OTHER	RENOVATIONS
KAUFMAN ROSANNA & HAROL	2139-258		09/02/1999	Val Lnd&Bldg	110,000.00	No	No	OTHER	
KAUFMAN ROSANNA	1640-226		09/08/1992		0.00	No	No		
SNOW PROPERTIES	1027-349		12/31/1978		0.00	No	No		

Building Permits (First 8 Lines Only)

Date	Number	Description	Amount	C/O	Last Visit	Fed Code	F. Description	General Notes
03/06/2019	B-19-87	FIRE PROTECT	4,000.00	O		3	COM CONST	Add 2hr fire barrier on seali
09/18/2018	M-18-420	MANUAL	200.00	CE		3	COM CONST	test existing gas line
04/13/2018	M-18-167	MANUAL	900.00	CE		3	COM CONST	Pressure Testing Gas Line
11/21/2017	M-17-565	MANUAL	100.00	CE	02/12/2018	3	COM CONST	Gas Testing for Meter Set
08/08/2017	E-17-299	ELECTRIC	1,000.00	CE		3	COM CONST	Finish re-wiring of an apar
05/27/2016	E-16-156	ELECTRIC	10,650.00	CE		3	COM CONST	NEW 800 AMP SERVICE S
04/25/2016	M-16-109	FURNACE	5,000.00	CE		3	COM CONST	RUN NEW GAS LINES FR
09/25/2015	11755	HEATING SYS	10,000.00	CE		3	COM CONST	RUNNING NEW GAS LINE

Activity Information (First 11 Lines Only)

Date	Result	By	Name
09/20/2019	CORRECTION	NM	NANCY
02/13/2019	EXT ONLY	NM	NANCY
02/13/2019	EXT ONLY	NM	NANCY
08/23/2018	OWN ADD CHG	DM	DARCY
02/12/2018	EXT ONLY	NM	NANCY
02/12/2018	EXT ONLY	NM	NANCY
12/12/2017	OWN ADD CHG	DM	DARCY
08/18/2017	OWN ADD CHG	DM	DARCY
03/23/2017	INTER ONLY	NM	NANCY
02/23/2017	EXT ONLY	NM	NANCY
02/23/2017	EXT ONLY	NM	NANCY

Sign:



ASR Map
Factor District
Reval District
Market Area
Year
Change Reason

Card

1 of 1

Comments

Res Breakdown (First 4 Only)

Other Features

Remodeling Mobile Home

0121-0012-0000

Condo Information

Comparable Sales (First 7 Only)

Sub Area (First 8 Only)

Sub Area Detail (First 10 Only)

Interior Information

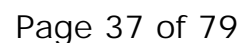
Depreciation

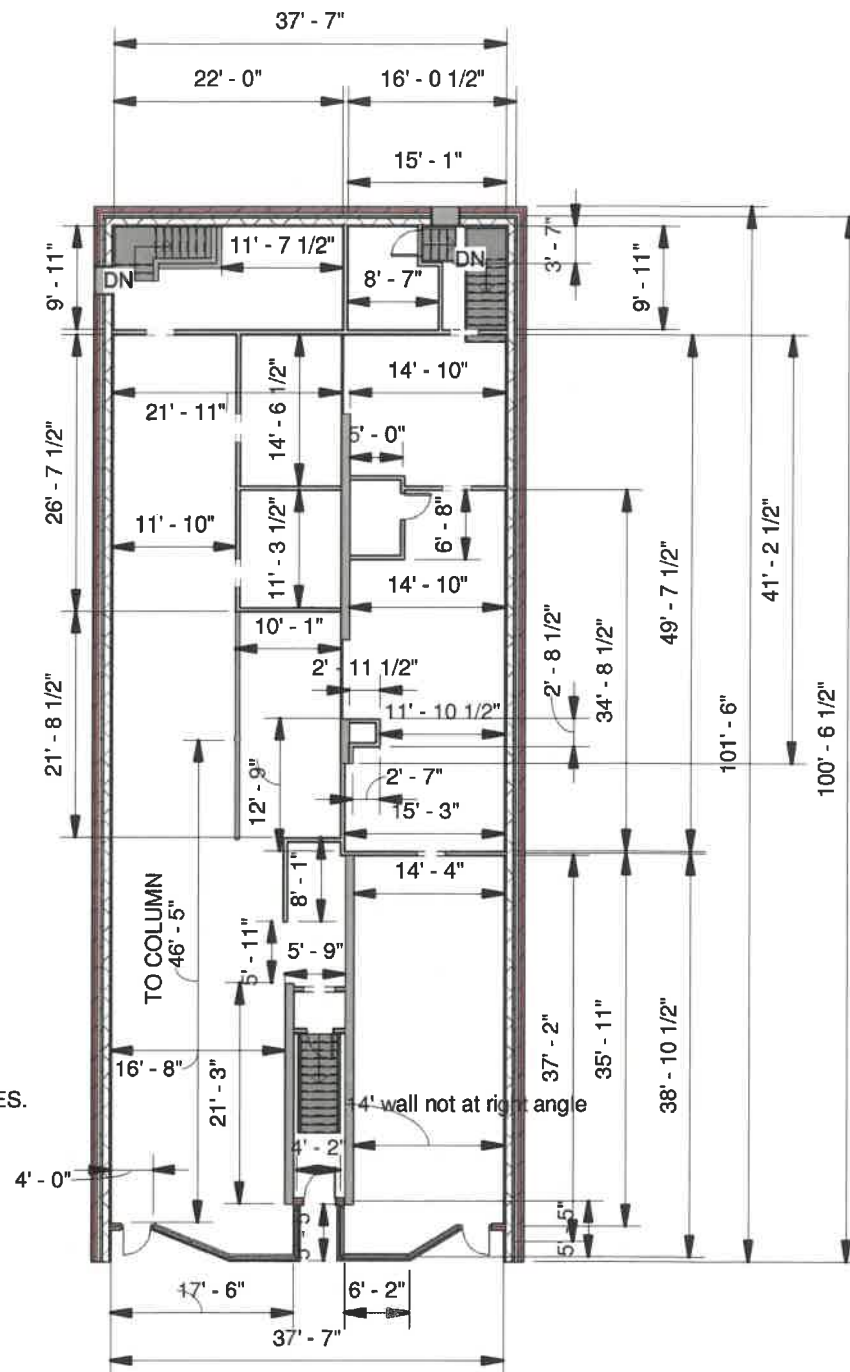
Calc Summary

Adj Total	466,652
Depreciation	256,659
Depreciated Total	209,993

Special Features/Yard Items (First 20 Lines Only)

Image





DIMENSIONS OF EXISTING CONDITIONS ARE APPROXIMATIONS DUE TO VARIOUS STATES OF CONSTRUCTION AND DEMOLITIONS AND "NON-PERPENDICULAR" SURFACES.

APPROXIMATE DISTANCE TO TOP OF JOIST = 11'-7"
APPROXIMATE AVG DISTANCE TO EXISTING ACT = 9' -7"

VENTINA LLC

JAM's Mechanical Advantage

**Existing Dims
26-30 N. Main
St.**

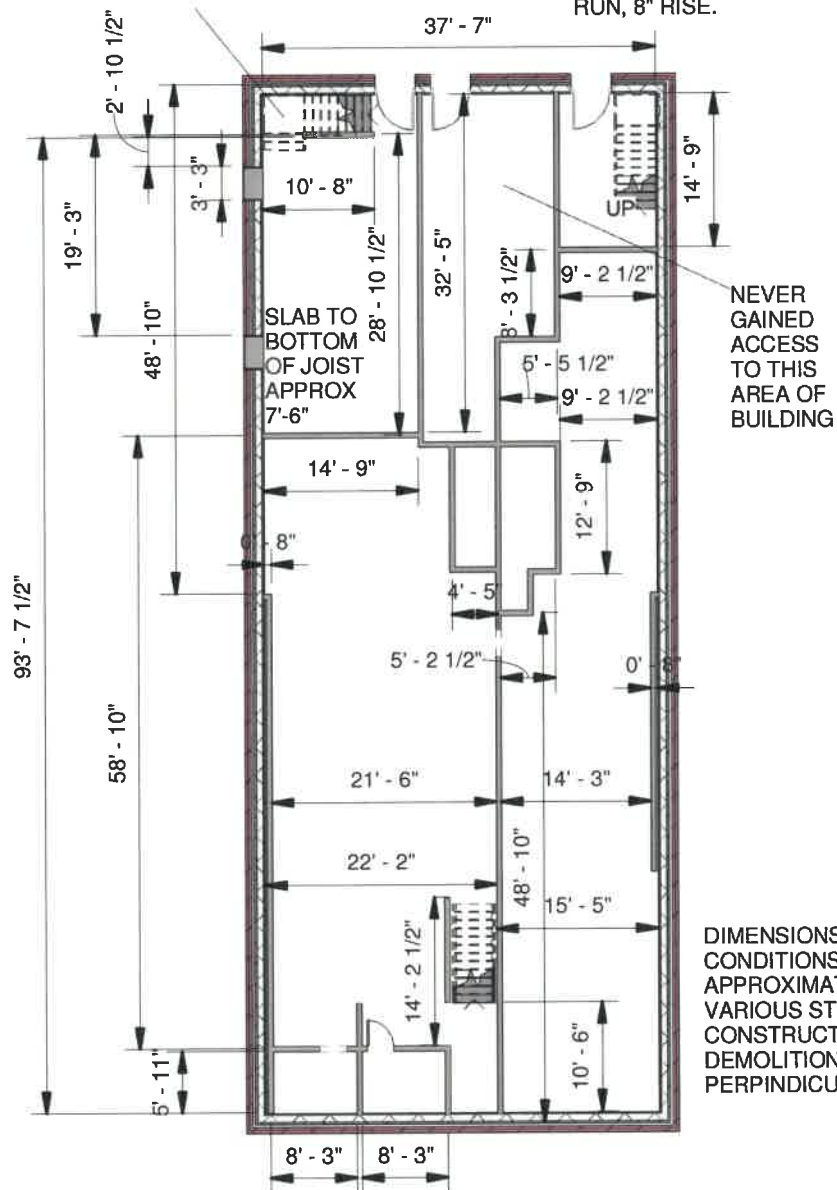
MAIN STREET LEVEL

Project number	VENT-1	101
Date	8/15/18	
Drawn by	JAMMA	
Checked by	Checker	
		Scale 1/16" = 1'-0"

8/16/2018 6:14:39 AM

LANDING ON 10TH RISER.
12 RISERS TOTAL.
AVG EXISTING STAIR = 9.5"
RUN, 8" RISE.

LANDING ON 12TH RISER.
12 RISERS TOTAL.
4" TO FIRST FLOOR FROM
RISER.
AVG EXISTING STAIR = 9.5"
RUN, 8" RISE.



VENTINA LLC

JAM's Mechanical Advantage

**Existing Dims
26-30 N. Main
St.**

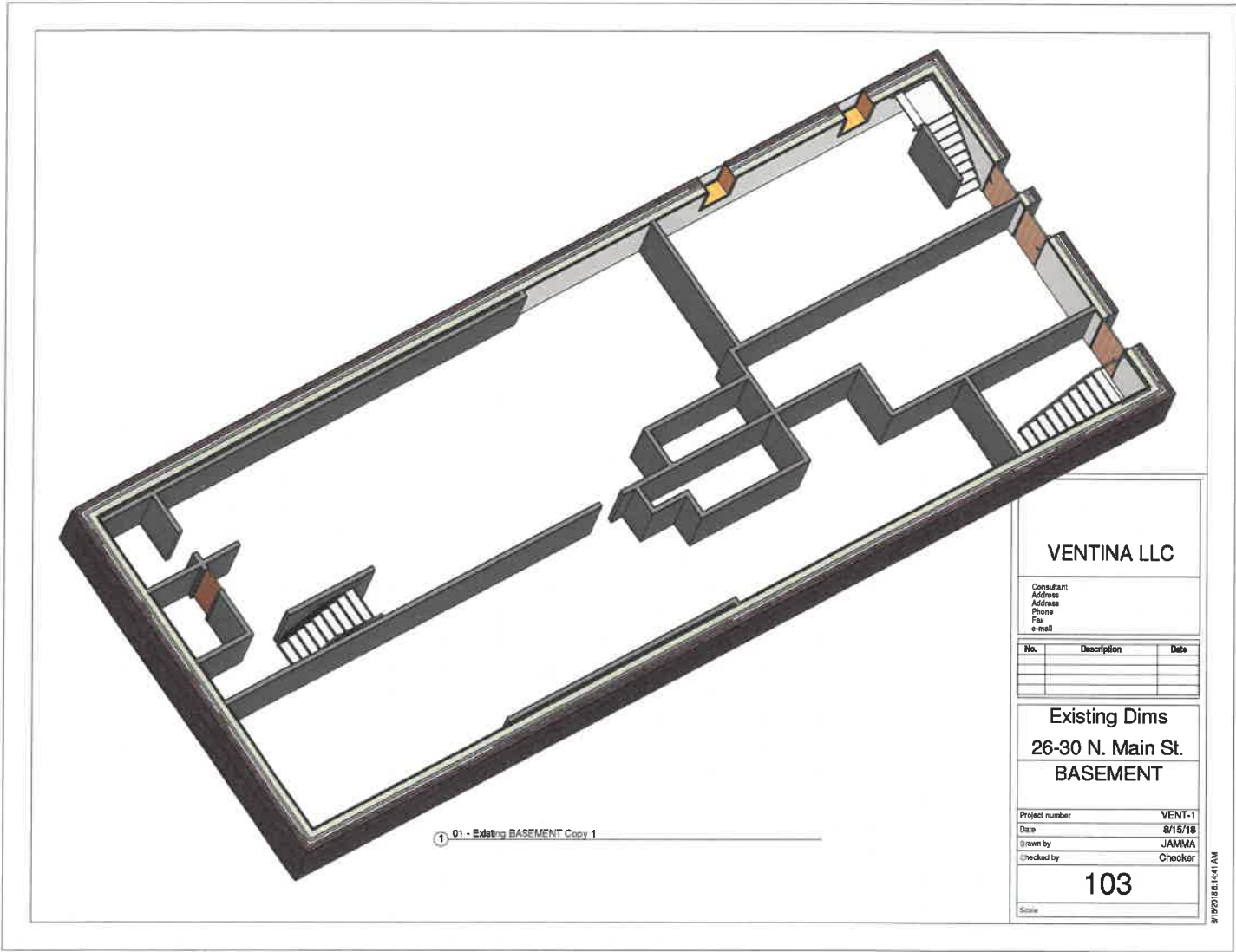
BASEMENT

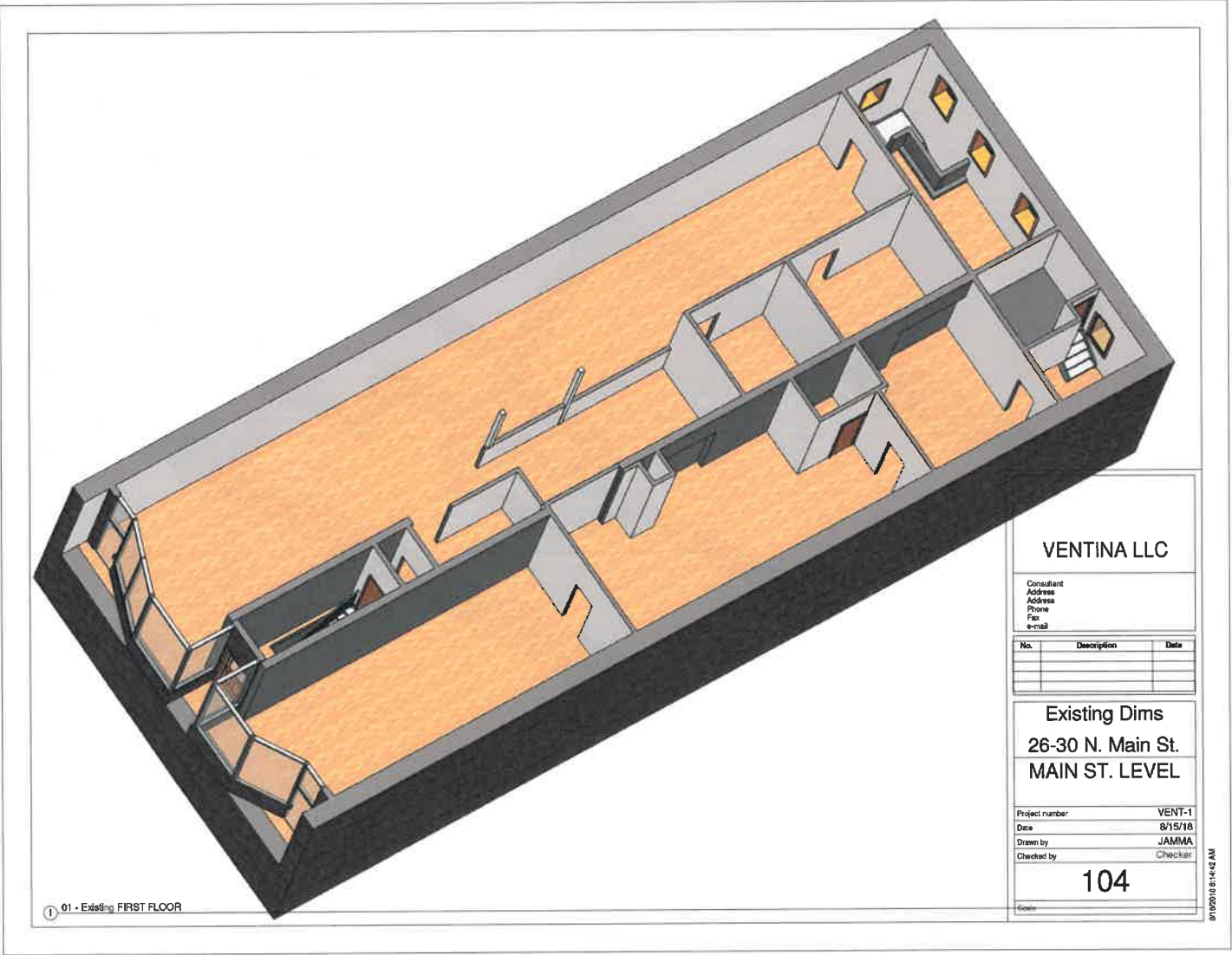
Project number	VENT-1
Date	8/15/18
Drawn by	JAMMA
Checked by	Checker

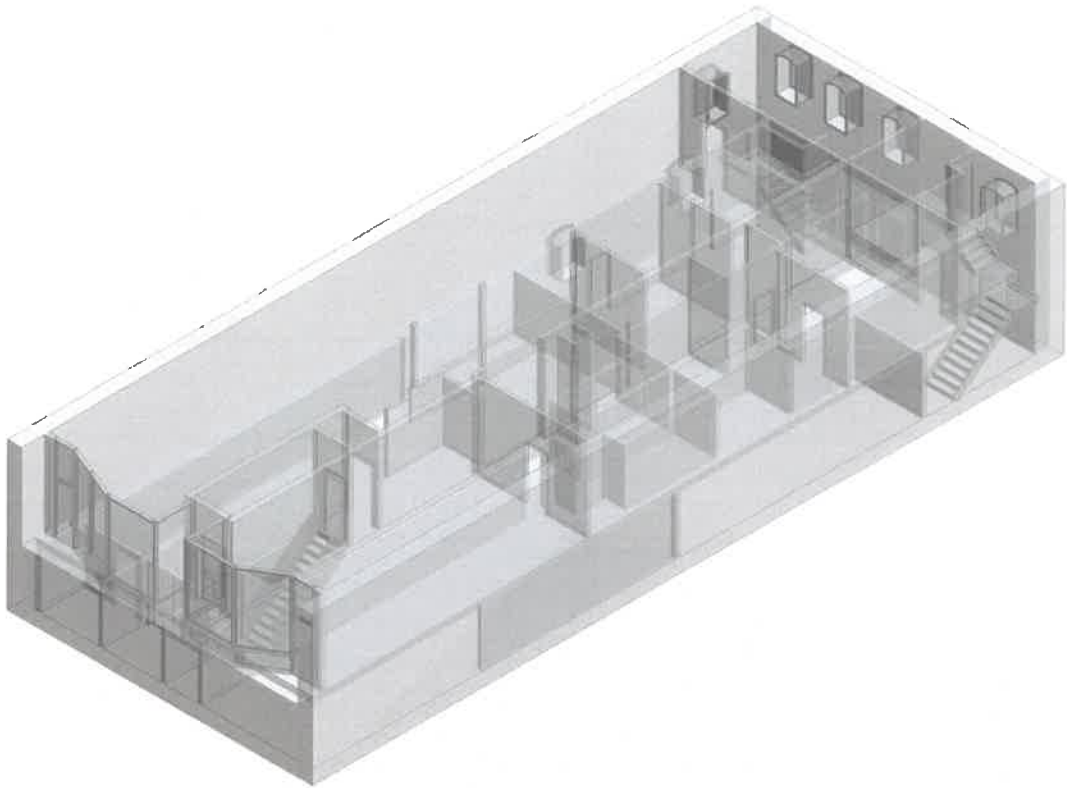
102

Scale 1/16" = 1'-0"

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VENTINA LLC

JAM's Mechanical Advantage

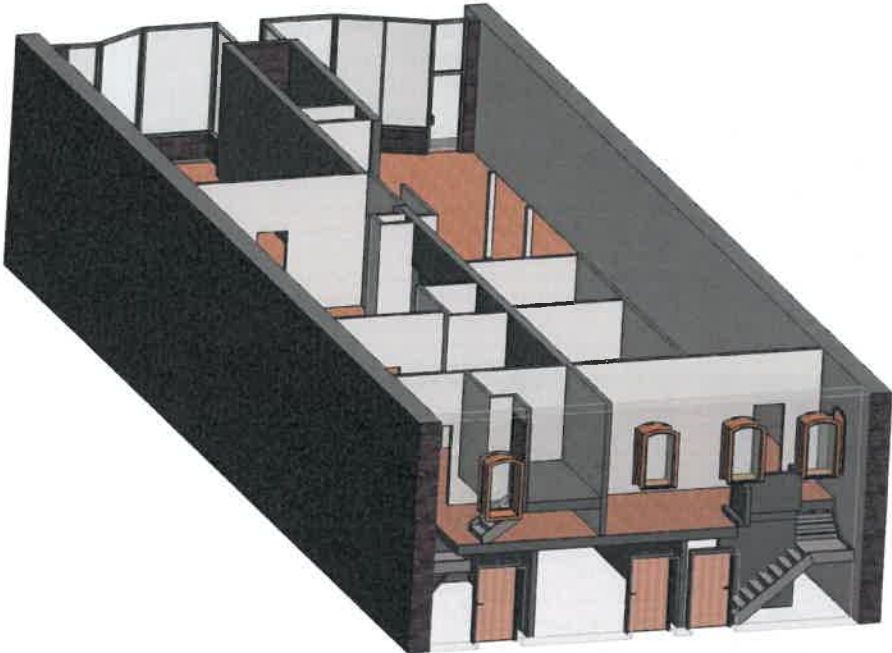
Existing Dims
26-30 N. Main
St.

STORE FRONT

Project number	VENT-1
Date	8/15/18
Drawn by	JAMMA
Checked by	Checker

105

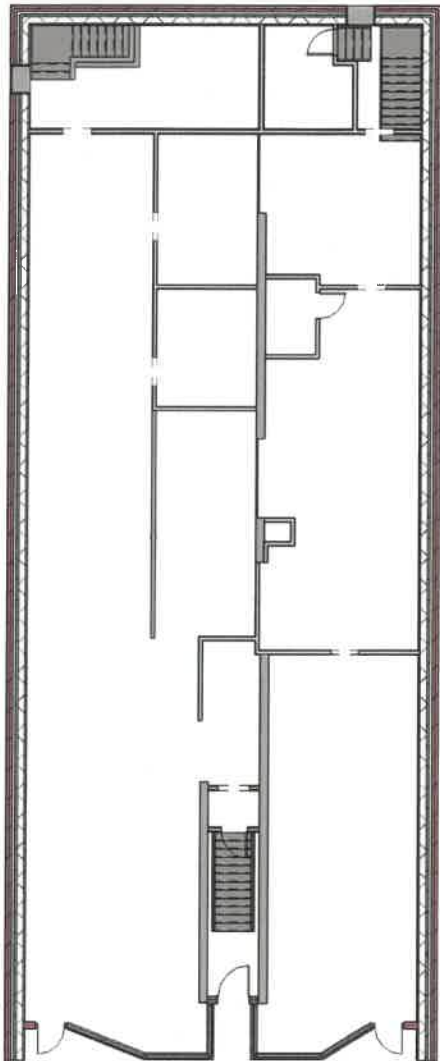
8/16/2018 6:14:44 AM



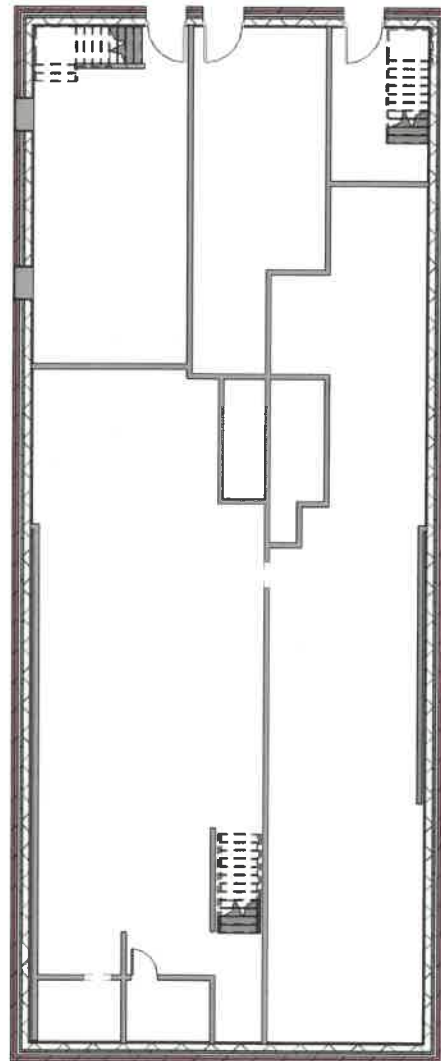
1 rear 3d for sheet

VENTINA LLC		
Consultant Address Address Phone Fax e-mail		
No.	Description	Date
Existing Dims 26-30 N. Main St. REAR VIEW		
Project number		VENT-1
Date		8/15/18
Drawn by		JAMMA
Checked by		Checker
		106
Scale		

8/16/2018 6:14:44 AM



② MAIN ST. LEVEL 1 BLANK
1/16" = 1'-0"



① Level 03 - T.O. Basement Slab BLANK
1/16" = 1'-0"

VENTINA LLC

JAM's Mechanical Advantage

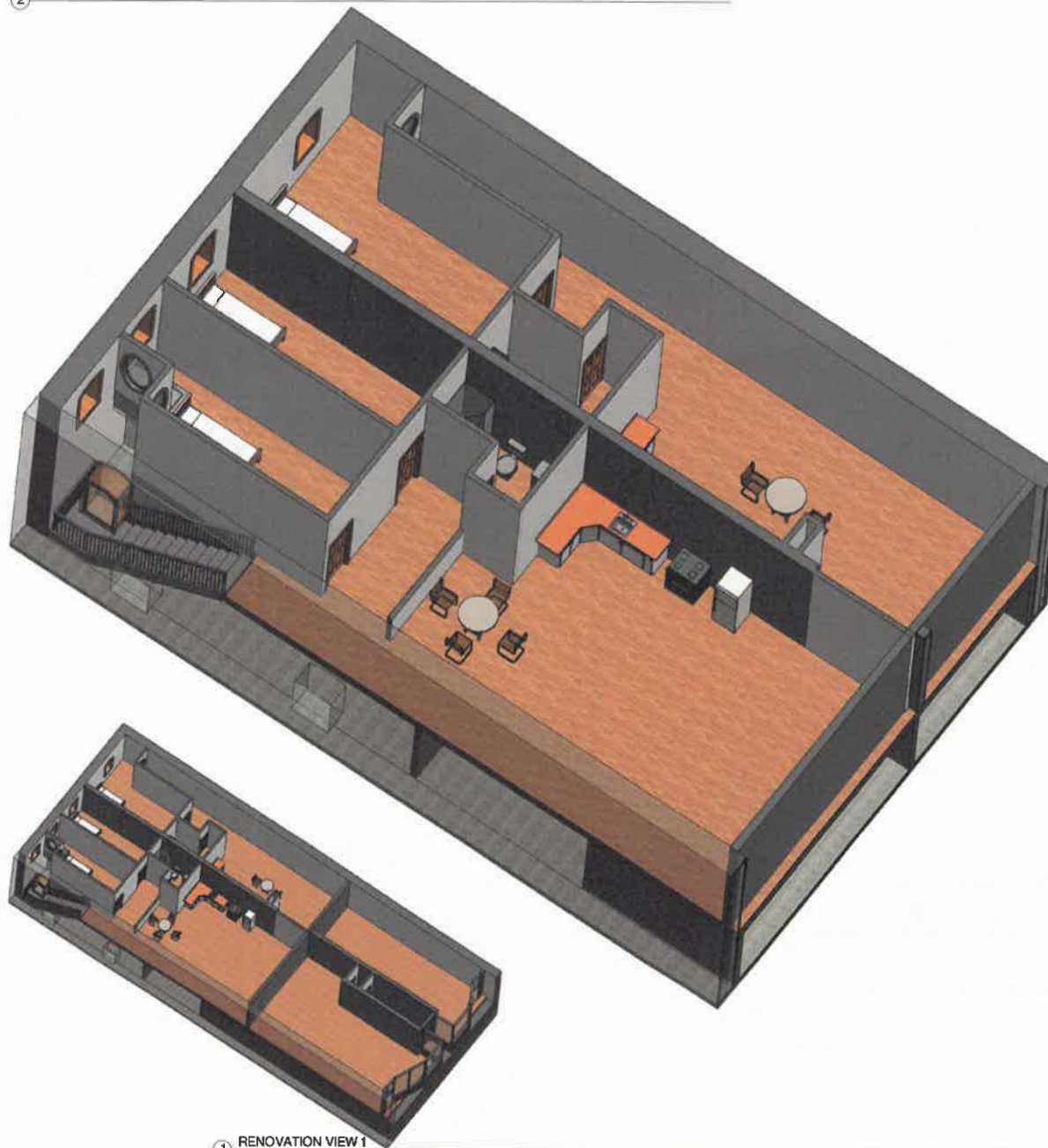
Existing Dims
26-30 N. Main
St.

EXISTING LAYOUT

Project number	VENT-1	107
Date	8/15/18	
Drawn by	Author	
Checked by	Checker	
Scale 1/16" = 1'-0"		

8/16/2018 6:14:45 AM

2 RENOVATION VIEW 1 A



1 RENOVATION VIEW 1

VENTINA LLC

Consultant
Address
Phone
Fax
e-mail

No.	Description	Date

MAIN LEVEL

26-30 N. Main St.

RENOVATION LAYOUT

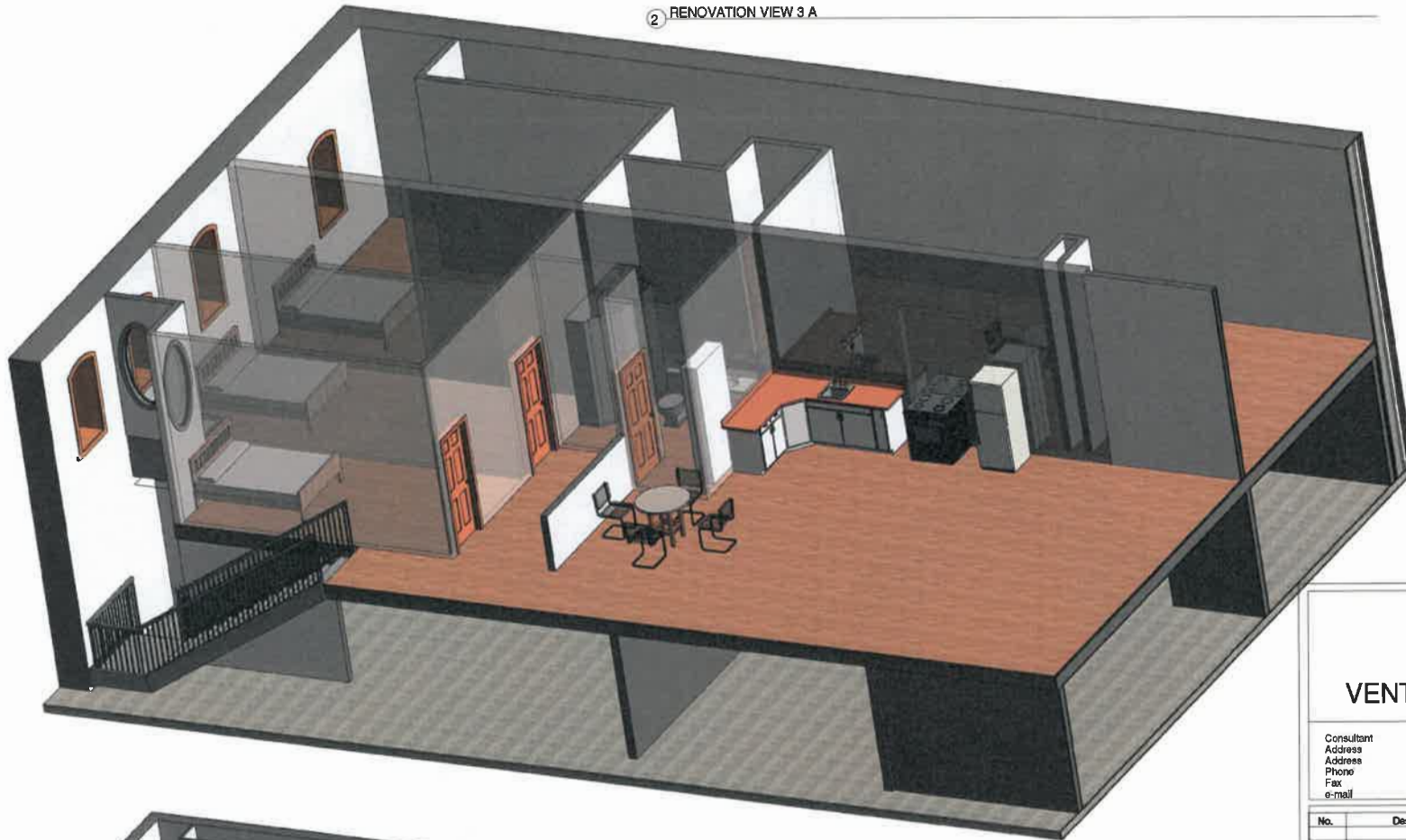
Project number VT-2
Date 9/15/18
Drawn by JAMMA
Checked by Checker

204

Scale

9/15/2018 11:35:17 AM

2 RENOVATION VIEW 3 A



VENTINA LLC

Consultant
Address
Address
Phone
Fax
e-mail

No.	Description	Date

MAIN LEVEL
26-30 N. Main St.
RENOVATION
LAYOUT

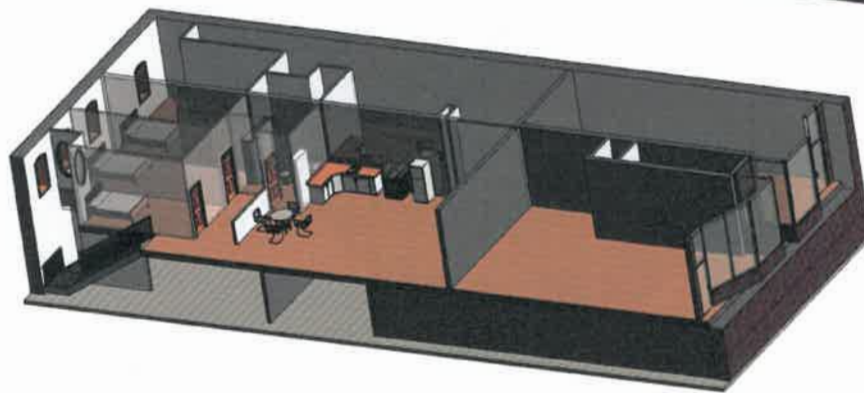
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Date 9/15/18
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Checked by Checker

205

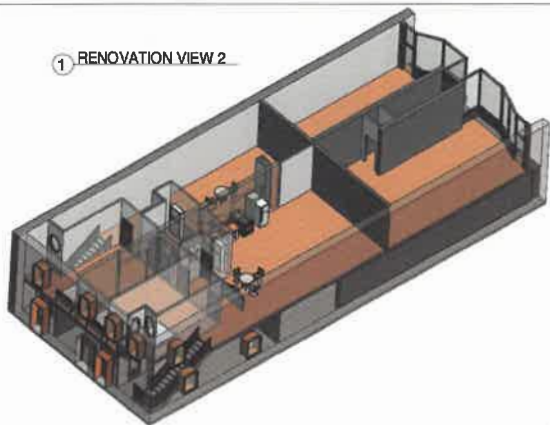
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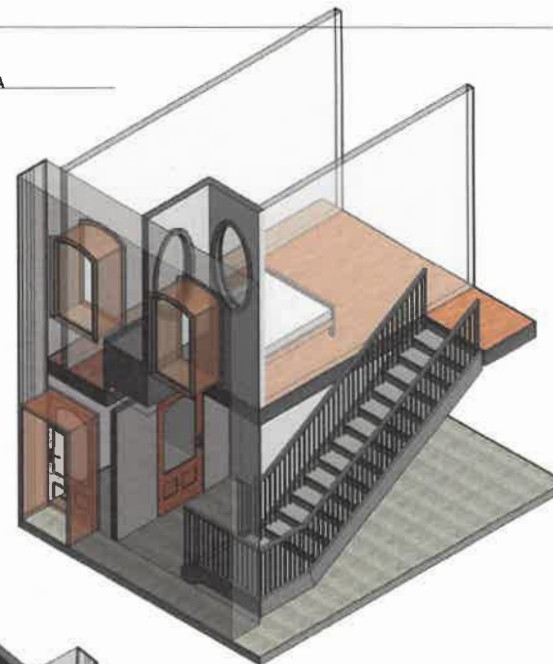
1 RENOVATION VIEW 3



① RENOVATION VIEW 2



② RENOVATION VIEW 2A



③ RENOVATION VIEW 2B

VENTINA LLC

Consultant
Address
Address
Phone
Fax
e-mail

No.	Description	Date

MAIN LEVEL 26-30 N. Main St. RENOVATION LAYOUT

Project number VT-2
Date 9/15/18
Drawn by JAMMA
Checked by Checker

206

Scale

9/15/2018 11:33:20 AM

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City Clerk's Office

Resolution Authorizing Transfer from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund in the amount of \$1,664,787.00

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

Pursuant to New Hampshire RSA Chapter 34, that One Million Six Hundred Sixty Four Thousand Seven Hundred Eighty Seven Dollars (\$1,664,787.00) be, and hereby is, transferred from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund, which was created by the City Council by way of Resolution on December 15, 2015.

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

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City Clerk's Office



03/25/2020

City of Rochester Formal Council Meeting**AGENDA BILL****NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

AGENDA SUBJECT Supplemental Appropriation - School Building Capital Reserve Fund

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

AGENDA DATE	03/03/2020		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	01/31/2020		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

COMMITTEE SIGN-OFF

COMMITTEE	NA
CHAIR PERSON	NA

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	General Fund Unassigned Fund Balance
ACCOUNT NUMBER	17040051-593011-205xx
AMOUNT	\$1,664,787.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITYCity Council Action Required
Public Hearing Required

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

SUMMARY STATEMENT

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

The General Fund Unassigned Fund Balance "surplus" for Fiscal Year 2019 was \$4,742,193 as confirmed by the Independent Auditor and set forth on page 46 of the FY19 audited financial statements.

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

1/2 of the Fiscal Year 2019 surplus is \$2,371,096.

RECOMMENDED ACTION

Council authorization to transfer \$1,664,787 from the General Fund Unassigned Fund Balance to the City's School Building Capital Reserve Fund.

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

Fund (select):

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

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	17040051	593011	205xx	-	-	1,664,787.00
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	11081	406101		-	-	1,644,787.00
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced ☐Funds will be returned ☐

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City Clerk's Office

**Resolution for Supplemental Appropriation and Authorizing Borrowing Authority
Pursuant to RSA 33:9 to the Department of Public Works (DPW) Sewer Capital
Improvements Plan (CIP) Fund for National Pollution Discharge Elimination System
(NPDES) Permit Technical and Legal Assistance in an amount not to exceed \$300,000.00**

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

That the Mayor and City Council of the City of Rochester hereby appropriate an amount not to exceed Three Hundred Thousand Dollars (\$300,000.00) to the DPW Sewer CIP Fund for the purpose of paying costs associated with procuring technical and legal assistance related to the NPDES Permit, and further;

In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby is authorized to borrow the sum of Three Hundred Thousand Dollars (\$300,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate

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

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City Clerk's Office



03/25/2020

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

RECOMMENDED ACTION

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 the Issuance of
Refunding Bonds in accordance with RSA 33:3-d

WHEREAS, the City of Rochester, New Hampshire (the "City") has issued certain \$9,263,000 General Obligation Bonds dated January 15, 2010 (the "2010 Bonds"), which 2010 Bonds that mature on January 15 of the years 2021 through 2030, inclusive, currently outstanding in the aggregate principal amount of Three Million Four Hundred Fifty Thousand Dollars (\$3,450,000.00) are eligible to be refunded at par on any interest payment date on or after January 15, 2020 (the "Refunded Bonds"); and

WHEREAS, it appears likely that bonds issued today would have a net interest cost less than the net interest cost on the Refunded Bonds; and

WHEREAS, the City may be able to realize debt service savings by issuing certain refunding bonds (the "Refunding Bonds"), the proceeds of which would be utilized to current refund the Refunded Bonds and to pay certain other costs relating thereto;

NOW THEREFORE, BE IT RESOLVED that the City, acting by and through its Mayor and City Council, hereby authorizes the issuance of Refunding Bonds pursuant to the provisions of RSA 33:3-d, the proceeds of which shall be utilized to current refund the Refunded Bonds, to pay the redemption premium, if any, applicable thereto, any principal and interest coming due on the Refunded Bonds prior to any redemption date, and to pay the costs of issuance of the Refunding Bonds, including any costs of credit enhancement; provided, however, that such refunding is only authorized to the extent that the same will achieve a net present value debt service savings in an amount equal to at least three percent (3%) of the outstanding principal amount of the Refunded Bonds; and

IT IS FURTHER RESOLVED that the City Treasurer, with the approval of the City Manager, is hereby authorized to issue the aforesaid Refunding Bonds by entering into a Bond Purchase Contract with such bond purchaser or underwriter as they may deem appropriate in connection with the issuance of the Refunding Bonds to evidence the City's approval of the terms and conditions of the Refunding Bonds; and

IT IS FURTHER RESOLVED that an Escrow Contract and such other documents as shall be required in connection with the issuance of the Refunding Bonds shall be signed on behalf of the City by the aforementioned individuals, or such other individuals as may be required by state law or as may be specified by bond counsel; and engage such other professionals (including a Municipal Advisor, Escrow Agent, Verification Agent and Paying Agent), and to do such other things as are necessary to consummate the aforesaid refunding; and

IT IS FURTHER RESOLVED that all actions heretofore taken by the City consistent with the foregoing are hereby confirmed, ratified and approved.

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City Clerk's Office



03/25/2020

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT REFUNDING 2010 SERIES A GENERAL OBLIGATION BONDS - OUTSTANDING PRINCIPAL \$3,450,000	
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	03/03/2020		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	02/25/2020		
ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	NA
CHAIR PERSON	NA

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	REFUNDING BONDS
ACCOUNT NUMBER	NA
AMOUNT	\$3,450,000
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

LEGAL AUTHORITY

CITY COUNCIL (RSA 33:3-d)

SUMMARY STATEMENT

THIS REQUEST IS FOR THE CITY COUNCIL OF THE CITY OF ROCHESTER TO AUTHORIZE THE CITY MANAGER AND CITY TREASURER TO PROCEED WITH THE ISSUANCE OF REFUNDING BONDS WITH RESPECT TO THE 2010 GENERAL OBLIGATION BONDS THAT WERE ISSUED IN JANUARY 2010. THE 2010 BONDS THAT MATURE ON JANUARY 15 OF THE YEARS 2021 THROUGH 2030, INCLUSIVE, IN THE AGGREGATE OUTSTANDING PRINCIPAL AMOUNT OF \$3,450,000 ARE ELIGIBLE TO BE REFUNDED AT PAR ON ANY INTEREST PAYMENT DATE ON OR AFTER JANUARY 15, 2020.

THIS REFUNDING IS ONLY AUTHORIZED TO THE EXTENT THAT THE SAME WILL ACHIEVE A NET PRESENT VALUE DEBT SERVICE SAVINGS IN AN AMOUNT EQUAL TO AT LEAST THREE PERCENT (3%) OF THE OUTSTANDING PRINCIPAL. WHILE THE ACTUAL SAVINGS CANNOT BE DETERMINED UNTIL THE BIDS ARE RECEIVED ON THE DAY OF THE BOND SALE, THE CURRENT ESTIMATED PRESENT VALUE SAVINGS (NET OF ALL EXPENSES) IS APPROXIMATELY \$342,000.

RECOMMENDED ACTION

RECOMMEND COUNCIL APPROVAL TO ISSUE REFUNDING BONDS.

03/25/2020

PERMIT APPLICATION
ROCHESTER, NEW HAMPSHIRE
LICENSE BOARD APPROVAL

RECEIVED

MAR 6 2020

City Manager's Office
City of Rochester

Name of Organization: FRONT ROW WRESTLING
Street/Mailing Address 84 CONANT ST
City/Town DANVERS MA 01923

Non-Profit Identification Number: _____

Contact Person ANTONIO CIRUOLO
Telephone 978-766-8549 E-Mail Address: ANTONIO.CIRUOLO@GMAIL.COM

Information About the Event:

Type of Event WRESTLING Date & Time MAY 2, 2020
Location of Event 94 EXETER AVE Approximate number of people expected: 200
Will Security Service be Provided: Y

***Alcohol Waiver for Non Profit Groups**

Type of Alcohol to be Served: _____
Are you in compliance with all State Liquor Licensing Laws? Yes ___ (Provide Copies) No ___

Parade/Race (if necessary, you may attach a map of the route)

Requested Route: _____

Banners

Location(s) requested: _____ Dates Requested: _____

****Raffle**

Prizes to be Awarded _____ Amount of Donation _____
Date & Time of Drawing _____ Place of Drawing _____

Solicitation

Name _____ Vehicle Make & Model _____
Name _____ Vehicle Make & Model _____

Wrestling/Boxing

State of New Hampshire Boxing Commission Application must accompany the City Application. A fee of \$25.00 will be charged for this permit

I CERTIFY THAT THE STATEMENTS ABOVE ARE TRUE AND CORRECT. I understand that my misrepresentation of information on this form may result in denial of permit by the Licensing Board.

Signature Antonio Ciruolo Date 28 FEB 20

*Under Chapter 21 – Recreation, Parks, and Youth Services (21.2J) alcohol may be served in City parks only upon approval of this waiver request by the Rochester City Council. Only non-profit organizations are eligible to apply for this waiver.

**A raffle is to be conducted in accordance with RSA 287-A:7 of the New Hampshire Revised Statutes Annotated.

-----Office Use Below-----

Request Approved: _____ Request Denied _____
Date of Council Decision _____
Conditions: _____

Comments from Police/Other Staff (If Appropriate): _____

Staff Signature _____

COPY

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State of New Hampshire
Boxing and Wrestling Commission

APPLICATION FOR PROMOTER'S PERMIT

The undersigned hereby applies for a permit to hold a fighting sports competition in accordance with RSA 285 and N.H. Code Admin. Rules Box 100-800:

NAME OF ORGANIZATION: FRONT ROW WRESTLING
 ADDRESS: 84 CONANT ST
DANVERS MA 01923

NAME OF CONTACT PERSON: ANTONIO CIRUOLO
 ADDRESS: 84 CONANT ST
DANVERS MA 01923
 TELEPHONE: 978-766-8549
 E-MAIL: ANTONIO.CIRUOLO@GMAIL.COM

LOCATION OF EVENT: 94 EASTERN AVE ROCHESTER NH

DATE OF EVENT: MAY 2, 2020

ATTACH THE FOLLOWING TO THIS FORM:

- 1) Preliminary list of fighters;
- 2) Description of planned public safety measures, including law enforcement, private security guards, fire department and emergency medical staff;
- 3) Description of promoter's qualifications and experience; and
- 4) Application fee of \$100.

SIGNATURE OF AUTHORIZED AGENT: _____
 DATE: _____

NOTE TO APPLICANTS-Promoters are required to pay a tax of 5% of the gross receipts of paid admissions to an event. Promoters, fighters, officials and all event participants are required to comply with all of the provisions of Box 300-800, available at www.nh.gov/boxing.

COMMISSION ACTION: GRANTED _____
 DENIED _____
 DATE _____

Tri-City Request for Federal and State Financial Assistance Related to the COVID-19 Emergency

- WHEREAS: The respiratory illness known as COVID-19 (novel corona virus) is presently affecting the United States and the State of New Hampshire; and
- WHEREAS: On March 11, 2020, the World Health Organization (“WHO”) declared COVID-19 a pandemic; and
- WHEREAS: On March 13, 2020, Governor Christopher Sununu issued Executive Order 2020-04, declaring a state of emergency in New Hampshire with respect to COVID-19; and
- WHEREAS: Governor Sununu has since issued emergency orders directing remote instruction by public schools, requiring food and beverage service to carry out, and limiting public gatherings of more than fifty people; and
- WHEREAS: The federal Centers for Disease Control and Prevention (“CDC”) as well as President Trump have issued or recommended further restrictions on public gatherings and minimizing exposure to COVID-19; and
- WHEREAS: All of the foregoing mitigation measures are understandably aimed at reducing the impact and spread of COVID-19, and preserving the ability of the country’s and state’s healthcare systems to address the pandemic;
- WHEREAS: The COVID-19 pandemic and resulting mitigation measures are, and will in all likelihood continue, inflicting dire statewide and local economic consequences upon local businesses and employees; and
- WHEREAS: The-Cities of Somersworth, Rochester, and Dover believe broad economic assistance packages are critical to mitigating the adverse economic impacts of the COVID-19 pandemic, but the aforesaid communities lack the authority or resources to undertake necessary economic assistance; and
- WHEREAS: The Cities of Somersworth, Rochester, and Dover are reliant upon the federal and state authorities to provide immediate economic assistance and to do so proactively, to avoid potentially irreversible economic loss from the COVID-19 pandemic; and

NOW, THEREFORE, BE IT RESOLVED BY THE SOMERSWORTH, ROCHESTER AND DOVER CITY COUNCILS THAT:

The Cities of Somersworth, Rochester, and Dover, New Hampshire in all urgency request and call upon the federal and state government to expeditiously enact broad, significant economic assistance to local businesses and employees in order to minimize the adverse economic consequences of the COVID-19 pandemic.

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City Clerk's Office

**Supplemental Appropriation to the
Rochester Business Microloan Program in the amount of \$50,000.00**

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

That the amount of Fifty Thousand Dollars (\$50,000) is hereby appropriated as a supplemental appropriation to the Rochester Business Microloan Program for the purpose of paying costs associated with the short-term, microloan program to be administered by the Director of Economic Development Special Reserve Fund to assist downtown businesses during the COVID-19 pandemic emergency. The funding for this supplemental appropriation shall be derived in its entirety from the Economic Development Fund.

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. All projects will be assigned a unique account number for tracking and reported purposes.

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City Clerk's Office



03/25/2020

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

RECOMMENDED ACTION

Rochester Business Assistance Program

Overview

In response to the Covid-19 emergency, and the closures and restrictions associated with it, the City of Rochester, through the Department of Economic Development (ED), is offering financial assistance to eligible businesses located within the boundaries of the City, including East Rochester and Gonic.

Through the use of the Economic Development Fund, ED will provide **working capital** microloans of up to **\$5,000.00** to assist local businesses during this unique situation.

Loans will have a 24-month term with the first payment due 90-days after signing of the Promissory Note. Monthly loan payments will be processed through an EFT established with the City. The interest rate will have a fixed APR based on 75% of the Wall Street Journal's Prime Lending Rate. Loans will require a Personal or Corporate Guarantee from the Borrower(s) and have a minimal documentation requirement.

Eligibility

- For-profit corporations
- Partnerships
- Proprietorships
- All taxes must be paid in full or acceptable arrangements must be made with the City Manager and Tax Collector of the City of Rochester
- Businesses must be current on all Federal and State taxes

Non-eligible considerations:

- Non-profit organizations
- Lending agencies
- Gambling institutions

Required Documents

- Completed Loan Application
- Previous 2-years Tax Returns (Individual / Business)
- Balance Sheet (Current)
- Profit and Loss Statement (Current)
- Personal Credit Report

LOAN PROCESS

The City of Rochester, through its Department of Economic, will perform such functions as:

- Review of application to certify that the proposal meet eligibility requirements
- Analysis of financial statements and credit report
- Creation of loan documentation

This review will include a determination that the business has the ability to repay the applicant will receive a commitment letter which must be signed and returned to the Department of Economic & Community Development within ten (10) business days. Upon receipt of the signed commitment letter, a closing date will be established.

LOAN CLOSING

The City Attorney will authorize disbursement of funds according to the provisions of the loan authorization. The Applicant shall be responsible for maintaining insurance on property and business as required.

BUSINESS AND LOAN INFORMATION

Company Name: _____

Applicant Name: _____ Title: _____

Telephone: _____ Email: _____

Employer I.D.: _____

Business Address: _____

Mailing Address: _____

Loan Amount: _____

Principal	\$5,000 (max)
Acceptable Use	Working Capital
Term	24-months
Interest	75% WSJ Prime – Fixed APR
Fees and Costs	Application – Waived / Closing - Variable
Security	None
Pre-payment Penalty	None

PAYBACK PROVISION

When a business, and/or property owner accept a loan, the applicant shall agree in writing to repay the City of Rochester, through the Department of Economic and Community Development, the entire amount of the loan, including principal and interest, until the entire indebtedness is paid in full, with no prepayment penalty. The business owner(s), and/or property owner(s), demonstrate to the satisfaction of the Economic Development Staff that sufficient cash flow will be generated from operations to meet the requirements of this loan.

FEES

The loan application fee will be waived for this application. The business is responsible for all legal closing costs incurred by the Loan Program pursuant to this loan; the cost of closing is dependent on any costs associated with the closing of the loan. The closing costs may be withheld from the loan proceeds or the applicant may pay the costs separately to the City of Rochester, NH.

INSTRUCTIONS: Once completed application and required documents are received by the City, the Economic Development Staff will meet to review the application.

NOTE: In some situations, certain documents below may not apply; however, the Loan Review Committee must approve exclusion.

####

TERMS & CONDITIONS

I/we certify:

I/we have not paid anyone connected with the JOB Loan Program or the City Government for assistance in obtaining the requested loan; Initial: _____

I/we agree to pay for or reimburse the City of Rochester, through its Department of Economic & Community Development, for the cost of any surveys, title or mortgage examination, appraisals, etc., performed by non-City personnel provided I/we have given my/our consent; Initial: _____

I/we give the assurance that I/we will comply with Code of Federal Regulations, 13-CFR-112, prohibiting discrimination on the grounds of race, color, sex, religion, marital status, physical or mental disability, age, sexual orientation, creed, familial status or national origin by recipients of Federal financing assistance and will provide appropriate reports and access to books and records. These requirements are binding on all makers, sureties, guarantors, and their successors and assigns. I/we realize that if I/we do not comply with non-discrimination requirements, the City of Rochester, through its Department of Economic & Community Development, can call, terminate, or accelerate repayment on my/our loan; Initial: _____

Privacy Act of 1974 Information: Certain information, such as personal balance sheets, is used to evaluate your application. Such information may be given to Federal, State, or local agencies for law enforcement purposes. Omission of any item means your application may not receive full consideration. Whoever makes any statement knowing it to be false, or whoever willfully over-values any security for the purpose of obtaining for him/ herself or for an Borrower any loan, or extension thereof by renewal, deferment of action, or otherwise, or the acceptance, release, or substitution of security therefore, or for the purpose of influencing in any way the action of the City of Rochester, through its Department of Economic & Community Development, or for the purpose of obtaining money, property, or anything of value, will face legal action under appropriate local, State, and Federal statutes. Whoever knowingly and willfully falsifies, conceals, or covers up a material fact by any trick, scheme or device, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry will be prosecuted to the extent permitted by law.

Initial: _____

I understand and accept this agreement and agree to abide by its terms

Company Name

Authorized Signature

Date

Authorized Signature



Program Contact: Jenn Marsh, Economic Development Specialist

City of Rochester, New Hampshire

Office of Economic & Community Development

Jennifer.Marsh@rochesternh.net

Office: (603) 335-7522 | Fax: (603) 330-0027

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 roland.connors

 CITY OF ROCHESTER
 BALANCE SHEET FOR 2020 9

 P 1
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FUND: 7023 ECONOMIC DEVELOPMENT FUND				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	7023	117201	ESTIMATED REVENUES	.00	100,000.00
	7023	117301	EXPENDITURE CONTROL	100,000.00	100,000.00
TOTAL ASSETS				100,000.00	200,000.00
LIABILITIES					
	7023	220702	DUE TO FROM GEN FUND	-100,000.00	116,778.79
	7023	221800	REVENUE CONTROL	.00	-100,000.00
	7023	221900	APPROPRIATION CONTROL	.00	-100,000.00
TOTAL LIABILITIES				-100,000.00	-83,221.21
FUND BALANCE					
	7023	325301	UNDESIGNATED FUND BALANCE	.00	-116,778.79
TOTAL FUND BALANCE				.00	-116,778.79
TOTAL LIABILITIES + FUND BALANCE				-100,000.00	-200,000.00

** END OF REPORT - Generated by Roland Connors **

Fiscal Year	Description	Amount	Notes and Assumptions
FY19	Fund Balance as of 06/30/2019	(116,778.79)	
FY20	Expended	100,000.00	Transfer to Wayfinding Project 20502
FY20	Encumbered	-	
FY20	FY20 Adopted Estimated Revenue	(100,000.00)	Transfer from General Fund
	Estimated (Unaudited) Fund Balance as of 03/03/2020	(116,778.79)	

Resolution Recommending the Cessation of Activities by Certain City Public Bodies

WHEREAS: The respiratory illness known as COVID-19 (novel corona virus) is presently affecting the United States and the State of New Hampshire; and

WHEREAS: On March 13, 2020, Governor Christopher Sununu issued Executive Order 2020-04, declaring a state of emergency in New Hampshire with respect to COVID-19; and

WHEREAS: Governor Sununu has since issued additional emergency orders, one of which limits public gatherings of more than fifty people from now through April 6, 2020; and

WHEREAS: The federal Centers for Disease Control and Prevention (“CDC”) as well as President Trump have issued or recommended further restrictions on public gatherings and minimizing exposure to COVID-19; and

WHEREAS: Guidance from federal and state officials continues to evolve in an effort to mitigate the spread of COVID-19.

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

It is recommended and requested, but not required, that the City of Rochester’s boards, committees, and commissions created pursuant to the City Code and the Council Rules of Order, including all subcommittees, postpone all unnecessary public meetings until such time as there is no declared emergency. This shall not apply to quasi-judicial boards created pursuant to State law.