



**Rochester City Council Public Hearing
January 7, 2020
Council Chambers
7:00 PM**

- 1. Call to Order**
- 2. Resolution Changing Funding Source of Various Capital Improvement Project Appropriations from Borrowing to General Fund Unassigned Fund Balance in an amount not to exceed \$2,051,373.08 P. 11**
- 3. Resolution Authorizing Supplemental Appropriation for Various 2019-2020 Fund 1501 Capital Improvement Projects from General Fund Unassigned Fund Balance in the amount of \$1,520,000.00 P. 21**
- 4. Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Capital Improvements Plan (CIP) Fund, the Sewer CIP Fund, and the Water CIP Fund for the New DPW Facility Project in an amount not to exceed \$4,000,000.00 P. 25**
- 5. Supplemental Appropriation to the Rochester School Department in the amount of \$1,335,993 P. 33**
- 6. Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding the Impact Fee Ordinance P. 39**
- 7. Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Conditional Uses Within the Downtown Commercial District P. 47**
- 8. Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Residential Uses Within the Downtown Commercial District P. 49**
- 9. Adjournment**

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City Clerk's Office

**Adjourned Regular City Council Meeting
January 7, 2020
Council Chambers
*Immediately following the Public Hearing***

1. **Call to Order**
2. **Opening Prayer**
3. **Pledge of Allegiance**
4. **Roll Call**
5. **Acceptance of Minutes**
 - 5.1 **Regular City Council Meeting: December 3, 2019**
consideration for approval P. 53
6. **Communications from the City Manager**
 - 6.1 **Employee of the Month Award** P. 83
 - 6.2 **City Manager's Report** P. 85
7. **Communications from the Mayor**
 - 7.1. **Information Only: Mayoral Appointments of Standing Committees and any other Mayoral Committees**
forthcoming P. 119 & 121
8. **Presentation of Petitions and Council Correspondence**
9. **Nominations, Appointments, Resignations, and Elections**
 - 9.1. **Resignation: Don Hamman, Planning Board**
 - 9.2. **Mayoral Nomination/Confirm by City Council: Arts and Culture (Government Representative)** *Term to Expire on 1/2/2022*
 - 9.2 **Mayoral Nomination/Confirm by City Council: Conservation Commission (Chair)** *Term to Expire on 1/2/2023*

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9.3 Mayoral Nomination/Confirm by City Council: Historic District Commission (City Council Representative) *Term to Expire on 1/2/2022*

9.4 Mayoral Nomination/Confirm by City Council: Planning Board Regular Member (City Council Representative) *Term to Expire on 01/02/2022*

9.5 Mayoral Nomination/Confirm by City Council: Planning Board Alternate Member (City Council Representative) *Term to Expire on 01/02/2022*

9.6 Appointment: Rochester Economic Development (Chair) *Chair Term to Expire on 01/02/2021*

9.7 Election: Ward 3 Selectman:

9.7.1 Annette Plaisted - Term to Expire on 01/02/2022 P. 123

9.7.2 Robin Brown - Term to Expire on 01/02/2026 P. 125

10. Reports of Committees

10.1 Appointments Review Committee (No Meeting in December)

10.2 Codes & Ordinances Committee (No Meeting in December)

10.3 Community Development Committee P. 127

10.3.1 Approval of new COAST bus stops along Washington Street P. 129

10.4 CTE Joint Building Committee (No Meeting in December)

10.5 Fidelity Committee of the Task Force on Homelessness P. 137

10.6 Finance Committee (No Meeting in December)

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10.7 Public Safety P. 169**10.8 Public Works P. 175****10.8.1 Resolution Authorizing Amendment to Lease Agreement between the City and the Department of Health and Human Services (DHHS) *first reading, consideration for second reading and adoption* P. 179****11. Old Business**

11.1 Resolution Changing Funding Source of Various Capital Improvement Project Appropriations from Borrowing to General Fund Unassigned Fund Balance in an amount not to exceed \$2,051,373.08 *second reading and consideration for adoption (2/3 majority vote required)* P. 11

11.2 Resolution Authorizing Supplemental Appropriation for Various 2019-2020 Fund 1501 Capital Improvement Projects from General Fund Unassigned Fund Balance in the amount of \$1,520,000.00 *second reading and consideration for adoption (2/3 majority vote required)* P. 21

11.3 Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Capital Improvements Plan (CIP) Fund, the Sewer CIP Fund, and the Water CIP Fund for the New DPW Facility Project in an amount not to exceed \$4,000,000.00 *second reading and consideration for adoption (2/3 majority vote required)* P. 25

11.4 Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding the Impact Fee Ordinance *second reading and consideration for adoption* P. 39

11.5 Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Conditional Uses Within the Downtown Commercial District *second reading and*

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City Clerk's Office

consideration for adoption P. 47

- 11.6 Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Residential Uses Within the Downtown Commercial District ***second reading and consideration for adoption*** P. 49
- 11.7 Supplemental Appropriation to the Rochester School Department in the amount of \$1,335,993 ***second reading and consideration for adoption*** P. 33
- 12. Consent Calendar
- 13. New Business
 - 13.1 Resolution Granting Community Revitalization Tax Relief to the Property Located at 10 South Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project ***first reading and refer to public hearing 1/21/20*** P. 183
 - 13.2 Resolution Establishing Polling Places and Times for the February 11, 2020 Presidential Primary ***first reading, consideration for second reading and adoption*** P. 231
 - 13.3 Resolution Authorizing Certain Renumbering on Milton Road ***first reading, consideration for second reading and adoption*** P. 233
 - 13.4 Resolution Authorizing Acceptance of \$1,250.00 from the State of New Hampshire Juvenile Court Diversion Network and Supplemental Appropriation in Connection Therewith ***first reading, consideration for second reading and adoption*** P. 241
 - 13.5 Resolution Confirming Results of the December 6, 2019 Public Auction ***first reading, consideration for second reading and adoption*** P. 247
- 14. Other
- 15. Non-Public/Non-Meeting
- 16. Adjournment

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City Clerk's Office

**Resolution Changing Funding Source of Various Capital Improvement Project
Appropriations from Borrowing to General Fund Unassigned Fund Balance in an amount
not to exceed \$2,051,373.08**

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

I. CIP FUND 1501

WHEREAS, by virtue of various resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the sum of One Million Six Hundred Forty Five Thousand Eight Hundred Seventy Five and 55/100 Dollars (\$1,645,875.55) to various City and School Fund 1501 Capital Improvement Project budgets of the City of Rochester, all as more particularly set forth in Exhibit A annexed hereto; and

WHEREAS, the Mayor and City Council of the City of Rochester have determined that the best interests of the City are served by changing the funding source for the projects referenced in Exhibit A annexed hereto from Borrowing, to General Fund unassigned fund balance;

NOW THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby change the funding source for the projects referenced in Exhibit A from Borrowing to General Fund unassigned fund balance.

FURTHER, in accordance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter, the Mayor and City Council of the City Rochester, hereby withdraw borrowing authority in the amount of One Million Six Hundred Eighty Three Thousand Three Hundred Thirty Four and 52/100 Dollars (\$1,683,334.52).

II. WATER CIP FUND 5501

WHEREAS, by virtue of various resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the sum of Two Hundred Fifty Three Thousand Three Hundred Seventy Eight and 96/100 Dollars (\$253,378.96) to various Water Fund 5501 Capital Improvement Project budgets of the City of Rochester, all as more particularly set forth in Exhibit A annexed hereto; and

WHEREAS, the Mayor and City Council of the City of Rochester have determined that the best interests of the City are served by changing the funding source for the projects referenced in Exhibit A annexed hereto from Borrowing, to General Fund unassigned fund balance;

NOW THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby change the funding source for the projects referenced in Exhibit A from Borrowing to General Fund unassigned fund balance.

FURTHER, in accordance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter, the Mayor and City Council of the City Rochester, hereby withdraw borrowing authority in the amount of Two Hundred Fifty Three Thousand Three Hundred Seventy Eight and 96/100 Dollars (\$253,378.96).

III. SEWER CIP FUND 5502

WHEREAS, by virtue of various resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the sum of One Hundred Fifty Two Thousand One Hundred Eighteen and 57/100 Dollars (\$152,118.57) to various Sewer Fund 5502 Capital Improvement Project budgets of the City of Rochester, all as more particularly set forth in Exhibit A annexed hereto; and

WHEREAS, the Mayor and City Council of the City of Rochester have determined that the best interests of the City are served by changing the funding source for the projects referenced in Exhibit A annexed hereto from Borrowing, to General Fund unassigned fund balance;

NOW THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby change the funding source for the projects referenced in Exhibit A from Borrowing to General Fund unassigned fund balance.

FURTHER, in accordance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter, the Mayor and City Council of the City Rochester, hereby withdraw borrowing authority in the amount of One Hundred Fifty Two Thousand One Hundred Eighteen and 57/100 Dollars (\$152,118.57).

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.



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 Change Funding Source of Various Capital Improvement Project Appropriations from Borrowing to General Fund Unassigned Fund Balance

COUNCIL ACTION ITEM
INFORMATION ONLY

FUNDING REQUIRED? YES NO
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES NO

FUNDING RESOLUTION FORM? YES NO

AGENDA DATE	12/03/2019		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	11/26/2019		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee
CHAIR PERSON	Mayor McCarley

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	General Fund Unassigned Fund Balance
ACCOUNT NUMBER	Fund 1501, 5501, & 5502 (Various Projects)
AMOUNT	\$2,051,373.08
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	Change of Funding Source

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT

The Rochester City Council appropriated \$2,051,373.38 to various City, School, Water, and Sewer capital improvement plan projects. These projects have been itemized in Exhibit A to the resolution.

- 1) Change Funding to General Fund Unassigned Fund Balance = \$2,051,373.08
- 2) De-authorize and Withdraw Borrowing Authority = \$2,088,832.05

This request is to change the funding source to General Fund unassigned fund balance and withdraw borrowing authority in accordance with RSA 33:9 and Section 45 of the Rochester City Charter.

RECOMMENDED ACTION

Recommend Council approval

Projects Recommended for Change of Funding

Rank	Entity	Org	Object	Project	Account Name	Amount	Note	Est. Annual P&I	Interest Saved
1	1 City	15011090	772000	16559	City Hall Annex Project	56,317.09	Partially Bonded - remaining likely taxable		
1	1 City	15011090	772000	17551	Community Center Facility Renovation	68,356.00	Amount not yet bonded - may be taxable		
1	1 City	15013010	772000	16522	EPA MS4 Stormwater Permit	147,836.94	Amount not yet bonded - may be taxable		
1	1 City	15011020	773800	16504	Employee Time and Attendance	50,000.00	Kronos software & implementation		
1	1 City	15013010	771000	16533	Woodman Myrtle Area Reconstruction	22,466.48	Partially Bonded		
1	1 City	15013010	771000	17579	Dewey Street Pedestrian Bridge	29,713.48	Partially Bonded		
1	1 City	15013010	771000	18524	Corrective Drainage	33,644.53	Partially Bonded		
					Sub-Total City-Rank 1	408,334.52	10 Year Amortization 3% Interest	\$62,834	\$67,375
1	3 Water	55016010	771000	13523	Berry River Dam Construction	196,022.00	Partially Bonded		
1	3 Water	55016010	771000	13551	EDA Salmon Falls Rd NH Rte 125	105,519.36	Partially Bonded		
1	3 Water	55016010	771000	16533	Woodman Myrtle Area Reconstruction	21,523.00	Partially Bonded		
1	3 Water	55016010	771000	16536	Groundwater Development	35,834.26	Partially Bonded		
1	4 Sewer	55026020	772000	13551	EDA Salmon Falls Rd NH Rte 125	397,311.81	Partially Bonded		
1	4 Sewer	55026020	771000	16533	Woodman Myrtle Area Reconstruction	22,466.50	Partially Bonded		
1	4 Sewer	55026020	772000	14530	Wastewater Interceptor Upgrade	129,652.07	Partially Bonded		
					Sub Total Water-Sewer-Rank 1	908,329.00	10 Year Amortization 3% Interest	\$120,470	\$152,904
1	2 School	15019000	743000	16105	SHS Sprinkler Upgrades	427,545.19	Amount not yet bonded - may be taxable		
1	2 School	15019000	743000	17105	SHS Sprinkler/Alarm Upgrades	642,401.42	Amount not yet bonded - may be taxable		
1	2 School	15019000	743000	17104	Roof Upgrade	92,324.52	Amount not yet bonded		
1	2 School	15019000	743000	18101	Stage Rigging	27,301.39	Amount not yet bonded		
1	2 School	15019000	773500	18401	Café Tables	44,783.51	Amount not yet bonded		
					Sub-Total School-Rank 1	1,234,356.03	10 Year Amortization 3% Interest	\$160,466	\$203,669
					ALL TOTALS RANK 1	2,551,019.55	10 Year Amortization 3% Interest	\$343,770	\$423,948
					NEW PROJECTS				
1a	City				Dispatch Project	250,000	10 Year Amortization 3% Interest	\$32,500	
1a	City				CTE Renovation-Additional Equipment	270,000	10 Year Amortization 3% Interest	\$65,000	
1a	City				Pavement Rehabilitation	1,300,000	Cash	\$0	
					Sub-Total New Projects	1,820,000.00		\$97,500	\$85,800
					Total Recommended	\$4,371,020		\$441,270	\$509,748

		RECAP-UNASSIGNED FUND BALANCE			
A	UNASSIGNED FUND BALANCE RECONCILIATION	AMOUNT			
	Jun-18 MS-535-Unassigned Fund Bal	16,796,293			
	FYE19 Unassigned Fund Bal-Est. Increase	4,734,317			
	MS-535 Est. Unassigned Fund Balance-Total	21,530,610			
	FYE19 Unassigned Fund Balance Percentage	21.50%			
	Maximum Per Ordinance	17.00%			
	Unassigned Balance Amount Exceeding 17%	\$4,509,334			
B	FY20 COUNCIL COMMITTED				
	FY20 Council Committed	(\$2,959,966)			
	11-6-19 Supplemental Downtown Revitalization	(\$300,000)			
	Unassigned Balance Exceeding 17%-Bal	\$1,249,368		Unassigned from less already committed	
C	FY20 ANTICIPATED OTHER REVENUE ADDITIONS				
	Add-WM Host Fees-School	\$878,127		FY20 Amount School will not need	
	Add-Municipal Aid	\$686,077		Municipal Aid to City	
	FY20 Anticipated Other Revenue Additions	\$1,564,204			
D	Unassigned Balance Exceeding 17%-Bal (B+C)	\$2,813,572			
E	Additional FB to meet recommendations	\$1,557,448			
F	REVISED UNASSIGNED FUND BALANCE RECONCILIATION				
	Estimated FYE19 Unassigned Fund Balance	\$21,530,609			
	FY20 Council Committed/Assigned	(\$3,259,966)			
	FY20 Recommended Use of Unassigned Fund Bal	(\$4,371,020)			
	FY20 -ADD WM Host Fees-School	\$878,127			
	FY20-ADD Municipal Aid	\$686,077			
	Revised Est. Unassigned Fund Balance	\$15,463,827			
	Estimated percentage	15.50%			

Exhibit A - Resolution Changing Funding Source of Various CIP Appropriations

Department	Org	Object	Project	Source	Account Name	Amount	Note	De-authorize Bonding	General Fund Unassigned F/B
Public Bldgs	15011090	772000	16559	Bond	City Hall Annex Project	56,317.09	Bond to G/F F/B	56,317.09	56,317.09
Public Bldgs	15011090	772000	17551	Bond	Community Center Facility Renovation	68,356.00	Bond to G/F F/B	68,356.00	68,356.00
Public Works	15013010	771000	16522	Bond	EPA MS4 Stormwater Permit	147,836.94	Bond to G/F F/B	147,836.94	147,836.94
IT Services	15011020	773800	16504	Bond	Employee Time and Attendance	50,000.00	Bond to G/F F/B	50,000.00	50,000.00
Public Works	15013010	771000	16533	Bond	Woodman Myrtle Area Reconstruction	22,466.48	Bond to G/F F/B	22,466.48	22,466.48
Public Works	15013010	771000	17579	Bond	Dewey Street Pedestrian Bridge	29,713.48	Bond to G/F F/B	29,713.48	29,713.48
Public Works	15013010	771000	18524	Bond	Corrective Drainage	33,644.53	Bond to G/F F/B	33,644.53	33,644.53
					Subtotal City	408,334.52		408,334.52	408,334.52
School	15019000	743000	16105	Bond	SHS Sprinkler Upgrades	427,545.19	Bond to G/F F/B	435,000.00	427,545.19
School	15019000	743000	17105	Bond	SHS Sprinkler/Alarm Upgrades	642,401.42	Bond to G/F F/B	665,000.00	642,401.42
School	15019000	743000	17104	Bond	Roof Upgrade	95,509.52	Bond to G/F F/B	100,000.00	95,509.52
School	15019000	743000	18101	Bond	Stage Rigging	27,301.39	Bond to G/F F/B	30,000.00	27,301.39
School	15019000	773500	18401	Bond	Café Tables	44,783.51	Bond to G/F F/B	45,000.00	44,783.51
					Subtotal School	1,237,541.03		1,275,000.00	1,237,541.03
Water	55016010	771000	13523	Bond	Berry River Dam Construction	196,021.70	Bond to G/F F/B	196,021.70	196,021.70
Water	55016010	771000	16533	Bond	Woodman Myrtle Area Reconstruction	21,523.00	Bond to G/F F/B	21,523.00	21,523.00
Water	55016010	771000	16536	Bond	Groundwater Development	35,834.26	Bond to G/F F/B	35,834.26	35,834.26
					Subtotal Water	253,378.96		253,378.96	253,378.96
Sewer	55026020	771000	16533	Bond	Woodman Myrtle Area Reconstruction	22,466.50	Bond to G/F F/B	22,466.50	22,466.50
Sewer	55026020	772000	14530	Bond	Wastewater Interceptor Upgrade	129,652.07	Bond to G/F F/B	129,652.07	129,652.07
					Subtotal Sewer	152,118.57		152,118.57	152,118.57
					Totals	2,051,373.08		2,088,832.05	2,051,373.08

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Exhibit A - Resolution Changing Funding Source of Various CIP Appropriations

Department	Org	Object	Project	Source	Account Name	Amount	Note	De-authorize Bonding	General Fund Unassigned F/B
Public Bldgs	15011090	772000	16559	Bond	City Hall Annex Project	56,317.09	Bond to G/F F/B	56,317.09	56,317.09
Public Bldgs	15011090	772000	17551	Bond	Community Center Facility Renovation	68,356.00	Bond to G/F F/B	68,356.00	68,356.00
Public Works	15013010	771000	16522	Bond	EPA MS4 Stormwater Permit	147,836.94	Bond to G/F F/B	147,836.94	147,836.94
IT Services	15011020	773800	16504	Bond	Employee Time and Attendance	50,000.00	Bond to G/F F/B	50,000.00	50,000.00
Public Works	15013010	771000	16533	Bond	Woodman Myrtle Area Reconstruction	22,466.48	Bond to G/F F/B	22,466.48	22,466.48
Public Works	15013010	771000	17579	Bond	Dewey Street Pedestrian Bridge	29,713.48	Bond to G/F F/B	29,713.48	29,713.48
Public Works	15013010	771000	18524	Bond	Corrective Drainage	33,644.53	Bond to G/F F/B	33,644.53	33,644.53
					Subtotal City	408,334.52		408,334.52	408,334.52
School	15019000	743000	16105	Bond	SHS Sprinkler Upgrades	427,545.19	Bond to G/F F/B	435,000.00	427,545.19
School	15019000	743000	17105	Bond	SHS Sprinkler/Alarm Upgrades	642,401.42	Bond to G/F F/B	665,000.00	642,401.42
School	15019000	743000	17104	Bond	Roof Upgrade	95,509.52	Bond to G/F F/B	100,000.00	95,509.52
School	15019000	743000	18101	Bond	Stage Rigging	27,301.39	Bond to G/F F/B	30,000.00	27,301.39
School	15019000	773500	18401	Bond	Café Tables	44,783.51	Bond to G/F F/B	45,000.00	44,783.51
					Subtotal School	1,237,541.03		1,275,000.00	1,237,541.03
Water	55016010	771000	13523	Bond	Berry River Dam Construction	196,021.70	Bond to G/F F/B	196,021.70	196,021.70
Water	55016010	771000	16533	Bond	Woodman Myrtle Area Reconstruction	21,523.00	Bond to G/F F/B	21,523.00	21,523.00
Water	55016010	771000	16536	Bond	Groundwater Development	35,834.26	Bond to G/F F/B	35,834.26	35,834.26
					Subtotal Water	253,378.96		253,378.96	253,378.96
Sewer	55026020	771000	16533	Bond	Woodman Myrtle Area Reconstruction	22,466.50	Bond to G/F F/B	22,466.50	22,466.50
Sewer	55026020	772000	14530	Bond	Wastewater Interceptor Upgrade	129,652.07	Bond to G/F F/B	129,652.07	129,652.07
					Subtotal Sewer	152,118.57		152,118.57	152,118.57
					Totals	2,051,373.08		2,088,832.05	2,051,373.08

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City Clerk's Office

**Resolution Authorizing Supplemental Appropriation for Various 2019-2020 Fund 1501
Capital Improvement Projects from General Fund Unassigned Fund Balance in the
amount of \$1,520,000.00**

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

That the sum of One Million Five Hundred Twenty Thousand Dollars (\$1,520,000) be, and hereby is, appropriated as part of the City of Rochester 2019-2020 Fund 1501 Capital Improvements Plan budget of the City of Rochester for the following three projects;

1. Dispatch Center – Radio Improvements Project \$250,000.00
2. Department of Public Works – Paving Rehabilitation \$1,000,000.00
3. School Department – CTE Renovation – Additional Equipment \$270,000.00

Further, that the sums necessary to fund such appropriation shall be derived from General Fund unassigned fund balance.

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

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT Supplemental Appropriation to the 2019-2020 Fund 1501 Capital Improvement Plan for 3 Projects

COUNCIL ACTION ITEM
 INFORMATION ONLY

FUNDING REQUIRED? YES NO
 * IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES NO

FUNDING RESOLUTION FORM? YES NO

AGENDA DATE	12/03/2019		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	11/26/2019		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee
CHAIR PERSON	Mayor McCarley

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	General Fund Unassigned Fund Balance
ACCOUNT NUMBER	Fund 1501 (3 Projects)
AMOUNT	\$1,520,000.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT

Requesting that the Rochester City Council appropriate \$1,520,000.00 for the following 3 projects to the 2019-2020 Capital Improvement Plan Fund 1501.

- 1) Dispatch Center – Radio Improvements Project \$250,000.00
- 2) Department of Public Works – Paving Rehabilitation \$1,000,000.00
- 3) School Department – CTE Renovation – Additional Equipment \$270,000.00

The recommended funding source is General Fund unassigned fund balance.

RECOMMENDED ACTION

Recommend Council approval

**Resolution for Supplemental Appropriation and Authorizing Borrowing Authority
Pursuant to RSA 33:9 to the Department of Public Works (DPW) Capital Improvements
Plan (CIP) Fund, the Sewer CIP Fund, and the Water CIP Fund for the New DPW Facility
Project in an amount not to exceed \$4,000,000.00**

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 Four Million Dollars (\$4,000,000.00) for the purpose of paying the costs associated with the completion of the New DPW Facility Project and the appropriation shall be divided amongst three (3) funds as follows: Two Million Dollars (\$2,000,000.00) to the DPW CIP Fund, One Million Dollars (\$1,000,000.00) to the Sewer CIP Fund, and One Million Dollars (\$1,000,000.00) to the Water CIP Fund.

In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Four Million Dollars (\$4,000,000.00) 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



City of Rochester, New Hampshire

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917
(603) 335-7609 Fax (603) 332-7589

MEMO

TO: City Council

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

DATE: November 27, 2019

RE: New DPW Facility Expense Allocations

The Finance Office has reviewed expense allocations for the new DPW facility between the General Fund, Water Enterprise Fund and Sewer Enterprise Fund in response to questions raised at the November 12th Finance Committee meeting.

In analyzing expense allocations by services received per parcel, it was determined that the percentages would be distributed as follows:

General Fund	50%
Water Fund	29%
Sewer Fund	21%

This analysis was based upon the assumption that all parcels benefit from services provided by the Department of Public Works, with Water and Sewer accounts classified as subsets of total service received:

PARCELS-DPW -WATER-SEWER SERVICE ACTIVITY: TAX YEAR 2019 PROPERTY TAX BILLS & TAX EXEMPT: 13,907			
Property Tax Parcels	Parcel Count	Percentage	Notes
Public Works- Activity	13,907	49.99%	Assumption-DPW activities benefit all parcels
Water Accounts-Active	7,995	28.74%	Water Works infrastructure service - subset
Sewer Accounts-Active	5,918	21.27%	Sewer Works infrastructure service - subset
All Total Activities	27,820		Subsets Added to Total Parcels to Allocate Activity

The results demonstrate a 4% shift in allocation between Water and Sewer funds from the existing percentages of 25% and 25%. However, the existing percentages are adequate considering that the data included only active utility billing accounts, did not account for pump stations, and water and sewer account numbers are anticipated to increase due to projects and development.

Finance Office Recommendation:

- Maintain expense allocation percentages for the new DPW facility at 50% General Fund, 25% Water Fund and 25% Sewer Fund and apply to the requested supplemental appropriation of \$4,000,000.

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

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

Fund Type: Lapsing Non-Lapsing

Deauthorization

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

Appropriation

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

Revenue

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

DUNS #

CFDA #

Grant #

Grant Period: From
To

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

Reimbursement Request will be reduced

Funds will be returned

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City Clerk's Office

**Supplemental Appropriation to the
Rochester School Department in the amount of \$1,335,993.00**

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

That the amount of One Million Three Hundred Thirty Five Thousand Nine Hundred Ninety Three Dollars (\$1,335,993.00) is hereby appropriated as a supplemental appropriation to the Rochester School Department for the purpose of paying costs associated with unanticipated special education costs. The funding for this supplemental appropriation shall be derived in its entirety 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 multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution.

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT Supplemental Appropriation

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 type="checkbox"/> NO <input type="checkbox"/>
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AGENDA DATE	December 3, 2019		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	November 19, 2019		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	4	

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	\$1,335,993
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Council

SUMMARY STATEMENT

The Rochester School Department is requesting a supplemental appropriation in the amount of \$1,335,993 due to unanticipated Special Education costs beyond the budget.

RECOMMENDED ACTION

Council Approval Recommended

City of Rochester School Department

Mr. Kyle M. Repucci
Superintendent of Schools
e-mail: repucci.k@rochesterschools.com
Dr. Sandie MacDonald
Assistant Superintendent of Schools
e-mail: macdonald.s@rochesterschools.com
Mrs. Linda Bartlett
Business Administrator
e-mail: bartlett.l@rochesterschools.com
Mrs. Christiane Allison
Director of Student Services
e-mail: allison.c@rochesterschools.com

Office of the Superintendent
150 Wakefield Street
Suite #8
Rochester, NH 03867-1348
(603) 332-3678
FAX: (603) 335-7367



November 18, 2019

Mr. Blaine Cox, City Manager
and the Rochester City Council
Rochester City Hall
31 Wakefield Street
Rochester, NH 03867

Dear Mr. Cox and Council Members:

At its regular meeting of November 14, 2019 the Rochester School Board authorized me to request approval of a Supplemental Appropriation in the amount of \$1,335,993. This is due to unanticipated Special Education expenses including tuition and transportation of out of district students.

Please let me know when the Council will consider this request, so that we can ensure that someone from the School District is available to address any questions.

Sincerely,

Kyle M. Repucci
Superintendent of Schools

KMR/clm

cc Rochester School Board

THE CITY OF ROCHESTER ORDAINS:

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

Article 27
Miscellaneous Provisions

[Amended 7-7-2015]

§ 275-27.1 Buffers for residential property.

- A. All nonresidential development, including any parking and storage areas, shall be screened/buffered from any adjacent residential property situated to the side or rear as stipulated by the Planning Board under site review. The Board may stipulate plantings and/or fencing, as reasonably appropriate. See Figure 27-A, Screening Between Commercial and Residential Uses, as an example.
- B. All multifamily development, consisting of three units or more, including parking areas, shall be screened/buffered from any adjacent single-family dwellings situated to the side or rear as required by the Planning Board under site review. The Board may stipulate plantings and/or fencing, as reasonably appropriate. This requirement does not apply in situations where multifamily development is specifically designed to integrate with single-family dwellings in mixed-use developments.

Figure 27-A, Screening Between Commercial and Residential Uses

§ 275-27.2 Cemeteries.

Pursuant to RSA 289:3, III, there shall be no construction, excavation, or development, nor placement of any buildings, structures, signage, or parking, inside or within 25 feet of a known burial site or within 25 feet of the boundaries of an established burial ground or cemetery. For the purposes of this section, the term "excavation" shall include the disturbance to a depth of 12 inches or more of soil for activities such as landscaping, utility trenching, tree planting, etc. No healthy tree with a diameter at breast height of eight inches or more may be cut or removed within 25 feet of any established burial ground or cemetery except by special exception for good cause and with appropriate mitigation. No new chain-link fence shall be installed in or around any cemetery.

§ 275-27.3 Impact fees.

A. Purpose. This section is enacted pursuant to RSA 674:16 and 674:21, ~~in order to:~~

- ~~(1) Promote public health, safety, convenience, and welfare;~~
- ~~(2) Ensure that adequate and appropriate public facilities are available;~~
- ~~(3) Provide for the managed development of the municipality and its environs;~~
- ~~(4) Mitigate the impact of development of land that would involve danger or injury to health, safety, or prosperity by reason of the lack of water supply, drainage, transportation, schools, fire protection, or other public services, or necessitate the excessive expenditure of public funds for the supply of such~~

~~(5) Ensure the proper arrangement and coordination of streets.~~

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

B. Authority.

- (1) Impact fees may be assessed to new development to compensate the City of Rochester and the School District **Department** for the ~~proportional share of capital facilities generated by new development in the City of Rochester~~ **a proportionate share of the cost of the capital facility needs occasioned by new development.** Any person who seeks a building permit for new development may be required to pay an impact fee in the manner set forth herein.
- (2) The Planning Board may, as a condition of approval of any subdivision or site plan, and when consistent with applicable Board regulations, require an applicant to pay an impact fee for the applicant's proportional share of ~~off-site improvements to~~ public facilities affected by the development.
- (3) ~~Nothing in this section shall be construed to limit the existing authority of the Planning Board to disapprove proposed development which would require an excessive expenditure of public funds, or which would otherwise violate applicable ordinances and regulations. Nothing in this section shall be construed to limit the Planning Board's authority to require off-site work to be performed by the applicant, in lieu of paying an impact fee, or the Board's authority to impose other types of conditions of approval. Nothing in this section shall be construed to affect types of fees governed by other statutes, ordinances or regulations.~~ **Nothing in this section shall be construed to limit the authority of the Planning Board or the City to require exactions for off-site improvements, other conditions of approval, or to assess other fees governed by other statutes, ordinances, or regulations.**

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

IMPACT FEE

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

NEW DEVELOPMENT

- (1) An activity that results in any one of the following:
 - (a) The creation of a new dwelling unit or units;
 - (b) The conversion of a legally existing use, or additions thereto, which would result in a net increase in the number of dwelling units;

- (c) Construction resulting in a new nonresidential building or a net increase in the floor area of any nonresidential building; or
- (d) The conversion of an existing use to another use if such change results in ~~an net increase in floor area and such change creates a net increase~~ in the demand on public capital facilities that are the subject of impact fee assessments, ~~unless waived by the Planning Board.~~
- (2) New development shall not include the replacement of an existing manufactured home or the reconstruction of a structure that has been destroyed by fire or natural disaster where there is no change in its size, density or type of use, and where there is no net increase in demand on public capital facilities.

OFF-SITE IMPROVEMENTS

Off-site improvements means highway, drainage, sewer, or water upgrades or improvements that are necessitated by a development but which are located outside the boundaries of the property, as determined by the Planning Board during the course of subdivision or site plan approval.

D. Assessment methodology.

- (1) Proportionality. The amount of the impact fee shall be calculated by the Planning Board to be a proportional share of municipal capital improvement costs which is reasonably related to the capital needs created by the development, and to the benefits accruing to the development from the capital improvements financed by the fee. The Planning Board may prepare, adopt, or amend studies or reports that are consistent with the above standards, and which define a methodology for impact fee assessment for public capital facilities, and impact fee assessment schedules therefor.
- (2) Existing deficiencies. Upgrading of existing facilities and infrastructure, the need for which is not created by new development, shall not be paid for by impact fees.

E. Administration.

- (1) Accounting. In accord with RSA 673:16, II, and 674:21, V(c), impact fees shall be accounted for separately, shall be segregated from the City's general fund, may be spent upon order of the City Council, and shall be used solely for the capital improvements for which they were collected, or to recoup the cost of capital improvements made in anticipation of the needs which the fees were collected to meet. In the event that bonds or similar debt instruments have been or will be issued by the City of Rochester or the Rochester School District for the funding of capital improvements that are the subject of impact fee assessment, impact fees from the appropriate related capital facility impact fee accounts may be applied to pay debt service on such bonds or similar debt instruments.
- (2) Assessment. All impact fees imposed pursuant to this section shall be assessed at the time of Planning Board approval of a subdivision plan or site plan. When Planning Board approval is not required, or has been made prior to the adoption or amendment of the impact fee ordinance, impact fees shall be assessed prior to, or as a condition for, the issuance of a building permit or other appropriate permission to proceed with development, as determined by the Building Inspector. Impact fees shall be intended to reflect the effect of development upon municipal and/or school facilities at the time of the issuance of the building permit. ~~In determining the amount of the impact fee, when the net increase in floor area has~~

- (3) Security. In the interim between assessment and collection, the Building Inspector may require developers to post bonds, issue letters of credit, accept liens, or otherwise provide suitable measures of security so as to guarantee future payment of assessed impact fees.
- (4) Collection. Impact fees shall be collected as a condition for the issuance of a certificate of occupancy; ~~provided, however, that in projects where off-site improvements are to be constructed simultaneously with a project's development, and where the City has appropriated the necessary funds to cover such portions of the work for which it will be responsible, the City may advance the time of collection of the impact fee to the issuance of a building permit.~~ If no certificate of occupancy is required, impact fees shall be collected when the development is ready for its intended use. Nothing in this section shall prevent the Building Inspector, with the approval of the Planning Board, and the assessed party from establishing an alternate, mutually acceptable schedule of payment.
- (5) Refund of fees paid. The current owner of record of property for which an impact fee has been paid shall be entitled to a refund of that fee, plus accrued interest, under the following circumstances:
 - (a) When either the full or partial portion of the impact fee, whichever is applicable, has not been encumbered or legally bound to be spent for the purpose for which it was collected within a period of six years from the date of the full and final payment of the fee; or
 - (b) When the City of Rochester or, in the case of school impact fees, the Rochester School District has failed, within the period of six years from the date of the full and final payment of such fee, to appropriate its proportionate non-impact fee share of related capital improvement costs.

F. Appeals.

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

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

- (1) An applicant may request a full or partial waiver of school impact fees for those residential units that are lawfully restricted to occupancy by senior citizens age ~~62~~ 55 or over in a development that is also maintained in compliance with the provisions of RSA 354-A:15, Housing for Older Persons. The Planning Board may waive school impact fee assessments on such age-restricted units where it finds that the property will be bound by lawful deeded restrictions on occupancy by senior citizens age 62 or over for a period of at least 20 years.
- (2) A person may request a full or partial waiver of impact fees for construction within a subdivision or site plan approved by the Planning Board prior to the effective date of this section. Prior to granting such a

01/02/2020
waiver, the Planning Board must find that the proposed construction is entitled to the five-year exemption provided by RSA 674:39, pursuant to that statute. This waiver shall not be applicable to phases of a phased development project where active and substantial development, building and construction has not yet occurred in the phase in which construction is proposed. **[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]**

- (3) The Planning Board may agree to waive all or part of an impact fee assessment and accept in lieu of a cash payment a proposed contribution of real property or facility improvements of equivalent value and utility to the public. Prior to acting on a request for a waiver of impact fees under this provision that would involve a contribution of real property or the construction of capital facilities, the Planning Board shall submit a copy of the waiver request to the City Council for its review and consent prior to its acceptance of the proposed contribution. The value of contributions or improvements shall be credited only toward facilities of like kind and may not be credited to other categories of impact fee assessment. The applicant shall pay all costs incurred by the City for the review of such proposal, including consultant and counsel fees.
- ~~(4) The Planning Board is responsible, when there is a change in use, for determining the net increase on public capital facilities and may agree to waive the entire fee if it determines that its collection and administration will exceed its value to the City.~~

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

(5) The impact fee assessment for accessory dwelling units shall be waived with the stipulation that this waiver is reviewed every two (2) years.

§ 275-27.4 Lots split by municipal boundaries.

For lots split by municipal boundaries the provisions of RSA 674:53 shall apply. In applying dimensional controls to that portion of the lot within Rochester, the dimensions of the entire lot shall be considered without reference to the City line.

§ 275-27.5 Rivers and shoreland protection.

(Note that listed rivers are subject to change.)

- A. Shoreland protection. Provisions of the New Hampshire Comprehensive Shoreland Protection Act, RSA 483-B, apply to bodies of water included under that Act.
- B. Rivers management. The Isinglass River and the Cochecho River are protected under the New Hampshire Rivers Management and Protection Program, RSA 483.

§ 275-27.6 Lots split by zoning district boundaries.

Where the boundary line of a zoning district divides a lot in single or joint ownership at the time of passage of the ordinance establishing the boundary line, the following provisions shall apply:

- A. The uses and other standards for either district may, at the option of the owner, extend beyond the zoning boundary line up to a maximum distance of 100 feet from that zoning boundary line. For any area in which this allowance is used, for any period of time in which this allowance is used, that area shall be treated as if its zoning designation were the zone that is being extended.

- B. The provisions of Subsection **A** of this section shall not apply to a lot divided by the Recycling Industrial Zoning District boundary line. In the case of a lot divided by the Recycling Industrial Zoning District boundary line, the uses and regulations permitted and/or applicable to the Recycling Industrial Zoning District shall not be extended into the adjoining zoning district.
- C. Overlay districts. The provisions of this section shall not apply to overlay districts.

§ 275-27.7 Temporary noncompliance.

The Director of Building, Zoning, and Licensing Services is authorized to approve a temporary permit/approval for a noncomplying structure or a noncomplying use incidental to a development where it is reasonably required for that development on a temporary basis. The permit/approval may be issued where the Director of Building, Zoning, and Licensing Services reasonably determines that:

- A. The temporary structure or use will not be counter to the public interest.
- B. The temporary structure or use will not harm any abutter.
- C. The temporary structure or use will not be counter to the spirit of this chapter.
- D. Proper safeguards are taken.
- E. A reasonable time frame has been established.
- F. No reasonable alternative is available.
- G. Appropriate surety has been provided to ensure compliance with the conditions above.

§ 275-27.8 Planned unit developments.

Four planned unit developments (PUDs) were approved by the City of Rochester under a City ordinance which is no longer in effect, Section 42.32, Planned Unit Developments, adopted December 5, 2001, and amended December 7, 2004. The creation of new planned unit developments is not permitted under this chapter. The four approved PUDs, including Secretariat Estates, Highfield Commons, the Homemakers, and the Villages at Clark Brook (the original names), may be built in accordance with the provisions of Section 42.32 of the former Zoning Ordinance and the approved master plans for each of those PUDs.

These changes shall be effective upon passage.



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]

**Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding
Conditional Uses Within the Downtown Commercial District**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 275, Section 21.4.I of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

I. Multifamily dwellings/developments in Downtown Commercial District as referenced in Chapter 275-20.2 (K)(4) shall:

- 1) Have a sprinkler system installed as required by building and fire codes.
- 2) Shall reserve a space to allow for a duct system as required by building codes.

These amendments shall take effect upon passage.

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City Clerk's Office

Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Residential Uses Within the Downtown Commercial District

THE CITY OF ROCHESTER ORDAINS:

That Chapter 275, Section 20.2.K. (4) of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

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

(a) For parcels fronting on the streets noted below, ground floor space of 30' multiplied by the building frontage, or (700 sq. ft.) (800 sq. ft.)*, whichever is greater, shall be reserved for non-residential uses as permitted in the DC District, unless otherwise required to comply with state building code and/or fire code. Any area excluded due to building code and/or fire code shall not count toward the minimum. This applies to the entire portion of the building fronting on the street. The remaining area of the first floor may contain residential units as a conditional use.

- viii. Union Street
- ix. North Main Street south of North Main Street Bridge
- x. South Main Street
- xi. Wakefield Street south of Columbus Avenue
- xii. Hanson Street
- xiii. Museum Way
- xiv. Columbus Avenue (from Summer Street to South Main Street)

(b) The first floor commercial space may be split into different commercial uses totaling the required square footage.

(c) DC Zone District parcels not fronting on the above streets may contain multifamily use and units on all floors without restrictions.

These amendments shall take effect upon passage.

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]

**Regular City Council Meeting
December 3, 2019
Council Chambers
7:02 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Bogan
Councilor Gates
Councilor Gray
Councilor Hamman
Councilor Hutchinson
Councilor Keans
*Councilor Lachapelle
Councilor Torr
Councilor Walker
Deputy Mayor Varney
Mayor McCarley

OTHERS PRESENT

Blaine Cox, City Manager
Katie Ambrose, Deputy City Manager
Terence O'Rourke, City Attorney
Peter Nourse, Director of City Services
Gregory L. Bakos, Principal, PE at VHB

COUNCILORS EXCUSED

Councilor Lauterborn

MINUTES

1. Call to Order

Mayor McCarley called the meeting to order at 7:02 PM.

2. Opening Prayer

Mayor McCarley requested a brief moment of silence.

3. Pledge of Allegiance

Mayor McCarley led the Pledge of Allegiance.

4. Roll Call

Kelly Walters, City Clerk, called the roll. All Councilors were present except for Councilor Lauterborn who had been excused and *Councilor Lachapelle who arrived at 7:19 PM.

5. Acceptance of Minutes

5.1 Regular City Council Meeting: November 6, 2019 *consideration for approval*

Councilor Walker **MOVED** to **ACCEPT** the Regular City Council meeting minutes of November 6, 2019. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

6. Communications from the City Manager

6.1 Employee of the Month Award

City Manager Cox invited Julian Long, Economic Development Department to accept the Award. City Manager Cox announced that Mr. Long has been awarded the Employee of the Month Award for December, 2019. Mr. Cox read the nomination letter submitted by the Riverwalk Committee members.

6.2 City Manager's Report

The City Manager's Report is as follows:

Contracts and Documents:

- **Department of Public Works**

- Apex Construction – Notice of Award- River Street Sewer Pump Station Upgrade Project – Bid #20-11
- Brown & Caldwell Engineer Construction Admin Contract – River Street Sewer Pump Station Upgrade Project
- Weston & Sampson Engineers – Cocheco Well Redevelopment Contract
- Hoyle, Tanner & Associates Task Order #11 CIP Assist – Intersection Projects
- Wright Pierce – Rt. 202A Water Main Extension & Water Storage Tank Design Contract – Amendment #1
- SUR Construction – Sidewalk Installations
- Tree City USA Recertification
- Upper Sheepboro Road Maintenance Plan – Access for WTP Source Water Watershed parcels
- Weston & Sampson – Tara Estates Pump Station Conceptual Design
- WTP Project – Keymont Construction/Allegheny Insurance IFIC - Change Orders and Final Close-Out

- **Economic Development Department**
 - CDBG – HDC Façade Program
 - CDBG CAP Weatherization Program – environmental review – furnace replacement and air sealing work for manufactured home
 - Homeless Center of Strafford County – Addendum
- **Finance Department**
 - Revision Energy – Letter of Intent
- Information Technology
 - Bogan – consulting contract
- Legal Department
 - Waterstone - Acceptance of Warranty Deed
- Recreation & Arena Department
 - Free Comic Book Day MOU

Computer Lease/Purchase or Tuition Reimbursement Requests:

- Computer Purchase – Young, R – Police

Standard Reports:

- Monthly Overnight Travel Summary
- Permission & Permits Issued
- Personnel Action Report Summary

City Manager Cox said the Tax Rate has been set at \$24.90 per \$1,000 of property value, which is less than what had been projected during the budget season (\$28.06). The tax bills shall be sent out around December 16, 2019.

City Manager Cox gave a brief overview of the recent storm. He stated that the Department of Public Works reported that there were no major events or breakdown in equipment. The Police Department received 30 calls that could be directly contributed to the storm, at least 12 accidents and one roll-over accident. The Fire Department dealt with eleven incidents; however, there were no structural fires or major incidents during the storm.

Councilor Gray requested an explanation about the property re-assessments which have not yet been posted to the website.

Deputy City Manager Ambrose said as of today that Patriot Properties has not been able to update the webpro portion of the website with the updated assessed values; however, property owners may view the assessed values on the GIS portion of the website, or by viewing the online bill pay. She added that the Assessing Kiosk located in the Assessing Department has

been updated as well.

Councilor Varney asked about the Route 202 Water Main Extension & Water Storage Tank Design. He questioned if there had been a final agreement now that the design phase has begun. City Attorney O'Rourke confirmed that the City has made a proposal; however, no agreement has been reached as of yet. Commissioner Nourse said it seems that the property owner is open to committing some property in that area for the water tank and confirmed there is no final agreement. Commissioner Nourse said in the meantime the design work is continuing. Councilor Varney hoped that the project would not need to be reengineered to another location if the agreement is not reached.

Councilor Varney asked if the Tara Estates Pump Station is just a rebuild with the same capacity or is the capacity being expanded. If the capacity is being expanded is the development across the street assisting with this project? Commissioner Nourse said there is funding in this year's budget to conduct an initial evaluation of the pump station. This will be followed up in the next fiscal year with a design and construction will begin the following fiscal year. At this point, it is just in the evaluation stage and no contributions have been discussed as of yet. Councilor Varney asked if there had been an exaction when the subdivision had been approved. Jim Campbell, Director of Planning and Development, agreed to get more information to the City Council.

Councilor Varney asked about the Waterstone deed and if the City is now responsible for plowing and road maintenance on this property that the City has been deeded. City Manager Cox replied yes.

Councilor Torr asked about the water tank anticipated to be built on Hussey Hill; he stated, it seems that the area is full of mud and has become un-drivable and it seems the soil in that area could not hold a water tank. Commissioner Nourse said the condition of the mud and unfinished road is being reviewed by the Planning Department and it is being addressed with the developer; however, the actual site for the water tank is on the backside of that hill. There was soil testing completed which resulted in finding good material.

Councilor Keans asked about the PR Specialist/IT Admin position which increased by 4 hours. City Manager Cox replied that this was the additional 4 hours approved in the Fiscal Year 2019 budget for the IT Department. A current employee working part-time in the Human Resources Department picked up 4 additional hours in the IT Department.

7. Communications from the Mayor

7.1 Inauguration to be held on Thursday January 2, 2020

7.1.1 Suspend Section 1.1 of the Rules of Order

7.1.2 Motion to Approve the January 2, 2020 Inaugural Date

Mayor McCarley stated that the Rules of Order dictate when the Inauguration can be held; however, the Opera House is not available on Tuesday January 7, 2020. The City Council may suspend the Council Rules of Order and hold the Inauguration on January 2, 2020, which would require a 2/3rd majority vote.

Councilor Walker **MOVED** to suspend the Rules of Order (Section 1.1) and set the Inaugural date to January 2, 2020. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

7.2 Non-Public Meeting Minutes Review Committee: Non-Public Minutes selected for release *motion to unseal*

Councilor Varney **MOVED** to unseal a number of Non-Public Meeting Minutes. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Mayor McCarley stated that a few City Councilors will be departing the City Council at the end of the year and are normally granted the privilege to address the City Council and constituents. She requested that such commentaries be delayed until the December 17, 2020, City Council Workshop.

Mayor McCarley announced that the lighting of the Christmas Tree and events to follow will occur on this coming Friday and Saturday. The Annual Christmas Parade will be held on Sunday starting at 3 PM. This year there will be a banner for the Election Officials to stand behind and all newly elected officials are welcome to join.

Councilor Hamman wished to thank residents Ray and Cecile "Sis" Gagne of Rochester for donating the 25-foot blue spruce tree. Mayor McCarley thanked them too and said it was a beautiful tree.

8. Presentation of Petitions and Council Correspondence

No discussion.

9. Nominations, Appointments, Resignations, and Elections

9.1. Resignation: Joyce Bruckner, Planning Board (alternate)

Mayor McCarley **MOVED** to **ACCEPT** the resignation of Joyce Bruckner, Planning Board, with regret. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10. Reports of Committees

10.1 Appointments Review Committee

10.1.1 Re-Appointment: Daniel Rines – Planning Board, elevation from alternate to Regular member, Term to expire 1/2/2023

Councilor Keans reviewed the Committee's Recommendation to elevate Daniel Rines from an Alternate Member of the Planning Board to a Regular Member of the Planning Board. Mayor McCarley nominated Mr. Rines to serve as a Regular Member of the Planning Board with a term to expire on January 2, 2023. Councilor Bogan seconded the nomination. Councilor Walker **MOVED** that nominations cease and the Clerk cast one ballot for Mr. Rines. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mr. Rines has been appointed as a Regular Member of the Planning Board with a unanimous voice vote.

10.1.2 Appointment: Kristen Ebbeson – Arts & Culture Commission, term to expire 7/1/2020

Councilor Keans reviewed the Committee's Recommendation to appoint Kristen Ebbeson as a Representative to the Arts and Culture Commission. Mayor McCarley nominated Ms. Ebbeson to serve on the Arts and Culture Commission with a term to expire on July 1, 2020. Councilor Walker seconded the nomination. Councilor Walker **MOVED** that nominations cease and the Clerk cast one ballot for Ms. Ebbeson. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Ms. Ebbeson has been appointed to the Arts and Culture Commission by a unanimous voice vote.

10.1.3 Re-Appointment: Susan "Candy" Bailey – Library Trustee Ward 3, term to expire 1/2/2023

Councilor Keans reviewed the Committee's Recommendation to reappoint Susan "Candy" Bailey as the Ward Three Library Trustee. Mayor McCarley nominated Ms. Bailey to serve as the Ward Three Library Trustee with a term to expire on January 1, 2023. Councilor Bogan seconded the nomination. Councilor Walker **MOVED** that nominations cease and the Clerk

cast one ballot for Ms. Bailey. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Ms. Bailey has been reappointed as the Ward Three Library Trustee by a unanimous voice vote.

10.1.4 Appointment: A. Raymond Varney – Trustees of the Trust Fund, term to expire 1/2/2023

Councilor Keans reviewed the Committee’s Recommendation to appoint Ray Varney as a member of the Trustees of the Trust Fund. Mayor McCarley nominated Mr. Varney to serve as a member of the Trustees of the Trust Fund with a term to expire on January 1, 2023. Councilor Walker seconded the nomination. Councilor Walker **MOVED** that nominations cease and the Clerk cast one ballot for Mr. Varney. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Ms. Varney has been appointed as a member of the Trustees to the Trust Fund by a unanimous voice vote.

10.2 Codes & Ordinances Committee – Meeting Canceled

No discussion.

10.3 Community Development Committee – Meeting Canceled

No discussion.

10.4 CTE Joint Building Committee

Councilor Varney stated that the Committee met on November 25, 2019. A packet of slides shows the construction progress which is near completion. The project should be completed by the end of the calendar year with the exception of the playground equipment which has taken longer than anticipated to be delivered; it will likely be installed in the spring. The Committee approved some additional spending under the assumption that the \$240,000 supplemental appropriation would be approved later on this agenda. He added that the contingency balance would be between \$45,000 to \$47,000. Mayor McCarley stated that the last meeting for the CTE Joint Building Committee is scheduled for December 16, 2019 and it is very likely that the contingency would remain the same.

10.5 Finance Committee

10.5.1 Use of General Fund Unassigned Fund Balance

10.5.1.1 Resolution Changing Funding Source of Various Capital Improvement Project

Appropriations from Borrowing to General Fund Unassigned Fund Balance in an amount not to exceed \$2,051,373.08 *first reading and refer to public hearing 12/17/19*

Mayor McCarley said the Finance Committee met and kept the discussions about the water and sewer rates in Committee at this time.

Mayor McCarley said there was a lengthy discussion about the use of the General Fund Balance in order to pay down debt service; however, she explained why the proposed resolutions are slightly different from what the Committee originally voted upon.

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

Resolution Changing Funding Source of Various Capital Improvement Project Appropriations from Borrowing to General Fund Unassigned Fund Balance in an amount not to exceed \$2,051,373.08

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

I. CIP FUND 1501

WHEREAS, by virtue of various resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the sum of One Million Six Hundred Forty Five Thousand Eight Hundred Seventy Five and 55/100 Dollars (\$1,645,875.55) to various City and School Fund 1501 Capital Improvement Project budgets of the City of Rochester, all as more particularly set forth in Exhibit A annexed hereto; and

WHEREAS, the Mayor and City Council of the City of Rochester have determined that the best interests of the City are served by changing the funding source for the projects referenced in Exhibit A annexed hereto from Borrowing, to General Fund unassigned fund balance;

NOW THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby change the funding source for the projects

referenced in Exhibit A from Borrowing to General Fund unassigned fund balance.

FURTHER, in accordance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter, the Mayor and City Council of the City Rochester, hereby withdraw borrowing authority in the amount of One Million Six Hundred Eighty Three Thousand Three Hundred Thirty Four and 52/100 Dollars (\$1,683,334.52).

II. WATER CIP FUND 5501

WHEREAS, by virtue of various resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the sum of Two Hundred Fifty Three Thousand Three Hundred Seventy Eight and 96/100 Dollars (\$253,378.96) to various Water Fund 5501 Capital Improvement Project budgets of the City of Rochester, all as more particularly set forth in Exhibit A annexed hereto; and

WHEREAS, the Mayor and City Council of the City of Rochester have determined that the best interests of the City are served by changing the funding source for the projects referenced in Exhibit A annexed hereto from Borrowing, to General Fund unassigned fund balance;

NOW THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby change the funding source for the projects referenced in Exhibit A from Borrowing to General Fund unassigned fund balance.

FURTHER, in accordance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter, the Mayor and City Council of the City Rochester, hereby withdraw borrowing authority in the amount of Two Hundred Fifty Three Thousand Three Hundred Seventy Eight and 96/100 Dollars (\$253,378.96).

III. SEWER CIP FUND 5502

WHEREAS, by virtue of various resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the

sum of One Hundred Fifty Two Thousand One Hundred Eighteen and 57/100 Dollars (\$152,118.57) to various Sewer Fund 5502 Capital Improvement Project budgets of the City of Rochester, all as more particularly set forth in Exhibit A annexed hereto; and

WHEREAS, the Mayor and City Council of the City of Rochester have determined that the best interests of the City are served by changing the funding source for the projects referenced in Exhibit A annexed hereto from Borrowing, to General Fund unassigned fund balance;

NOW THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby change the funding source for the projects referenced in Exhibit A from Borrowing to General Fund unassigned fund balance.

FURTHER, in accordance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter, the Mayor and City Council of the City Rochester, hereby withdraw borrowing authority in the amount of One Hundred Fifty Two Thousand One Hundred Eighteen and 57/100 Dollars (\$152,118.57).

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

Councilor Lachapelle **MOVED** to refer the matter to a Public Hearing on December 17, 2019. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.5.1.2 Resolution Authorizing Supplemental Appropriation for Various 2019-2020 Fund 1501 Capital Improvement Projects from General Fund Unassigned Fund Balance in the amount of \$1,520,000.00 *first reading and refer to public hearing 12/17/19*

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

Resolution Authorizing Supplemental Appropriation for Various 2019-2020 Fund 1501 Capital Improvement Projects from General Fund Unassigned Fund Balance in the amount of \$1,520,000.00

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

That the sum of One Million Five Hundred Twenty Thousand Dollars (\$1,520,000) be, and hereby is, appropriated as part of the City of Rochester 2019-2020 Fund 1501 Capital Improvements Plan budget of the City of Rochester for the following three projects;

1. Dispatch Center – Radio Improvements Project \$250,000.00
2. Department of Public Works – Paving Rehabilitation \$1,000,000.00
3. School Department – CTE Renovation – Additional Equipment \$270,000.00

Further, that the sums necessary to fund such appropriation shall be derived from General Fund unassigned fund balance.

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

Councilor Lachapelle **MOVED** to refer the matter to a Public Hearing on December 17, 2019. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.6 Public Safety

10.6.1 Committee Recommendation: To change the traffic flow on Myrtle Street from woodman Street to Charles Street to One-Way *consideration for approval*

Councilor Walker **MOVED** to **APPROVE** the Committee's Recommendation to change the traffic flow on Myrtle Street from Woodman Street to Charles Street to one-way. Councilor Hamman seconded the motion. Councilor Keans referred to the map in the City Council packet which shows two-way traffic. Councilor Walker clarified that these are two-way streets and the motion is to change those streets to one-way traffic. The **MOTION**

CARRIED by a unanimous voice vote.

10.6.2 Committee Recommendation: To change the traffic flow on Congress Street from Charles Street to Myrtle Street to One-Way *consideration for approval*

Councilor Walker **MOVED** to **APPROVE** the Committee's Recommendation to change the traffic flow on Congress Street from Charles Street to Myrtle Street to one-way. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Keans asked if the residents and parents of the students attending school were informed of the proposed change of traffic on Woodman, Congress, and Myrtle Streets. Councilor Walker replied yes, and that a public hearing was held.

10.6.3 Committee Recommendation: To deny the request for "No Thru Trucks" signs on Quail Drive *consideration for approval*

Councilor Walker **MOVED** to **APPROVE** the Committee's Recommendation to: Deny the request for "No Thru Trucks" signs on Quail Drive. Councilor Hamman seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lachapelle requested one correction to the Public Safety Meeting minutes under "other". The minutes indicate the following: "Councilor Lachapelle asked if the trees and bushes could be cut back coming from Dover to Rochester on Tebbetts Road." The minutes should reflect just the opposite that DPW should take a look at cutting back the trees and bushes on the side of the road, traveling from Gonic on Pickering Road towards Dover just prior to hitting Tebbetts Road.

10.7 Public Works

10.7.1 Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Capital Improvements Plan (CIP) Fund, the Sewer CIP Fund, and the Water CIP Fund for the New DPW Facility Project in an amount not to exceed \$4,000,000.00 *first reading and refer to public hearing on 12/17/19*

Mayor McCarley said the Public Works Committee had not taken an actual vote to send this resolution to full the City Council; however, it had been discussed at prior Committee meetings and therefore has been placed under the Committee Report for discussion. She invited Commissioner Nourse to come forward and address the City Council about the proposed resolution.

Commissioner Nourse gave a brief overview of the request for additional funding and the bidding process. The bid did not include approximately \$2,500,000 of soft-cost which will be done in-house. The bid also did not set funding aside for a healthy contingency fund. The adjusted low bid is \$19,982,000. He summarized that construction costs are increasing every year and postponing this project is likely to result in a more expensive project. He gave reasons why there is a short fall of \$3,926,066 from the original estimate. He said the short fall was rounded up to \$4,000,000 and includes a healthy contingency fund of \$1,400,000. This is a new building project and most of the contingency is not likely to be needed.

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

Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Capital Improvements Plan (CIP) Fund, the Sewer CIP Fund, and the Water CIP Fund for the New DPW Facility Project in an amount not to exceed \$4,000,000.00

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 Four Million Dollars (\$4,000,000.00) for the purpose of paying the costs associated with the completion of the New DPW Facility Project and the appropriation shall be divided amongst three (3) funds as follows: Two Million Dollars (\$2,000,000.00) to the DPW CIP Fund, One Million Dollars (\$1,000,000.00) to the Sewer CIP Fund, and One Million Dollars (\$1,000,000.00) to the Water CIP Fund.

In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Four Million Dollars (\$4,000,000.00) 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.

Councilor Lachapelle **MOVED** to refer the matter to a Public Hearing on December 17, 2019. Councilor Walker seconded the motion. Councilor Walker requested that a typo on the Agenda be corrected. The **MOTION CARRIED** by a unanimous voice vote.

10.7.2 Committee Recommendation: Dedication of Community Center Basketball Court to Coach Tim Cronin *consideration for approval*

Councilor Torr **MOVED** to **APPROVE** the Committee's Recommendation to dedicate the Community Center Basketball Court to Coach Tim Cronin. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.7.3 Committee recommendation: To approve the new paving list as presented: Jonathan and Huckins Lane, Columbus Ave from Lowell to Knight Street, Cross Road from Milton Road to Stacy Drive and Salmon Falls from Stonewall to the town line. *motion to approve*

Councilor Torr **MOVED** to **APPROVE** the Committee's Recommendation to: Approve the new paving list as presented: Jonathan and Huckins Lane, Columbus Avenue from Lowell to Knight Street, Cross Road from Milton Road to Stacy Drive and Salmon Fall from Stonewall to the **Somersworth* town line. Councilor Walker seconded the motion. *Councilor Keans requested that the recommendation clarify that it is the "Somersworth' town line to which the

recommendation refers. Councilor Torr and Councilor Walker concurred and the motion reflects the change. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Gray asked if the City Council should formally accept Marketplace Blvd as a City street located at the Granite Ridge Development. City Attorney O'Rourke replied that the City accepted the property as part of the development agreement and the developer issued a warranty deed and it is filed with the Registry of Deeds. He said Marketplace Blvd is now an accepted City street.

11. Old Business

No discussion.

12. Consent Calendar

No discussion.

13. New Business

13.1 Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2020 regarding the Opera House Chairlift *first reading, consideration for second reading and adoption*

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

DRAFT – CITY OF ROCHESTER FY 20 CDBG ACTION PLAN AMENDMENT – ROCHESTER OPERA HOUSE CHAIRLIFT

Resolution to Amend the Community Development Block Grant (CDBG) Funds for Fiscal Year 2020

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

WHEREAS, the City of Rochester has received a bid on the approved Rochester Opera House Chairlift project in excess of the allocated FY 2020 Community Development Block Grant (CDBG) allocated funds;

WHEREAS, the City of Rochester has unexpended FY 2019 CDBG funds available to be reallocated to present CDBG projects;

THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby appropriate Nine Thousand Three Hundred Forty-Eight Dollars (\$9,348.00) in unexpended prior year CDBG funds for the Rochester Opera House Chairlift project.

FURTHER, that the funds necessary to fund the above appropriation shall be drawn in their entirety from the above-mentioned FY 2019 CDBG grant funds that the City of Rochester has received from the federal government.

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

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Mayor McCarley supported the motion and mentioned that this project is utilizing unused CDBG funds. The **MOTION CARRIED** by a unanimous voice vote.

13.2 Presentation: Updated Transportation Master Plan (Planning Board Public Hearing 12/16/19) [Full Transportation Master Plan – Click Here](#)

Jim Campbell, Director of Planning and Development, addressed the City Council. He said the City has not updated the Transportation Master plan since 2001. He thanked the City Council for providing funding to hire a consultant and invited Gregory L. Bakos, Principal, PE at VHB, to give a presentation of the updated Transportation Master Plan.

Mr. Bakos gave a lengthy Powerpoint Presentation and opened up for questions. To view the full Transportation Master Plan see the above link.

Councilor Keans asked about the financial component involved with

these items. She indicated that some of the items mentioned have been on prior Transportation Master Plans for the City of Rochester. Mr. Bakos said it is difficult to enter an associated costs to individual items without knowing which direction the City will seek to resolve some of the issues. In the meantime, an estimated cost is identified as low, medium, or high. Mayor McCarley wished to clarify that the Planning Board would hold a Public hearing to take place in Council Chambers on December 16, 2019.

13.3 Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding the Impact Fee Ordinance
first reading and refer to public hearing

Councilor Lachapelle **MOVED** to read the Amendment for the first time by title only. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley clarified that this Amendment is not changing the Impact Fees; however, it is changing the language within the Ordinance regarding the Impact Fees. Mayor McCarley read the Amendment for the first time by title only as follows:

Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding the Impact Fee Ordinance

THE CITY OF ROCHESTER ORDAINS:

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

Article 27

Miscellaneous Provisions

[Amended 7-7-2015]

§ 275-27.1 Buffers for residential property.

- A. All nonresidential development, including any parking and storage areas, shall be screened/buffered from any adjacent residential property situated to the side or rear as stipulated by the Planning Board under site review. The Board may stipulate plantings and/or fencing, as reasonably appropriate. See Figure 27-A, Screening Between Commercial and Residential Uses, as an example.
- B. All multifamily development, consisting of three units of more, including parking areas, shall be screened/buffered from any adjacent single-family dwellings situated to the side or rear as required by the Planning Board under site review. The Board may stipulate plantings and/or fencing, as reasonably appropriate. This requirement does not apply in situations

where multifamily development is specifically designed to integrate with single-family dwellings in mixed-use developments.

Figure 27-A, Screening Between Commercial and Residential Uses
§ 275-27.2 Cemeteries.

Pursuant to RSA 289:3, III, there shall be no construction, excavation, or development, nor placement of any buildings, structures, signage, or parking, inside or within 25 feet of a known burial site or within 25 feet of the boundaries of an established burial ground or cemetery. For the purposes of this section, the term "excavation" shall include the disturbance to a depth of 12 inches or more of soil for activities such as landscaping, utility trenching, tree planting, etc. No healthy tree with a diameter at breast height of eight inches or more may be cut or removed within 25 feet of any established burial ground or cemetery except by special exception for good cause and with appropriate mitigation. No new chain-link fence shall be installed in or around any cemetery.

§ 275-27.3 Impact fees.

A. Purpose. This section is enacted pursuant to RSA 674:16 and 674:21, in order to:

- ~~(1) Promote public health, safety, convenience, and welfare;~~
- ~~(2) Ensure that adequate and appropriate public facilities are available;~~
- ~~(3) Provide for the managed development of the municipality and its environs;~~
- ~~(4) Mitigate the impact of development of land that would involve danger or injury to health, safety, or prosperity by reason of the lack of water supply, drainage, transportation, schools, fire protection, or other public services, or necessitate the excessive expenditure of public funds for the supply of such services; and~~
- ~~(5) Ensure the proper arrangement and coordination of streets.~~

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

B. Authority.

- (1) Impact fees may be assessed to new development to compensate the City of Rochester and the School District **Department** for the proportional share of capital facilities generated by new development in the City of Rochester **a proportionate share of the cost of the capital facility needs occasioned by new development.** Any person who seeks a building permit for new development may be required to pay an impact

fee in the manner set forth herein.

- (2) The Planning Board may, as a condition of approval of any subdivision or site plan, and when consistent with applicable Board regulations, require an applicant to pay an impact fee for the applicant's proportional share of ~~off-site improvements to~~ public facilities affected by the development.
- (3) ~~Nothing in this section shall be construed to limit the existing authority of the Planning Board to disapprove proposed development which would require an excessive expenditure of public funds, or which would otherwise violate applicable ordinances and regulations. Nothing in this section shall be construed to limit the Planning Board's authority to require off-site work to be performed by the applicant, in lieu of paying an impact fee, or the Board's authority to impose other types of conditions of approval. Nothing in this section shall be construed to affect types of fees governed by other statutes, ordinances or regulations.~~ **Nothing in this section shall be construed to limit the authority of the Planning Board or the City to require exactions for off-site improvements, other conditions of approval, or to assess other fees governed by other statutes, ordinances, or regulations.**

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

IMPACT FEE

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

NEW DEVELOPMENT

- (1) An activity that results in any one of the following:
 - (a) The creation of a new dwelling unit or units;
 - (b) The conversion of a legally existing use, or additions thereto, which would result in a net increase in the number of dwelling units;
 - (c) Construction resulting in a new nonresidential building or a net increase in the floor area of any nonresidential building; or
 - (d) The conversion of an existing use to another use if such change results in

~~an net increase in floor area and such change creates a net increase in the demand on public capital facilities that are the subject of impact fee assessments, unless waived by the Planning Board.~~

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

OFF-SITE IMPROVEMENTS

Off-site improvements means highway, drainage, sewer, or water upgrades or improvements that are necessitated by a development but which are located outside the boundaries of the property, as determined by the Planning Board during the course of subdivision or site plan approval.

D. Assessment methodology.

- (1) Proportionality. The amount of the impact fee shall be calculated by the Planning Board to be a proportional share of municipal capital improvement costs which is reasonably related to the capital needs created by the development, and to the benefits accruing to the development from the capital improvements financed by the fee. The Planning Board may prepare, adopt, or amend studies or reports that are consistent with the above standards, and which define a methodology for impact fee assessment for public capital facilities, and impact fee assessment schedules therefor.
- (2) Existing deficiencies. Upgrading of existing facilities and infrastructure, the need for which is not created by new development, shall not be paid for by impact fees.

E. Administration.

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

- (2) Assessment. All impact fees imposed pursuant to this section shall be assessed at the time of Planning Board approval of a subdivision plan or site plan. When Planning Board approval is not required, or has been made prior to the adoption or amendment of the impact fee ordinance, impact fees shall be assessed prior to, or as a condition for, the issuance of a building permit or other appropriate permission to proceed with development, as determined by the Building Inspector. Impact fees shall be intended to reflect the effect of development upon municipal and/or school facilities at the time of the issuance of the building permit. ~~In determining the amount of the impact fee, when the net increase in floor area has triggered the fee, the calculations shall use only the net increase in floor area.~~
- (3) Security. In the interim between assessment and collection, the Building Inspector may require developers to post bonds, issue letters of credit, accept liens, or otherwise provide suitable measures of security so as to guarantee future payment of assessed impact fees.
- (4) Collection. Impact fees shall be collected as a condition for the issuance of a certificate of occupancy; ~~provided, however, that in projects where off-site improvements are to be constructed simultaneously with a project's development, and where the City has appropriated the necessary funds to cover such portions of the work for which it will be responsible, the City may advance the time of collection of the impact fee to the issuance of a building permit.~~ If no certificate of occupancy is required, impact fees shall be collected when the development is ready for its intended use. Nothing in this section shall prevent the Building Inspector, with the approval of the Planning Board, and the assessed party from establishing an alternate, mutually acceptable schedule of payment.
- (5) Refund of fees paid. The current owner of record of property for which an impact fee has been paid shall be entitled to a refund of that fee, plus accrued interest, under the following circumstances:
- (a) When either the full or partial portion of the impact fee, whichever is applicable, has not been encumbered or legally bound to be spent for the purpose for which it was collected within a period of six years from the date of the full and final payment of the fee; or
 - (b) When the City of Rochester or, in the case of school impact fees, the Rochester School District has failed, within the period of six years from the date of the full and final payment of such fee, to appropriate its proportionate non-impact fee share of related capital improvement costs.
- F. Appeals.
- (1) A party aggrieved by a decision made by the Building Inspector regarding the assessment or collection of impact fees authorized by this section may appeal such decision to the Planning Board.
 - (2) In accord with RSA 676:5, III, appeals of the decision of the Planning Board in administering this section may be made to Superior Court, as provided in RSA 676:5, III, and 677:15.

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

- (1) An applicant may request a full or partial waiver of school impact fees for those residential units that are lawfully restricted to occupancy by senior citizens age ~~62~~ **55** or over in a development that is also maintained in compliance with the provisions of RSA 354-A:15, Housing for Older Persons. The Planning Board may waive school impact fee assessments on such age-restricted units where it finds that the property will be bound by lawful deeded restrictions on occupancy by senior citizens age 62 or over for a period of at least 20 years.
- (2) A person may request a full or partial waiver of impact fees for construction within a subdivision or site plan approved by the Planning Board prior to the effective date of this section. Prior to granting such a waiver, the Planning Board must find that the proposed construction is entitled to the five-year exemption provided by RSA 674:39, pursuant to that statute. This waiver shall not be applicable to phases of a phased development project where active and substantial development, building and construction has not yet occurred in the phase in which construction is proposed. **[Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)]**
- (3) The Planning Board may agree to waive all or part of an impact fee assessment and accept in lieu of a cash payment a proposed contribution of real property or facility improvements of equivalent value and utility to the public. Prior to acting on a request for a waiver of impact fees under this provision that would involve a contribution of real property or the construction of capital facilities, the Planning Board shall submit a copy of the waiver request to the City Council for its review and consent prior to its acceptance of the proposed contribution. The value of contributions or improvements shall be credited only toward facilities of like kind and may not be credited to other categories of impact fee assessment. The applicant shall pay all costs incurred by the City for the review of such proposal, including consultant and counsel fees.
- ~~(4) The Planning Board is responsible, when there is a change in use, for determining the net increase on public capital facilities and may agree to waive the entire fee if it determines that its collection and administration will exceed its value to the City.~~

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

(5) The impact fee assessment for accessory dwelling units shall be waived with the stipulation that this waiver is reviewed every two (2) years.

§ 275-27.4 Lots split by municipal boundaries.

For lots split by municipal boundaries the provisions of RSA 674:53 shall apply. In applying dimensional controls to that portion of the lot within Rochester, the dimensions of the entire lot shall be considered without reference to the City line.

§ 275-27.5 Rivers and shoreland protection.

(Note that listed rivers are subject to change.)

- A. Shoreland protection. Provisions of the New Hampshire Comprehensive Shoreland Protection Act, RSA 483-B, apply to bodies of water included under that Act.
- B. Rivers management. The Isinglass River and the Cocheco River are protected under the New Hampshire Rivers Management and Protection Program, RSA 483.

§ 275-27.6 Lots split by zoning district boundaries.

Where the boundary line of a zoning district divides a lot in single or joint ownership at the time of passage of the ordinance establishing the boundary line, the following provisions shall apply:

- A. The uses and other standards for either district may, at the option of the owner, extend beyond the zoning boundary line up to a maximum distance of 100 feet from that zoning boundary line. For any area in which this allowance is used, for any period of time in which this allowance is used, that area shall be treated as if its zoning designation were the zone that is being extended.
- B. The provisions of Subsection **A** of this section shall not apply to a lot divided by the Recycling Industrial Zoning District boundary line. In the case of a lot divided by the Recycling Industrial Zoning District boundary line, the uses and regulations permitted and/or applicable to the Recycling Industrial Zoning District shall not be extended into the adjoining zoning district.
- C. Overlay districts. The provisions of this section shall not apply to overlay districts.

§ 275-27.7 Temporary noncompliance.

The Director of Building, Zoning, and Licensing Services is authorized to approve a temporary permit/approval for a noncomplying structure or a

noncomplying use incidental to a development where it is reasonably required for that development on a temporary basis. The permit/approval may be issued where the Director of Building, Zoning, and Licensing Services reasonably determines that:

- A. The temporary structure or use will not be counter to the public interest.
- B. The temporary structure or use will not harm any abutter.
- C. The temporary structure or use will not be counter to the spirit of this chapter.
- D. Proper safeguards are taken.
- E. A reasonable time frame has been established.
- F. No reasonable alternative is available.
- G. Appropriate surety has been provided to ensure compliance with the conditions above.

§ 275-27.8 **Planned unit developments.**

Four planned unit developments (PUDs) were approved by the City of Rochester under a City ordinance which is no longer in effect, Section 42.32, Planned Unit Developments, adopted December 5, 2001, and amended December 7, 2004. The creation of new planned unit developments is not permitted under this chapter. The four approved PUDs, including Secretariat Estates, Highfield Commons, the Homemakers, and the Villages at Clark Brook (the original names), may be built in accordance with the provisions of Section 42.32 of the former Zoning Ordinance and the approved master plans for each of those PUDs.

These changes shall be effective upon passage.

Councilor Lachapelle **MOVED** to refer the matter to a Public Hearing on December 17, 2019. Councilor Walker seconded the motion. The City Council briefly discussed the matter. The **MOTION CARRIED** by a unanimous voice vote.

13.4 Amendments to Chapter 275 Regarding the Downtown Commercial District

13.4.1 Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Conditional Uses Within the Downtown Commercial District *first reading and refer to public hearing*

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

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

Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Conditional Uses Within the Downtown Commercial District

THE CITY OF ROCHESTER ORDAINS:

That Chapter 275, Section 21.4.I of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

I. Multifamily dwellings/developments in Downtown Commercial District as referenced in Chapter 275-20.2 (K)(4) shall:

- 1) Have a sprinkler system installed as required by building and fire codes.
- 2) Shall reserve a space to allow for a duct system as required by building codes.

These amendments shall take effect upon passage.

Councilor Lachapelle **MOVED** to refer the matter to a Public Hearing which will occur on December 17, 2019. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

13.4.2 Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Residential Uses Within the Downtown Commercial District *first reading and refer to public hearing*

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

Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Residential Uses Within the Downtown Commercial District

THE CITY OF ROCHESTER ORDAINS:

That Chapter 275, Section 20.2.K. (4) of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

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

(a) For parcels fronting on the streets noted below, ground floor space of 30' multiplied by the building frontage, or (700 sq. ft.) (800 sq. ft.)*, whichever is greater, shall be reserved for non-residential uses as permitted in the DC District, unless otherwise required to comply with state building code and/or fire code. Any area excluded due to building code and/or fire code shall not count toward the minimum. This applies to the entire portion of the building fronting on the street. The remaining area of the first floor may contain residential units as a conditional use.

- viii. Union Street
- ix. North Main Street south of North Main Street Bridge
- x. South Main Street
- xi. Wakefield Street south of Columbus Avenue
- xii. Hanson Street
- xiii. Museum Way
- xiv. Columbus Avenue (from Summer Street to South Main Street)

(b) The first floor commercial space may be split into different commercial uses totaling the required square footage.

(c) DC Zone District parcels not fronting on the above streets may contain multifamily use and units on all floors without restrictions.

These amendments shall take effect upon passage.

Councilor Lachapelle **MOVED** to refer the matter to a Public Hearing which will occur on December 17, 2019. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

13.5 Resolution Authorizing Acceptance of \$463.14 from the State of New Hampshire *first reading, consideration for second reading and adoption*

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

**Resolution Authorizing Acceptance of \$463.14 from the
State of New Hampshire**

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

That Four Hundred Sixty Three and 14/100 Dollars (\$463.14) is hereby accepted from the State of New Hampshire as part of State forfeiture funds due to the Rochester Police Department.

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

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Keans stated that the resolution does not indicate where the funds are being deposited. City Attorney O'Rourke said the resolutions indicates that the Finance Director is authorized to establish or designate such funds. The **MOTION CARRIED** by a unanimous voice vote.

**13.6 Supplemental Appropriation to the Rochester School
Department in the amount of \$1,335,993 *first reading and
refer to public hearing***

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

**Supplemental Appropriation to the
Rochester School Department in the amount of \$1,335,993.00**

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

That the amount of One Million Three Hundred Thirty Five Thousand Nine Hundred Ninety Three Dollars (\$1,335,993.00) is hereby appropriated as a supplemental appropriation to the Rochester School Department for the purpose of paying costs associated with unanticipated special education costs.

The funding for this supplemental appropriation shall be derived in its entirety 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 multi-year, non-lapsing accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution.

Councilor Lachapelle **MOVED** to refer the matter to a Public Hearing, which will occur on December 17, 2019. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

13.7 Resolution Authorizing Acceptance and Appropriation of Community of Action for Lead Safety Stipend *first reading, consideration for second reading and adoption*

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

RESOLUTION AUTHORIZING ACCEPTANCE AND APPROPRIATION OF COMMUNITY OF ACTION FOR LEAD SAFETY STIPEND

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

WHEREAS, that a Community of Action for Lead Safety program stipend in the amount of One Thousand Dollars (\$1,000.00), for the promotion of lead safety education and the reduction of lead poisonings, is hereby accepted by the City of Rochester;

WHEREAS, the City Council acknowledges that the total cost of this project will be One Thousand Dollars (\$1,000.00), to be taken from the Economic Development Department operations budget and reimbursed through the stipend funds;

THEREFORE, that the sum of One Thousand Dollars (\$1,000.00) be, and hereby is, appropriated to the Economic Development Department budget for the purpose of carrying out the purposes of the Community of Action for Lead Safety program;

FURTHER, to the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such

accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution.

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Keans spoke against the motion. The **MOTION CARRIED** by a majority voice vote.

13.8 Supplemental Appropriation to the Downtown Revitalization Fund of \$300,000 *second reading and consideration for adoption*

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

Supplemental Appropriation to the Downtown Revitalization Fund of \$ 300,000

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

That the amount of Three Hundred Thousand Dollars (\$300,000) is hereby appropriated as a supplemental appropriation to the Downtown Revitalization Fund for the purpose of paying costs associated with improvements, and or repairs, to City owned properties, and other City owned infrastructures in the downtown district. The funding for this supplemental appropriation shall be derived in its entirety from the General Fund Unassigned Fund Balance.

Initial expenditures shall be for the City owned Salinger 10 No. Main St., and Scenic Theater 12-14 No. Main St., which are in need of immediate repairs and maintenance. Any remaining appropriation balance after the aforementioned projects are completed can be presented for repurpose to other downtown projects upon review and authorization of Finance Committee.

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.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote of 12 to 0. Councilors Torr, Abbott, Varney, Hutchinson, Lachapelle, Gray, Walker, Bogan, Hamann, Gates, Keans, and Mayor McCarley voted in favor of the motion.

14. Other

Councilor Lachapelle said there is an issue with the walk signal on Columbus Avenue/Hancock Street. Commissioner Nourse replied that the Department of Public Works is aware of the issue and is working to resolve the problem.

15. Non-Public/Non-Meeting

No discussion.

16. Adjournment

Councilor Lachapelle **MOVED** to **ADJOURN** the Regular City Council meeting at 8:11 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC
City Clerk



01/02/2020

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

INTEROFFICE MEMORANDUM

TO: Samantha Kelley, EOM Chair
FROM: Jennifer Murphy Aubin, Executive Secretary
DATE: Thursday, November 14, 2019
SUBJECT: Employee of the Month Nomination – Angie Gray

CC:

November 14, 2019 - for future consideration

Angie Gray is an essential part of the business and finance staff, working tirelessly with a keen eye to detail, with every project she takes on.

She consistently performs and takes great pride in her work. For example, Angie has been the backup AP staff for practically every department in the City. The amount of work she can power through is huge.

For example, Angie used to process all credit card batches for the City departments. After taking over the batches and inputting it for the Economic Development Department, I do not know how she could consistently do the multiple department batches for all of past years, chasing down missing receipts and entering in granular detail with precision.

She is currently helping the Economic Development Department transition during staff turnover and is always ready to help another department during leaves. Because of her consistency, it is easy to take these operations for granted, but we shouldn't and they deserve to be recognized.

The city has a skilled employee in Angie, and she is an asset with the institutional knowledge of over thirty years and the unparalleled task-oriented energy she brings to each day.

RECEIVED

NOV 14 2019

FINANCE OFFICE
CITY OF ROCHESTER

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left blank...*

City Clerk's Office



City of Rochester, New Hampshire

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

CITY MANAGER'S REPORT January 7, 2020

The Employee of the Month is: Angie Gray, Business & Finance Department P. 83

Contracts and documents executed since last month:

- Department of Public Works
 - Baseline Documentation – Conservation Easement – Watershed Parcels in Farmington P. 86
 - Colonial Pines Sewer Extension – Phase 2 – Change Order 3 P. 88
 - Colonial Pines – Phase 2 – Amendment 4 P. 89
 - Colonial Pines – Phase 3 – Design Engineering Contract P. 90
 - Colonial Pines – Security Agreement – Home Owners P. 91
 - CWSRF Loan Disbursement # 7 – Sewer & Drainage P. 92
 - Geosyntec Consulting – Technical Services 2-Year Contract P. 93
 - Wallace Street Ground Water Sampling & Reporting Contract P. 94
 - Water Pipe Agreement – Highfields Common P. 95
- Economic Development Department
 - CDBG – Cap Weatherization – furnace installation P. 97
 - CDBG – Cap Weatherization – heater replacement P. 98
 - CDBG – Cap Weatherization – duct repair P. 99
 - CDBG - HDC Façade Program – 107 North Main St P. 100
 - CDBG – My Friends Place – Release of Funds P. 101
 - CDBG – Riverwalk Kayak Launch Grant Release of Funds P. 102
 - LDI Project Planning Application P. 103
- Finance Department
 - NHDES – Biosolids Facility Amendment P. 104
 - NHDES Water Pump Station Supplemental Loan Agreement P. 105
- Information Technology
 - Exactitude Arena Security Cameras P. 106
 - Systems Engineering – SE Microsoft Cloud Solution Provider P. 107
- Legal Department
 - Sale of 0 Broadway St P. 108
 - Sale of 0 Dora Dr P. 109
 - Sale of 0 Old Wakefield Rd P. 110
 - Sale of 5 Lois St P. 111
 - Sale of 10 Lanai Dr P. 112
 - Sale of 12 Downfield Ln P. 113
 - Sale of 19 Main St East Rochester P. 114
 - Sale 04 24 D'Amours Ave P. 115
 - Sale of 35 Linden St P. 116

The following standard reports have been enclosed:

- Monthly Overnight Travel Summary - none
- Permission & Permits Issued P. 117
- Personnel Action Report Summary P. 118



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

CITY OF
Received
DEC 5 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
~~Deputy City Manager/Finance Director~~

Thru: Terrence O'Rourke, City Attorney

FROM: Peter C. Nourse, Director of City Services

DATE: 5 December 2019

SUBJECT: **Baseline Documentation Report; Re: Conservation Easement of Rochester Owned Watershed Parcels in Farmington**

CC: Michael Bezanson, PE City Engineer

Please see attached Conservation Easement Baseline Documentation Report produced by the Southeast Land Trust (SELT). Once signed by you SELT can proceed with closing on the easement and completing this project. This process places a conservation easement on 3 City owned parcels totaling 91.14 acres. We anticipate an early 2020 closing.

The City partnered with SELT to conserve approximately 315 acres of property in Farmington which is watershed property for Rochester's drinking water supply. Leveraging the State's Drinking Water Trust Fund, SELT obtained fee title to two previously privately held parcels, and the establishment of a conservation easement on the City owned parcels. The process will be complete with the conservation easement closing on the City's 94.14 acres. Easement language for the conservation easement has been reviewed by City staff.



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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In summary, once the conservation easement has closed, approximately 215 acres of watershed land will have been conserved in perpetuity at a cost to the City of \$122,000. This equates to about \$387/acre.

Further, the conservation easement may assist the City in reducing its recently escalated tax burden on the property as Farmington had taken it out of current use.

Enclosure: City of Rochester Conservation Easement
Farmington, NH
Baseline Documentation Report, December 2019



City of Rochester, New Hampshire

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CITY OF
Received
DEC 19 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

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

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

DATE: December 17, 2019

SUBJECT: Colonial Pines Sewer Extension – Phase 2
Change Order No. 3

CC: Peter Nourse, PE, Director of City Services

Attached are six (6) originals of Change Order No. 3 for the Colonial Pines Sewer Extension – Phase 2 project. This change order document reflects additional work for temporary pavement patching that was not originally contemplated when this was a one construction season contract; additional work, including drainage throughout the project area and sewer on Wildwood and a portion of Tingley, has extended the construction into a second season. Because quantities of other items have been reduced, this change order results in a \$0 cost increase to the total contract price; however, it extends the overall contract time by 17 days.

Katie - If you have any questions, please let me know. If not, please sign below and pass on to the City Manager for signature. All six signed originals of Change Order No. 3 should be returned to DPW for distribution. Thank you.

Signature

Katie Ambrose

Katie Ambrose

Deputy City Manager/ Director of Finance & Administration

Attachment: Colonial Pines Sewer Ext. – Ph. 2, Change Order No. 3 (6 copies)



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

01/02/2020



CITY OF
Received
DEC 30 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

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

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

DATE: December 27, 2019

SUBJECT: Colonial Pines Phase 2 Amendment #4
Underwood Engineers – Construction Engineer Services
Contract Amount \$40,900

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

Attached please find (1) one copy of the Underwood Engineers contract for additional construction engineering cost associated with Construction Change Order #2 regarding the sewer extensions on Wildwood to include Tingley Street.

There is sufficient funding available in the Sewer CIP as follows

Colonial Pines Sewer Construction 55026020-771000-20549 = \$40,900.00

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

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



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

01/02/2020



INTEROFFICE MEMORANDUM

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

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

DATE: December 27, 2019

SUBJECT: Colonial Pines PHASE 3
Underwood Engineers – Design Engineering
Contract Amount \$132,700

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

Attached please find (1) one copy of the Underwood Engineers contract for design engineering of the next phase of the Colonial Pines Sewer Extension Project, PHASE 3.

There contract includes both sewer and drainage work. There is sufficient funding available in the Sewer CIP and General Fund CIP Accounts as follows

Colonial Pines Sewer Construction 55026020-771000-20549 = \$96,300.00
Colonial Pines Drainage 15013010-771000-20572 = \$36,400.00

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

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



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
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01/02/2020



GITY OF
Received
DEC 6 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE COX, CITY MANAGER

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

DATE: December 6, 2019

SUBJECT: Security Agreement
Homeowner Options
Colonial Pines Sewer Extension Project

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

Attached please find 3 security agreements for signature. DPW Staff is in the process of executing security agreements with the residents as they tie into the City's new sewer main within the Colonial Pines Neighborhood.

To date there are 54 residences signed up to tie in. Eleven have been completed. The contractor will continue as long as the weather permits and then resume in the spring.

If you have any question, please call, if not please sign and return these documents to me for distribution and recording.



City of Rochester, New Hampshire

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DEC 2 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine Cox, Deputy City Manager
Roland E. Connors, ~~Interim~~ Finance Director
DEPUTY

FROM: Lisa J. Clark, Admin & UB Office Supervisor

DATE: November 15, 2019

SUBJECT: CWSRF- Loan / Grant #CS-330122-13
Disb #7 Final Sewer and Drainage Asset Management Project
Disbursement Amount \$8,304.00
Proj#17581 Gen & Sewer Fund 50/50

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

Attached please find one cover letter and form for the 7th and final disbursement request on the Sewer and Drainage Asset Management Clean Water State Revolving Fund (CWSRF) Grant / Loan.

Contrary to the typical loan docs that list both the Finance Director and the City Manager as signatory authority, this Grant **list only the City Manager as** the responsible party for signatures.

Roland, Please review, sign below and pass on to the City Manager for signatures, if you have any questions please let me know. I will scan you a copy of full packet once signed by Blaine. .

Blaine, please sign where indicated and return these documents to the DPW for distribution.

Reviewed by Finance

Roland E. Connors



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Received
DEC 30 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

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

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

DATE: November 19, 2019

SUBJECT: Geosyntec Consulting
Stormwater & MSF Permit Compliance -Technical Support
2 Year Contract Amount \$169,854.00

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

Attached please 1 copy of the Geosyntec scope of services for 2 years of technical support for the City's Stormwater / MS4 permit compliance.

The Funds are available in the following CIP Account lines
15013010-771000-16522 \$19,629.74
15013010-771000-17522 \$8,005.31
15013010-771000-18525 \$142,218.95

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

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



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City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

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

FROM: LISA J. CLARK, ADMINISTRATIVE SUPERVISOR

DATE: December 27, 2019

SUBJECT: Nobis Group
Wallace Street – Ground Water Sampling & Reporting Services
Contract Amount \$12,020.52

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

Attached please find (1) one copy of the Nobis Group contract for the NHDES required groundwater sampling and reporting efforts at the Wallace Street Brownfields site. This is the City owned site formerly operated as Advance Recycling.

There is sufficient funding available as follows

Wallace Street Redevelopment fund 15011010-771000-09501 = \$12,020.52

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

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



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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CITY OF
Received

DEC 12 2019

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager

Thru: Terence O'Rourke, City Attorney *[Signature]*

FROM: Peter C. Nourse, Director of City Services

DATE: December 11, 2019

SUBJECT: Water Pipe Agreement between City and Highfields Commons Development, LLC

CC: Michael Bezanson, PE City Engineer

Attached please see a water pipe agreement with and signed by Highfields Commons Development, LLC. The agreement was drafted by City staff, and reviewed and signed by Highfields Commons Development, LLC.

This agreement supports the City's project to expand municipal water to the Rt. 202A area using City water funds and by leveraging State Drinking Water Trust Fund grant funds, SRF loan funds and MTBE program funds. Essential to the project is the installation of an atmospheric storage tank which for system operations is most suitably sited on the property of the Highfields Commons development.

Per this agreement Highfields Commons will provide fee title to the City of a portion of their property to site the tank and provide construction and long term maintenance access via Bickford Rd.

Also per this agreement, Highfields Commons will install 12" diameter water pipe in their next, approved phase in place of their approved 8" pipe. The 12" pipe will better serve the new water tank and system extension beyond to Rt. 202A. The pipe will be provided by the City.



City of Rochester, New Hampshire

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Attachments:

- (1) Memorandum of Understanding between City of Rochester and Highfield Commons Development, LLC

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

CITY OF
Received
DEC 20 2019
City Manager
ROCHESTER

Re: FY 2020 CDBG Environmental Reviews – CAP Weatherization

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental review for the replacement of a furnace and insulation in a stick-built house located in East Rochester, under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the May 7, 2019 City Council meeting.

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

Date: December 18, 2019
To: Blaine Cox
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
DEC 19 2019
City Manager
ROCHESTER

Re: FY 2020 CDBG Environmental Reviews – CAP Weatherization

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental reviews for heater replacement and furnace replacement in two homes located in East Rochester, under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the May 7, 2019 City Council meeting.

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

Date: December 5, 2019
To: Blaine Cox
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
DEC 5 2019
City Manager
ROCHESTER

Re: FY 2020 CDBG Environmental Reviews – CAP Weatherization

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental review for ductwork repair in a manufactured home located in the east-central region the city, under the Community Action Partnership of Strafford County’s weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the May 7, 2019 City Council meeting.

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

Date: December 2, 2019
To: Blaine Cox
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
DEC 2 2019
City Manager
ROCHESTER

Re: FY 2020 CDBG Environmental Reviews – HDC Façade Program

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental reviews for the façade and sign work to be performed on 107 N. Main Street and 33 N. Main Street, under the Historic District Commission’s façade and sign improvements grant program. The City Council approved funding to the HDC façade program at the May 7, 2019 City Council meeting, and the HDC approved the 107 N. Main Street and 33 N. Main Street projects at its November 13, 2019 committee meeting.

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

01/02/2020

CITY OF

Received

DEC 12 2019

City Manager
ROCHESTER

Date: December 12, 2019
To: Blaine Cox
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2020 CDBG Request for Release of Funds – My Friend’s Place Generator Project

Please see attached the completed Request for Release of Funds for the My Friend’s Place back-up generator project. The City Council approved CDBG funding to this activity at the September 3, 2019 City Council meeting.

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

Date: December 4, 2019
To: Blaine Cox
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
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DEC 4 2019
City Manager
ROCHESTER

Re: FY 2020 CDBG Request for Release of Funds – Riverwalk Committee Kayak Launch

Please see attached the completed Request for Release of Funds for the Riverwalk Committee’s canoe and kayak launch activity. The City Council approved CDBG funding to this activity at the May 7, 2019 City Council meeting.

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

CITY OF
Received
DEC 11 2019
City Manager
ROCHESTER

MEMO

TO: Samantha Rogerson

CC: Blaine Cox, City Manager

FROM: Michael Scala, Director of Economic Development

DATE: December 11, 2019

RE: LDI Project Planning Application

Attached please find the signature page for REDC's Planning Board Application for its LDI Solutions Project in the Granite State Business Park.

This document requires the signature of the City Manager representing the Landowner and Applicant (Economic Development). Please returned the signed document to Mike Scala.

Please contact Economic Development with any further questions.



Michael Scala
Director of Economic Development

Katie Ambrose

From: Bourret, Kathleen <Kathleen.Bourret@des.nh.gov>
Sent: Thursday, December 12, 2019 10:15 AM
To: Blaine Cox; Katie Ambrose
Cc: Peter Nourse; Malcolm, Beth; Lisa Clark; Michael Bezanson
Subject: [External] Signatures Required-Amendment No. 1, CWSRF #CS-330122-15
Attachments: Amendment No. 1.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon Blaine & Kathryn:

Attached is an electronic copy of Amendment No. 1 which increases the loan amount for the Biosolids Dewatering Facility and Carbon Storage Building project from \$3,000,000 to \$15,952,773.50.

Please print 2 copies of the document, have them authorized as indicated and mail both originals to the address below. Upon receipt we will process the documents for approval by the Commissioner and Governor & Council.

A copy of the final approved Amendment will be sent to you for your records.

Please contact me with any questions.

Thank you,

Kathie Bourret, CWSRF Federal Provisions Administrator
Wastewater Engineering Bureau, Water Division, NHDES
29 Hazen Drive, PO Box 95, Concord, NH 03302
Tel: (603) 271-2902 | Fax: (603) 271-4128

01/02/2020



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES

Robert R. Scott, Commissioner



Michael Bezanson, P.E.
City of Rochester
45 Old Dover Road
Rochester, NH 03867

December 19, 2019

Subject: Rochester Water Department; PWS ID# 2001010
Drinking Water State Revolving Loan # 2001010-10
Raw Water Pump Station Project – Supplemental Loan Agreement

CITY OF
Received
DEC 30 2019
City Manager
ROCHESTER

Dear Michael,

This letter is to acknowledge completion of the above referenced project which was financed by a Drinking Water State Revolving Fund Loan (DWSRF). The amount of \$628,766.67 has been disbursed under the loan. The City of Rochester is eligible for \$125,753.33 in principal forgiveness which will be granted at the first repayment.

The Original Loan Agreement indicated a repayment term of 10 years. The first payment will be due on January 1, 2020 including any accrued construction interest. Enclosed is a disbursement report and amortization schedule with equal payments. If you wish to change either the term of the loan or the schedule to reflect equal principal in each payment please contact us immediately. If acceptable, please print out the attached Supplemental Loan Agreement (SLA), single sided. **Review and sign on page 4 and 7 and mail the original back to me for processing.**

Section XI of the OLA acknowledges that if the Loan Recipient expends more than \$750,000 in federal financial assistance from all sources in any fiscal year, it must perform a Single Audit Act (SAA) audit in accordance with the requirements of the Office of Management and Budget Circular A-133. In that event, the Loan Recipient shall provide the State with a copy of the SAA audit report within nine (9) months of the end of the audit period. If you have any questions, please contact me at 271-7017 or johnna.mckenna@des.nh.gov.

Sincerely,

Johnna McKenna
Drinking Water and Groundwater Bureau

Enclosures: Supplemental Loan Agreement, Disbursement Report, and Repayment Schedule



City of Rochester, New Hampshire

INFORMATION TECHNOLOGY SERVICES

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01/02/2020

CITY OF
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DEC 19 2019

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine City Manager
Katie Ambrose, Finance Director

FROM: Sonja Gonzalez, Chief Information Officer

DATE: December 16, 2019

SUBJECT: Exactitude Arena Security Camera system - \$13,835

CC:

Attached please find one copy of the proposal for the procurement, installation and configuration of security cameras at the Arena.

There is sufficient funding in the FY19 Network Upgrades and Expansion account, 15010102-773800-19501

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

Signature 

Katie Ambrose, Finance Director



City of Rochester, New Hampshire

INFORMATION TECHNOLOGY SERVICES

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INTEROFFICE MEMORANDUM

TO: Blaine City Manager
Katie Ambrose, Finance Director

FROM: Sonja Gonzalez, Chief Information Officer

DATE: December 20, 2019

SUBJECT: Systems Engineering – SE Microsoft Cloud Solution Provider

CC:

Attached please find one copy of a Microsoft Cloud Solution Provider contract. This contract allows us to work with Systems Engineering to manage our Microsoft licensing for Office 365.

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

Signature

Katie Ambrose, Finance Director



Memorandum

To: Blaine Cox, City Manager
From: Terence O'Rourke, City Attorney
Date: December 4, 2019
Re: Sale of 0 Broadway Street

On October 5, 2019, the City conducted an auction to dispose of certain properties taken by way of Tax Deed. The winning bid on 0 Broadway Street was submitted by Kurt MacVitte. In order to complete the sale the City must issue Kurt MacVitte a Quitclaim Deed which must be signed by the City Manager.

Summary of Property Sale

Property Taxes & Interest Owed on Deed Date:	\$12,367.16
Filing Fee and Notice Fee:	\$ 36.49
Total Projected Redemption Amount:	\$12,403.65
Additional Costs After Deeding:	\$ N/A
Total Amount:	\$12,403.65
Sale Price:	\$700.00
Difference between Redemption Amount and Sale Price	\$ (11,703.65)

Blaine Cox
City Manager



Memorandum

To: Blaine Cox, City Manager
From: Terence O'Rourke, City Attorney
Date: December 4, 2019
Re: Sale of 0 Dora Drive

On October 5, 2019, the City conducted an auction to dispose of certain properties taken by way of Tax Deed. The winning bid on 0 Dora Drive was submitted by David Lemieux. In order to complete the sale the City must issue David Lemieux a Quitclaim Deed which must be signed by the City Manager.

Summary of Property Sale

Property Taxes & Interest Owed on Deed Date:	\$979.64
Filing Fee and Notice Fee:	\$ 36.49
Total Projected Redemption Amount:	\$1,016.13

Additional Costs After Deeding:	\$ N/A
Total Amount:	\$1,016.13

Sale Price:	\$8,100.00
--------------------	-------------------

Difference between Redemption Amount and Sale Price	\$7,083.87
--	-------------------

Blaine Cox
City Manager



Memorandum

To: Blaine Cox, City Manager
From: Terence O'Rourke, City Attorney
Date: December 4, 2019
Re: Sale of 0 Old Wakefield Road

On October 5, 2019, the City conducted an auction to dispose of certain properties taken by way of Tax Deed. The winning bid on 0 Old Wakefield Road was submitted by Robert Debutts. In order to complete the sale the City must issue Robert Debutts a Quitclaim Deed which must be signed by the City Manager.

Summary of Property Sale

Property Taxes & Interest Owed on Deed Date:	\$4,136.97
Filing Fee and Notice Fee:	\$ 36.49
Total Projected Redemption Amount:	\$4,173.46
Additional Costs After Deeding:	\$ N/A
Total Amount:	\$4,173.46
Sale Price:	\$400.00
Difference between Redemption Amount and Sale Price	\$ (3,773.46)

Blaine Cox
City Manager



Memorandum

To: Blaine Cox, City Manager
From: Terence O'Rourke, City Attorney
Date: December 4, 2019
Re: Sale of 5 Lois Street

On October 5, 2019, the City conducted an auction to dispose of certain properties taken by way of Tax Deed. The winning bid on 5 Lois Street was submitted by Harvey & Karen Bernier Real Estate LLC. In order to complete the sale the City must issue Harvey & Karen Bernier Real Estate LLC a Quitclaim Deed which must be signed by the City Manager.

Summary of Property Sale

Property Taxes & Interest Owed on Deed Date:	\$21,224.68
Filing Fee and Notice Fee:	\$ 36.49
Total Projected Redemption Amount:	\$21,261.17
Additional Costs After Deeding:	\$ N/A
Total Amount:	\$21,261.17
Sale Price:	\$31,000.00
Difference between Redemption Amount and Sale Price	\$9,738.83

Blaine Cox
City Manager



Memorandum

To: Blaine Cox, City Manager
From: Terence O'Rourke, City Attorney
Date: December 4, 2019
Re: Sale of 10 Lanai Drive

On October 5, 2019, the City conducted an auction to dispose of certain properties taken by way of Tax Deed. The winning bid on 10 Lanai Drive was submitted by Affordable Mobiles, LLC. In order to complete the sale the City must issue Affordable Mobiles, LLC a Quitclaim Deed which must be signed by the City Manager.

Summary of Property Sale

Property Taxes & Interest Owed on Deed Date:	\$13,978.10
Filing Fee and Notice Fee:	\$ 36.49
Total Projected Redemption Amount:	\$14,014.59
Additional Costs After Deeding:	\$ N/A
Total Amount:	\$14,014.59
Sale Price:	\$70,000.00
Difference between Redemption Amount and Sale Price	\$55,985.41

Blaine Cox
City Manager



City of Rochester, New Hampshire

01/02/2020

OFFICE OF THE CITY ATTORNEY

31 Wakefield Street • Rochester, NH 03867

(603) 335-7599

www.RochesterNH.net

Memorandum

To: Blaine Cox, City Manager
From: Terence O'Rourke, City Attorney
Date: December 4, 2019
Re: Sale of 12 Downfield Lane

On October 5, 2019, the City conducted an auction to dispose of certain properties taken by way of Tax Deed. The winning bid on 12 Downfield Lane was submitted by Tim Wilder. Wilder has assigned his rights to Next Wave, LCC c/o Kevin Grondin. In order to complete the sale the City must issue Next Wave, LLC a Quitclaim Deed which must be signed by the City Manager.

Summary of Property Sale

Property Taxes & Interest Owed on Deed Date:	\$12,349.31
Filing Fee and Notice Fee:	\$ 36.49
Total Projected Redemption Amount:	\$12,385.80
Additional Costs After Deeding:	\$ N/A
Total Amount:	\$12,385.80
Sale Price:	\$100.00
Difference between Redemption Amount and Sale Price	\$ (12,285.80)

Blaine Cox
City Manager



Memorandum

To: Blaine Cox, City Manager
From: Terence O'Rourke, City Attorney
Date: December 4, 2019
Re: Sale of 19 Main Street, East Rochester

On October 5, 2019, the City conducted an auction to dispose of certain properties. The winning bid on 19 Main Street in East Rochester was submitted by Henry Demers. In order to complete the sale the City must issue Henry Demers a Quitclaim Deed which must be signed by the City Manager.

Summary of Property Sale

Sale Price: **\$72,000.00**

Blaine Cox
City Manager



Memorandum

To: Blaine Cox, City Manager
From: Terence O'Rourke, City Attorney
Date: December 4, 2019
Re: Sale of 24 D'Amours Avenue

On October 5, 2019, the City conducted an auction to dispose of certain properties taken by way of Tax Deed. The winning bid on 24 D'Amours Avenue was submitted by Danziger Properties. In order to complete the sale the City must issue Danziger Properties a Quitclaim Deed which must be signed by the City Manager.

Summary of Property Sale

Property Taxes & Interest Owed on Deed Date:	\$3,575.01
Filing Fee and Notice Fee:	\$ 36.49
Total Projected Redemption Amount:	\$3,611.50
Additional Costs After Deeding:	\$ N/A
Total Amount:	\$3,611.50
Sale Price:	\$500.00
Difference between Redemption Amount and Sale Price	\$ (3,111.50)

Blaine Cox
City Manager



Memorandum

To: Blaine Cox, City Manager
From: Terence O'Rourke, City Attorney
Date: December 4, 2019
Re: Sale of 35 Linden Street

On October 5, 2019, the City conducted an auction to dispose of certain properties taken by way of Tax Deed. The winning bid on 35 Linden Street was submitted by Matthew Spellissy. In order to complete the sale the City must issue Matthew Spellissy a Quitclaim Deed which must be signed by the City Manager.

Summary of Property Sale

Property Taxes & Interest Owed on Deed Date:	\$19,707.44
Filing Fee and Notice Fee:	\$ 36.49
Total Projected Redemption Amount:	\$19,743.93
Additional Costs After Deeding:	\$ N/A
Total Amount:	\$19,743.93
Sale Price:	\$5,000.00
Difference between Redemption Amount and Sale Price	\$ (14,743.93)

Blaine Cox
City Manager

DEPT	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	STEP (CBA)	MERIT PAY ADJ	NU PAY ADJ	PAY ADJ	PROMOTION	OTHER	MISC. INFO
BZLS	JULIA LIBBY	SECRETARY II	1	X						X							
BZLS	CYNTHIA HARRIS	SECRETARY II	1	X			X										
CCOM	NICOLE KNOX	COMM SPECIALIST	1	X						X							
DPW	RONDA BOISVERT	SECRETARY II	1	X			X										
DPW	KAREN BONNEAU	UTILITY BILLING ADMIN	1	X						X							
DPW	KARL BOSTROM	DPW-WTP OPERATOR	1	X												X	WWTP OPERATOR
DPW	JAMES MARTINO	DPW WTP LABORER	1	X												X	GROUNDS PERSON
DPW	ALAN BERARD	MAINTENANCE TECHNICIAN	1	X			X										
DPW	KIM NICKERSON	UTILITY BILLING ADMIN	1	X			X										
ECON	JENNIFER MURPHY AUBIN	EXUC SECRETARY	1	X						X							
ECON	JULIA LIBBY	EXEC SECRETARY	1	X												X	HIRED FOR ECON DEV
FIRE	MATT PARKER	FIREFIGHTER	1	X							X						
FIRE	SAM MORRILL	FIREFIGHTER	1	X							X						
FIRE	CURT FITTON	FIREFIGHTER	1	X							X						
FIRE	DUANE MARSH	FIREFIGHTER	1	X							X						
POLICE	EDWARD COUTURE	CROSSING GUARD	1			X				X							
POLICE	ELIZABETH TURNER	PATROL OFFICER	1	X								X					
POLICE	GEOFFREY MOORE	PATROL OFFICER	1	X								X					
POLICE	NICOLE KNOX	PATROL OFFICER	1	X			X										
POLICE	BRENDAN COLSON	PATROL OFFICER	1	X			X										
POLICE	VARIOUS	PATROL OFFICER	45	X							X						
POLICE	VARIOUS	SERGEANT	6	X							X						
RECREATION	SHANNON COLSON	SUPPORT STAFF 1 - TIER 1	1			X										X	HEAD LIFEGUARD
RECREATION	BEN TOUSSAINT	ARENA ATTENDANT	1			X										X	LIFEGUARD
WELFARE	KAREN FONTAINE	WELFARE INTAKE WORKER	1	X			X										



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

INTEROFFICE MEMORANDUM

TO: Mayor McCarley
FROM: Jenn Marsh, Economic Development Commission
DATE: December 10, 2019
SUBJECT: Recommendation for REDC Chairperson for 2020

CC: Blaine Cox, City Manager; Michael Scala, Economic Development Director; Kelly Walters, City Clerk

On behalf of the Rochester Economic Development Department, we would like to recommend Jonathan Shapleigh to continue as Chairperson for 2020. Jonathan served as Chairperson for 2019 and before that had served as Vice Chairperson since 2016.

Jonathan resides in Rochester with his wife and three children and is very active in the community. Jonathan has a passion for economic development and is looking forward to making an impact as Rochester is shaped into more of a vibrant community to better serve its current and prospective residents, businesses and visitors.

Jonathan has been in commercial banking for 15 years and is currently an SVP, Senior Marketing Manager for Northway Bank covering the Seacoast Region of New Hampshire. His expertise in banking is a perfect fit for the new roles the Economic Development Commission is looking to take on.

Thank you for your consideration,

Jenn

Signature _____ Date _____

Blaine M. Cox, City Manager

Signature _____ Date _____

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City Clerk's Office

Mayoral Appointments

FORTHCOMING

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left blank...*

City Clerk's Office



01/02/2020

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

JAN 02 2020

**STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: Selectman

NEW _____ RE-APPOINTMENT REGULAR _____ ALTERNATE _____

NAME: Annette Marie Plaisted

STREET ADDRESS: 18 Jessica Dr Gonic N.H.

ZIP 03839

TELEPHONE: (H) 603-335-2506 E-MAIL Ladycat49@gmail.com

REGISTERED VOTER: (CIRCLE ONE) YES NO _____ WARD 3

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

did this for years

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

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

I certify that I am 18 years of age or older: Annette Plaisted

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City Clerk's Office



01/02/2020

RECEIVED

JAN 02 2020

CITY CLERK
ROCHESTER

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

**STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: Selectman

NEW RE-APPOINTMENT REGULAR ALTERNATE

NAME: Robin Brown

STREET ADDRESS: 558 Pickering Rd

ZIP 03867

TELEPHONE:(H) _____ (W) 603-617-9550 E-MAIL robinbrown470@gmail.com

REGISTERED VOTER: (CIRCLE ONE) YES NO WARD 3

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

I would like to do my civic duty.

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

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

I certify that I am 18 years of age or older: Robin Brown

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City Clerk's Office



Rochester City Council

Community Development Committee

MEETING MINUTES

Elaine Lauterborn, Chair
Donna Bogan, Vice Chair
Tom Abbott
Jeremy Hutchinson
James Gray

Meeting Date:	Monday, December 9, 2019	
Members Present:	Donna Bogan James Gray Elaine Lauterborn	Members Absent: Tom Abbott Jeremy Hutchinson
Guests/Staff:	Julian Long, Community Development Coordinator	

Councilor Lauterborn called the meeting to order at 7:10 p.m. Motion was made by Councilor Gray and seconded by Councilor Bogan to approve the September 9, 2019 Community Development Committee minutes. The minutes were approved unanimously.

PUBLIC INPUT	There was no public input.
COAST – New Bus Stop Locations Request	<p>Mr. Long passed along apologies from Mr. Michael Williams for his being unable to attend the Community Development Committee meeting in person. Mr. Long explained that the Cooperative Alliance for Seacoast Transportation (COAST) is requesting the addition of four bus stops along Washington Street as part of the system redesign. The bus stops are to be placed on existing posts.</p> <p><i>Motion was made by Councilor Gray and seconded by Councilor Bogan to recommend approval of COAST's four new proposed bus stops.</i> The motion passed unanimously.</p>
FY 2021 PRE-GRANT PRESENTATIONS - Discussion	<p>Mr. Long gave an overview of different examples of how to structure in-person grant application presentations from other communities, which include setting time limits for presentations, splitting presentations over multiple meeting dates, etc. Councilor Bogan expressed approval for time limits for presentations and asked what grant applicants are currently told. Mr. Long replied that currently applicants are requested to limit their presentations to five to ten minutes but that this request can be more strictly enforced.</p> <p>Councilor Lauterborn requested that the in-person presentations be split over two days and suggested the January 2020 and February 2020 regular Community Development Committee meeting dates. The other committee members agreed. Councilor Lauterborn asked Mr. Long to schedule more</p>

	<p>presentations for the January meeting than for the February meeting, and Mr. Long stated that he would do so.</p> <p>Councilor Bogan requested that the January 2020 and February 2020 committee meetings be scheduled to begin at 6:30 p.m. rather than 7 p.m. The other committee members agreed.</p>
AUGUST 2019 HUD SITE VISIT – Corrective Action Letter and Response	<p>Councilor Lauterborn asked Mr. Long to provide a summary of the U.S. Department of Housing and Urban Development (HUD) findings and concerns and the City’s response for each finding and concern outlined in the HUD corrective action letter. This letter was sent after HUD’s site monitoring visit in August 2019. Mr. Long stated that although the HUD letter expressed a number of concerns regarding the City’s CDBG program, HUD staff also verbally expressed during the August 2019 site visit that overall HUD was pleased with the City’s CDBG program and its operations.</p> <p>Mr. Long went through each finding and concern outlined in the HUD letter and explained the corrective action that had been taken in response. Councilor Lauterborn requested that the committee be kept updated on HUD’s acceptance of the City’s corrective action, and Mr. Long stated he would do so. Councilor Gray requested that the response letter to HUD that accompanied the submitted corrective action be forwarded to the committee, and Mr. Long stated that he would forward the letter.</p>
PROJECTS PROGRAMS REPORT	<p>Mr. Long provided a brief overview of the CDBG program and stated that most construction projects for the year are now in progress, including the Historic District Commission’s acceptance of three grant applications for the façade and sign program. Councilor Lauterborn asked about the \$500,000 available in state CDBG funds. Mr. Long replied that state CDBG funds go through New Hampshire Housing Finance Authority and are generally unable to entitlement communities such as Rochester.</p>
OTHER BUSINESS	<p>There was no other business.</p>

The meeting was adjourned at 7:48 p.m.

Next Meeting – Monday, January 13, 2020 at 6:30 p.m. in Isinglass Conference Room in City Hall Annex (33 Wakefield Street)

Topics – FY 2021 Grant Application Presentations, FY 2020-2025 Draft Consolidated Plan Review, FY 2021 Draft Annual Action Plan Review, Projects Program Report



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

LEGAL AUTHORITY

SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]



Rochester Community Development Committee

December 3, 2019

Good morning,

COAST is in the final stages of a plan to redesign our service for a June 29, 2020 implementation. In this redesign, Rochester will be getting much faster connections south, particularly to Portsmouth (with travel times to downtown Portsmouth being reduced from the current 90 minutes to 45 minutes).

As part of this redesign, we will also be extending hourly service along Washington St. This service goes out to the NHDOT park & ride before going to the Dover C&J terminal and then downtown Portsmouth. In the other direction this service will go through downtown Rochester, up to Lilac Mall, then down Rt. 108 to Somersworth and Dover. In order to be useful to residents and businesses on Washington St., COAST is requesting City approval to add the stops attached. These stops would consist of a COAST bus stop sign on an existing pole. For all proposed stops, the bus would only stop if a passenger requested the stop either on the bus or by standing at the stop. None of these stops would have the bus scheduled to dwell for any longer than needed to pick-up or drop-off passengers.

The stop locations proposed have been chosen based on spacing, pedestrian facilities, crosswalks, safety, and existing poles. However, we are open to locations shifted slightly before or after these locations.

A map of the proposed routes is included, as well as images showing where each requested stop would be placed, should the City approve our request.

Additionally, COAST will be removing stops in East Rochester and north of Lilac Mall on Rt. 125.

Please let me know if any further information would be beneficial.

Sincerely,

Michael Williams
Director of Operations

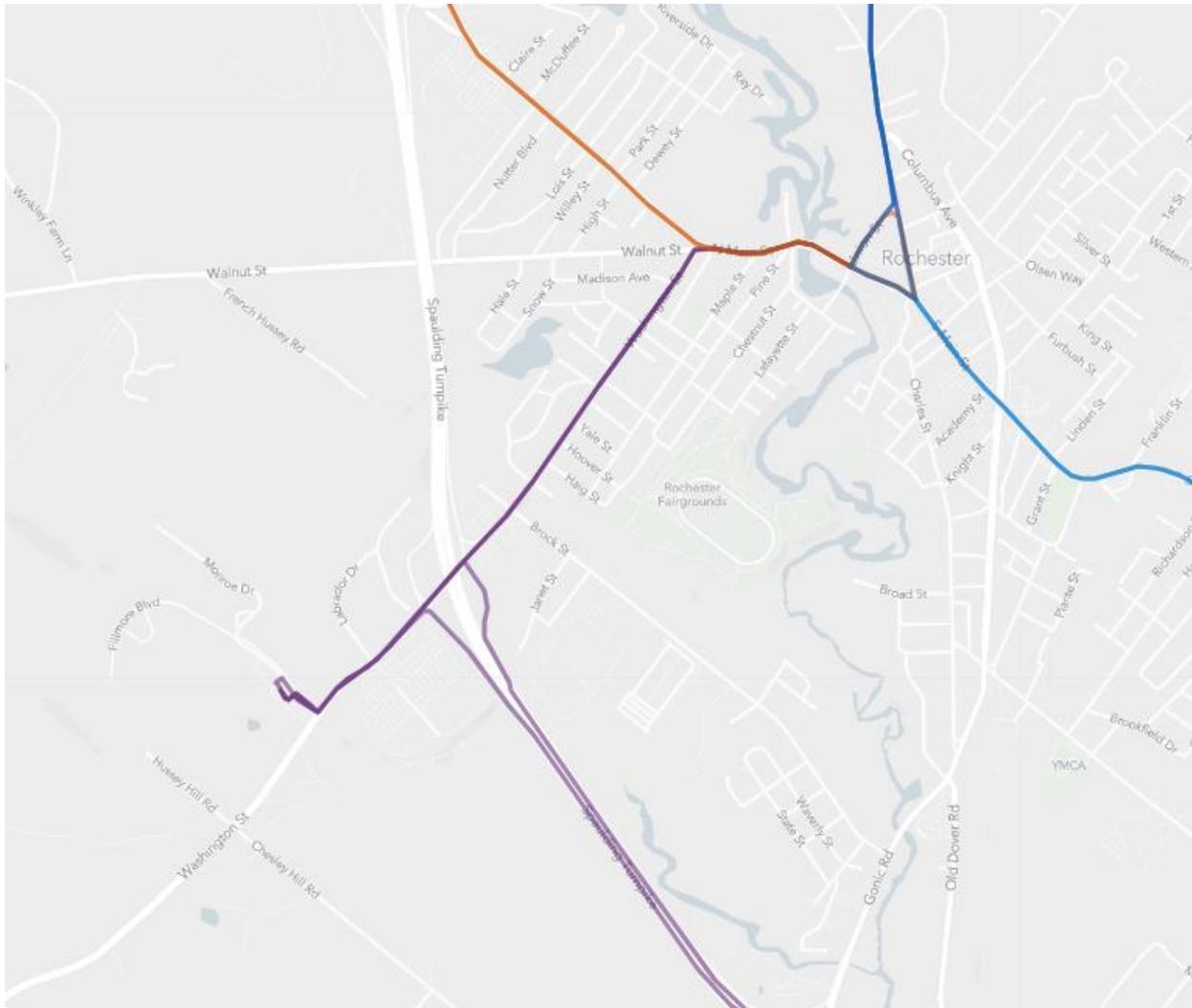
Proposed Route Structure in Downtown Rochester

Orange = Route 6 (existing)

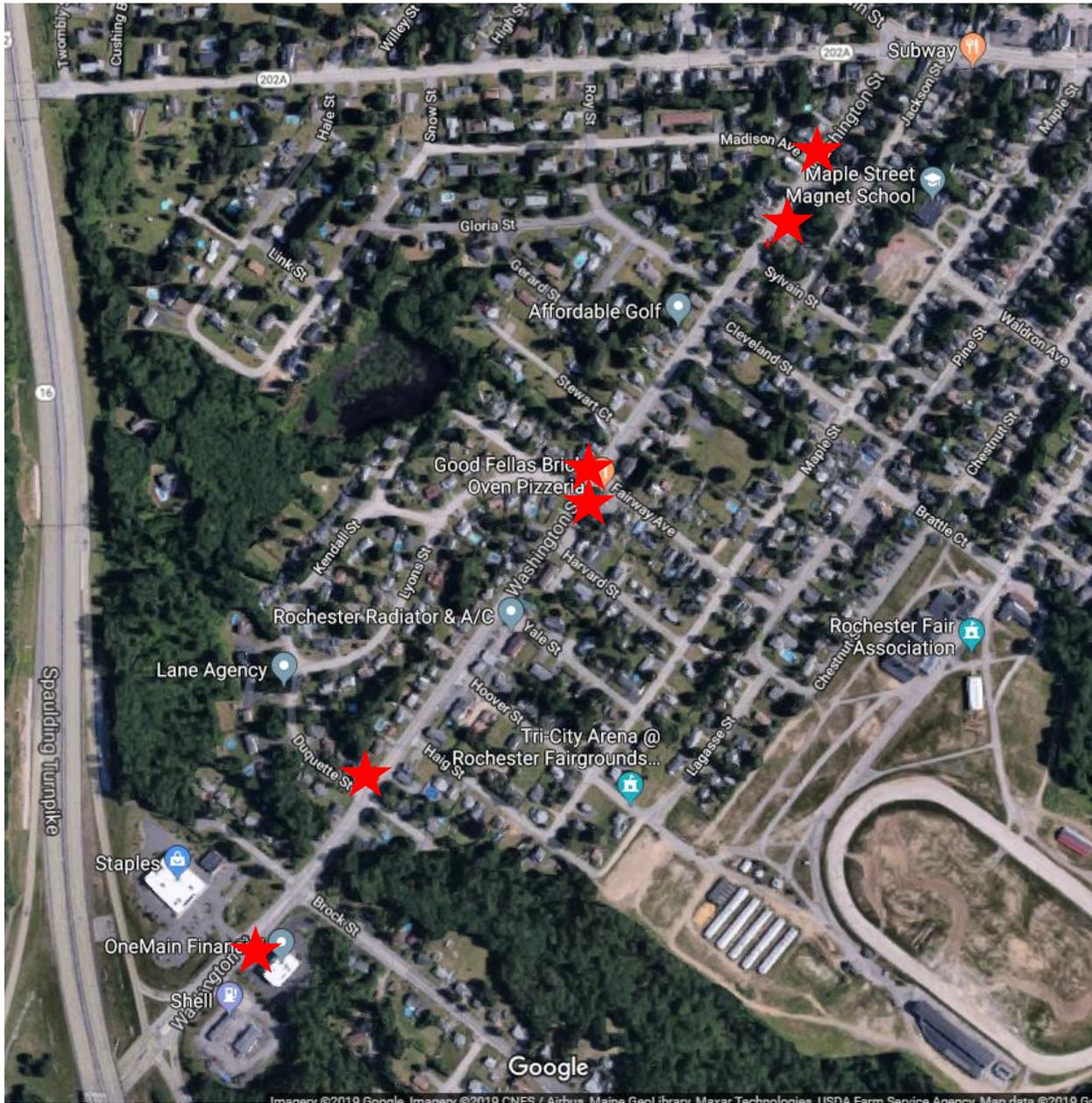
Blue = Route 12 (currently served by Route 2)

Purple = Route 14 (new hourly service along Washington St. to Park & Ride, Dover, and Portsmouth)

For a full interactive map, go to coastbus.org and select 2020 Service Concept at the top.



Stop Map – red dots are proposed stop locations.



Washington / Brock St. Northbound



Washington / Duquette St. Southbound



Washington / Madison Ave. Southbound

Here because of the crosswalk.



Washington / Madison Ave. Northbound



Washington / Chasse St. Southbound



Washington / Chasse St. Northbound





Fidelity Committee
of the
Tri-City Joint Mayors' Task Force on Homelessness
Somersworth Middle School, Media Room
Somersworth, NH 03878
November 14, 2019
6:00 PM

MAYORS

Mayor Caroline McCarley
 Mayor Karen Weston
 Mayor Dana Hilliard

Rochester Members

Jeremy Hutchinson
(Chairman)

Barbara Holstein

Dover Members

Charles Reynolds

Betsey Andrews Parker

Somersworth Members

Todd Marsh
(Vice Chair)

Dina Gagnon

Others Present: John Burns (SOS Recovery), Paige Farmer (Greater Seacoast Coalition to End Homelessness)

MINUTES

1. Call to Order

Chairman Hutchinson called the meeting to order at 6:08 PM.

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

John Burns, Director of SOS Recovery, addressed the Committee on Law Enforcement Assisted Diversion (LEAD) to address some concerns which had been expressed at the previous Fidelity Committee Meeting.

Mr. Burns gave an overview of the history of the LEAD program and how this pre-arrest diversion program works here in the Seacoast. He stressed both the cost savings of this type of programs as well as the effectiveness. Mr. Burns clarified that this program is not run by police departments, but rather with the support of law enforcement; although the police departments are involved it is not a great strain on

their staff time. Mr. Burns referenced peer-reviewed evidence and case studies showing the benefits of these programs.

Mr. Burns stated that all the cases accepted into the LEAD program are non-violent crimes, and those cases which do involve victims are diverted at the discretion and consent of the victim.

The Program is currently being run in Dover and Farmington using a \$75,000 grant received from the Open Society Foundation to fund technical support. Mr. Burns gave further details on the scope of the program and how it is funded and how cases are handled.

(see Addendum A – full statement from Mr. Burns)

Chairman Hutchinson requested the case studies referenced in Mr. Burns statement. Mr. Burns committed to share those studies.

Mayor McCarley inquired what Mr. Burns would need from Rochester as far as the LEAD program is concerned. Mr. Burns stated that the program would need the support of the Chief of Police; the only cost to the Police is their time in order to train in the program and attend the meetings.

3. Communications from the Mayors

Mayor Hilliard stated that the both he and Mayor McCarley would be reaching out to Bob Carrier, the Mayor Elect of Dover, to get him up to speed on the work of the Committee and get him involved moving forward.

Mayor Hilliard stated that Committee members are exploring grant opportunities for a cold weather shelter. Somersworth has a few potential options for locations, but nothing definitive.

Mayor McCarley said that Rochester was also looking into the potential of using vacant properties as shelter space and have been approaching landlords in this regard. Betsey Andrews Parker stated that there is \$500,000 available through CDBG funds to assist with the opening of a shelter, but finding a viable location is the issue.

There was a discussion in Committee regarding the County opening the emergency cold weather shelter at the Strafford County Complex and why it had not happened yet with the recent cold temperatures. It was stated that there is still no criteria or established guidelines for what will trigger the emergency cold weather shelter to open. It was stated that the Commissioners were “waiting to hear if there is a need” for the shelter to open.

4. Communications from the Chair

4.1 Nomination of Vice ~~Co~~-Chair

Betsey Andrews Parker **MOVED** to **AMEND** the phrasing on the agenda item to reflect the Committee is nominating a Vice Chair. Todd Marsh seconded the Motion. The **MOTION CARRIED** by a unanimous voice vote to amend the phrasing.

Barbara Holstein **MOVED** to **NOMINATE** Todd Marsh as the Fidelity Committee Vice Chairperson. Betsey Andrews Parker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

5. Discussion: Strategy 3: "Increase Homeless Prevention, Rapid Rehousing, and Supportive Housing Programs"

Todd Marsh directed the Committee to information which he had provided on Supportive Housing. Mr. Marsh summarized the need for supportive housing and the experiences he has seen increasingly in the Rochester welfare department.

Mr. Marsh supplied a sample RFI (Request for Information) and RFP (Request for Proposal) for Supportive Housing services. He suggested the possibility of putting out a request for information first, and stated that often times those who respond to an RFI will submit proposals for the RFP. Mr. Marsh stated he could work on a press release relevant to what the Committee is seeking with these proposals.

Mr. Marsh emphasized the need for supportive housing, particularly for single homeless individuals without dependents either living on the street or couch surfing; and while this will not be a full solution, it is certainly needed.

Paige Farmer, Home For All, addressed the Committee regarding Medicaid. Ms. Farmer stated that Medicaid is in the process of funding supportive housing; though many organizations providing these social services are not familiar with Medicaid billing and do not have experience with the process. Ms. Farmer suggested this be explored so there could be an infrastructure developed and shared so that each individual agency does not need to have a Medicaid number or there could be a centralized group of organizations to which other agencies are submitting information. She suggested that this piece of the process is something in which the Cities could consider investing. The Cities could consider putting up funding or matching funding into something to develop infrastructure and offer training

Ms. Farmer spoke about identifying which services are providing these services which are billable to Medicaid and identify who will need to be able to carry out the billing. It can then be further determined if there are larger agencies which already have the infrastructure which can be expanded or of there can be a "pool" of agencies already using this system which can be utilized. It was compared to a service to which handles medical transcription and billing would be outsourced.

There was a discussion clarifying the Medicaid billing process and how not all billable services are covered by all providers and how the cases are divvied up based on which organizations can best serve the client's needs.

Ms. Andrews Parker asserted that the Public Housing Authorities in the Tri Cities which already provide permanent supportive housing solutions should get Medicaid billing numbers. This is a positive step the Cities could take and would allow reimbursement for some of the expenses. Ms. Andrews Parker also spoke about Tax Credit Projects and how they can tie into supportive housing.

Mr. Marsh addressed the potential of existing services expanding to allow space for opportunities for supportive housing which could then be reimbursable through Medicaid.

Ms. Farmer gave an update on the recent Charrette in Concord hosted by the NH Housing Finance Authority. Ms. Farmer stated there are funds available for brick and mortar projects; for building new or expanding current properties. She stated that although this money is available for projects, if the cost for the services the buildings house are not able to be recouped. It is now a matter of evaluating what is the best use of municipal resources to help out and fill in the gaps.

6. Discussion: Grant and Educational Opportunities

6.1 CSH Supportive Housing Institute – Deadline December 4

There was a discussion of putting together a team of members of the Fidelity Committee, contributors or municipal staff to apply for the Supportive Housing Institute as well as who would be best suited to meet the requirements of the application.

The commitment to the program was summarized; each team will need to commit to attending each meeting in Bedford, of which there are two per month for 6 months.

The Committee discussed the benefits of attending the institute and the valuable information and funding and grant opportunities which result.

Ms. Andrews Parker indicated she would reach out to form a team from the Tri-City Area and follow up with the Committee.

6.2 SAMHSA Grant for the Benefit of Homeless Individuals – Deadline December 16

Ms. Farmer addressed the Committee regarding this grant opportunity which would offer funding for assistance to homeless individuals experiencing Substance Abuse Disorder. The grant offers up to \$400,000 per year for a 5 year term. Ms. Farmer stated that the applicant is required to be registered with the NIH (National Institutes of Health) database as well as have integration with behavioral health and credentialed individuals overseeing a project director. The applicant would need to have all this infrastructure currently in place as there is not enough time prior to the deadline to start from the beginning to establish the necessary criteria. Ms. Farmer reported that, unfortunately, the organization which Home for All had identified as the best option was unable to take this on at the current time.

There was a discussion in Committee regarding the perception that perhaps the Committee and municipalities are not doing enough. It was stated that often when it comes to these grants opportunities, Municipalities are looking for shovel-ready projects with a viable location within transportation routes, in which the zoning and codes already allow for the project scope. Alternately, tax credit applications for supportive housing or low income housing only come up once a year with a limited window for application and other criteria needing to fall into place.

Ms. Andrews Parker suggested that as a piece to the Public Outreach and Education portion of the Master Plan, the Committee should map out the work which is already being done in the community to illustrate all the great things which are being done by varying organizations; who has which grants, what is coming in the future with grant applications, and which resources are currently available. It is not that the work is not being done, it just needs to be better broadcasted.

Mr. Burns spoke about thinking outside the box with grant funding and potentially looking outside the traditional approaches at least for the short term. Potentially these short term fixes could translate into longer term programs.

Ms. Andrews Parker stated that the Fidelity Committee could do a huge service by simply identifying the funds available and do the public engagement to source the programs and services which can utilize these available funds.

Chairman Hutchinson referenced the assertion from Allan Krans (Dover Housing Authority) at the previous meeting that there is a State statute which allows for Cities to use impact fees to help fund affordable/low income housing. Mr. Krans had stated he did not know of instances where this use had been applied in NH, but it was something the Cities could investigate. Chairman Hutchinson and Mayor McCarley reported that the decision on Impact Fees would be coming back before the Rochester Council in the upcoming months, and this was a use which could be looked into further.

7. Strategy for December, 2019 meeting

Ms. Andrews Parker suggested the December meeting be a workshop in which the Committee and contributors map out services currently available. She stated that if there was a clearer understanding of what was currently available and which programs were already funded and handling certain services as well as identifying funding sources and projects, the Committee would better know where there focus needed to be and would not duplicate work. This would also serve to inform the public and other organizations when they request information on what is needed and what gaps needed to be filled.

The Meeting will be a working meeting with all those present forming groups to workshop the services and resources available for particular strategies included in the Master Plan.

Mayor McCarley suggested sending out an email to the Committee distribution list soliciting a brief synopsis outlining the services offered by the organizations and non-profits in which these members are involved.

The meeting will take place on December 12, 2019 at 6:00 PM most like at CAP in Dover, with the definitive location to be announced in the upcoming week.

8. Other

Mr. Marsh related that he had seen an uptick in homeless singles without dependents looking for shelter. Mr. Marsh said that welfare is having an increasingly difficult time placing these individuals. There is no space to shelter these individuals, and for the time being some shelters and organizations have offered floor space just to get people out of the cold overnight. The local welfare departments are having to look outside their regular areas to get people sheltered.

There was a discussion in Committee regarding the Homeless Shelter of Strafford County and the barriers to placing homeless individuals at this locations; there are nightly fees and the facility is not an emergency or walk-in shelter. The facility requires that those sheltered there are committing to their program. It was stated that the shelter is not currently full, but it is difficult to get homeless individuals admitted.

Barbara Holstein reported that she had heard the Salvation Army was no longer serving food. Ms. Andrews Parker spoke about this type of information being related to the work of the upcoming workshop meeting; sourcing information on what services are needed and what is already being done so if organizations come forward wanting to help they can be directed toward the greatest need.

9. Closing Public Input

Ashley Desrochers, Strafford County Public Health Network, referenced the recent lead poisoning seminar which was hosted for landlords and homeowners. She spoke about the potential correlation between the lead paint issue and loss of housing or unsafe housing. Ms. Desrochers gave information on how to get involved with the committees relating to lead safety.

10. Adjournment

Betsey Andrews Parker **MOVED** to **ADJOURN** the Fidelity Committee meeting at 7:37 PM. Todd Marsh seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk, Rochester

Facts and the Importance of Law Enforcement Assisted Diversion (LEAD)

Submitted by John Burns

Law Enforcement Assisted Diversion program started in Seattle in 2011 and now operates in 38 cities and towns with 22 more in the development or launch phase. The program is not run by the police it is a partnership that is ongoing which involves 15 agencies including corrections, probation and County Attorney's office who all are in support of along with Dover and Farmington Police.

Chief Toussaint was right, homelessness, poverty and substance use disorders should not be a police issue, they should be handled by case management where they can may have a shot at legitimate and useful evidence-based supports. This is why people are diverted to case management by outside agencies rather than handcuffs and jails which are far more expensive and well documented as ineffective.

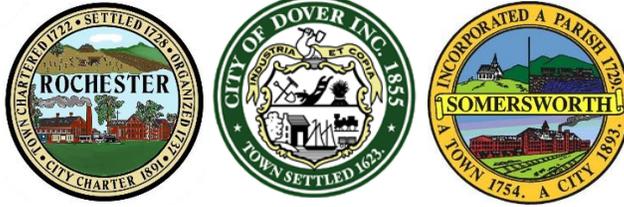
We often hear we cannot arrest our way out of this then we hear directives that people need "accountability" of incarceration. Incarceration has never been an evidence-based approach to substance use disorder or homelessness. Programs such as LEAD have been through rigorous peer reviewed research that shows it is evidence based. Do we want people cycling through jails and our criminal justice system or do we want them to have an opportunity to get well?

Chief Toussaint mentioned victims. All diversions in LEAD are crimes without a victim with the exception of cases where there could be a theft, the only way those petty crimes can be diverted is with victim consent and agreement. Patrolmen have discretion to divert and then if there is a victim the victim has discretion. Violent crimes, sex crimes, domestic violence and DWI are not eligible. Police departments may be thin in some communities and that's why this is a sensible and pragmatic solution. Case management is handled by outside agencies, such as SOS, the program reduces recidivism and the extent of "police monitoring" is having a representative attending operations work group meetings which are held monthly for one hour to do a case review for both Dover and Farmington. There is also a quarterly policy work-group so all the infrastructure work is completed. The requirement is participants have a case management assessment within 2 weeks and so far we've had 14 diversions with 100% compliance. If they didn't do the assessment the charges would be pressed. That hasn't happened. Further we now have community contact referrals. We are hearing a lot about bail reform complaints. Those individuals are ideal for that as we can help work with them to get to court since it's hard when homeless to find transportation, hold onto paperwork and remember. People need help not a broken system.

This program has existed since 2011 and has had peer reviewed evidence based studies on it. That research showed in Seattle participants in LEAD were 58% less likely to be re-arrested and had a 38% decrease in nights unsheltered along with a 32% drop in emergency room visits then those not enrolled. That tells us less of a strain on thin police departments and less taxpayer dollars being spent on jails courts, drug courts and post arrest diversion programs. Another study showed up to \$2100 reduction per person in LEAD for start to finish case management. Whereas non-lead participant costs rose over \$5000 on average per individual during that time frame. The program is operating in 38 cities and towns It is recognized by both SAMHSA and the Dept of Justice and now being written into grants specifically. It's been implemented.

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City Clerk's Office



Fidelity Committee
 of the
Tri-City Joint Mayors’ Task Force on Homelessness
Community Action Partnership of Strafford County
 577 Central Avenue, Suite 10, Dover NH 03820
 December 12, 2019
 6:00 PM

MAYORS

Mayor Caroline McCarley
 Mayor Karen Weston
 Mayor Dana Hilliard

Rochester Members

Jeremy Hutchinson
 (Chairman)

Barbara Holstein

Dover Members

Charles Reynolds

Betsey Andrews Parker

Somersworth Members

Todd Marsh
 (Vice Chair)

Dina Gagnon

Workshop Meeting Summary

Members Absent:

- Jeremy Hutchinson
- Dina Gagnon

Introduction:

- Vice Chairperson Marsh reviewed the history and purpose of the Fidelity committee, including its charge to make recommendations based on the approved Master Plan.
- Vice Chairperson Marsh reported the following: The City of Rochester has developed an “*Inclement Weather Special Event Permit*” which will provide greater flexibility for property owners to use a structure, whose primary use is for something other than sheltering activities, for warming center services, for a limited number of persons while the permit is valid. The structure will be inspected by the Rochester Fire Chief or his/her designee, who will also determine number of occupants allowable. Permits can be applied for as early as tomorrow. The permit has been provided to the Cities of Dover and Somersworth for their review and consideration for use to assist their residents as well. This important and potentially lifesaving action as developed is a flexible response and works within the legal restrictions of the law. The challenges of unaffordable housing, substance misuse, and other life difficulties still exist, but this is an action that likely would not have been taken without public awareness and leadership from the Tri-City Mayors. More detailed information regarding the permit process can be obtained through the Rochester City Manager’s office.

Small Group Work: Identify what is currently happening and identify where gaps exist.

Determine next steps/recommendations

- The Fidelity Committee, with input from the public present, reviewed the Master Plan and identified potential formal recommendations. The committee discussed the importance of short term more urgent goals and recommendations, including emergency housing and longer term goals and recommendations. (See Addendum A: Master Plan worksheet submitted by Betsey Andrew Parker). There was no formal vote taken at this workshop on recommendations; to be discussed at the next Fidelity Committee meeting.

Next Regular Fidelity Committee Meeting **Thursday January 9th, 2020 Somersworth Middle School, Media Center Room.**

Adjournment

Adjournment at 8:06PM

Respectfully Submitted,

Cassie Givara on behalf of Todd Marsh, Vice Chair
and Betsey Andrews Parker, Dover member

Strategy #1 – Create Seasonal Cold Weather Shelter

Narrative: Temporary seasonal winter shelters are a starting point to transition the homeless to permanent shelters with additional resources, transitional housing, and then finally to permanent housing. Emergency shelters provide individuals, families, and youth with a safe place to stay in the winter months, allow social service agencies time to connect individuals with services, meet municipality’s legal obligations and create long term strategies for permanent housing placement.

Recommended Actions	Tentative Starting Implementation Timeline*	Challenge to Implementation	Success Measurement*
1. Clarify a warming center verses shelter	Immediate Recommend definitions	<ul style="list-style-type: none"> • Unified definition • Clarify what it means to each municipality 	<ul style="list-style-type: none"> • Formal communication to area agencies, government leaders, media • Seeking documentation from community of their warming center v shelter definitions. • Recommended the following definition of warming center: facility open set times provides place for people to sit, have warm/cold drink, charge phone, hygiene services open on a regular basis and be open overnight when a temperature triggers opening. • Recommend the following definition for a shelter place to sleep, hygiene, basic services.
2. Communicate strategy to opening warming centers	Immediate	<ul style="list-style-type: none"> • Each municipality may have different strategy 	<ul style="list-style-type: none"> • Formal communication to area agencies, government leaders, media

			<ul style="list-style-type: none"> • Recommend: dedicated page on city websites, social media, establish in advance to help navigate.
3. Determine the climate/weather/conditions required to open warming centers and temporary emergency winter shelters	Immediate	<ul style="list-style-type: none"> • Not a consistent threshold or agreement across municipalities 	<ul style="list-style-type: none"> • Agreement on the climate/weather/conditions to open • Cities open warming shelters. • Mutual aid emergency shelter at County. • Seek clarification from communities for triggers to open warming centers. • Recommended trigger 32 degrees or other extreme weather circumstances. • Recommend keep the warming centers open 24 hours during the weather emergencies; leverage volunteers.
4. Fund seasonal winter shelters	FY 20 budget adoption Not complete	<ul style="list-style-type: none"> • Limited funding • Multiple requests from various agencies, including existing shelters • Resource reallocation • Site control/zoning • funding • experienced operator • community support/volunteers • limited space • Not enough time to make operational until winter 2019 	<ul style="list-style-type: none"> • Additional funding allocated to seasonal winter shelter • 100 additional bed capacity available during the winter for shelter • Barriers to zoning addressed before Winter 2019/2020 • Permit process established for temporary emergency shelters at city level. • Two cities looking at city owned properties for shelter options • Dover and Rochester budgeted \$20k for emergency shelter. Further clarification needed on what this pays for and who it will pay.

		<ul style="list-style-type: none"> • Additional funding without reducing funding to existing moderate and lower barrier shelters. 	<ul style="list-style-type: none"> • Determine the capacity for center v shelters. • Recommend all communities fund to support winter shelter activities.
<i>Challenges being addressed</i>			
Limited bed space at established shelters			
Need for safe, cold weather shelter with low barrier for entry			
Creating a diversion from sleeping in the street, City-owned land, and other places not meant for human habitation			
<i>Possible Collaborating Entities</i>		<i>Possible Funding Sources</i>	
Municipal EMD, Inspection Services, Planning boards and city councils		Municipal	
Social service agencies		County	
Faith based		Foundation	
		Donations	
		Grants	

Strategy #2- Create Affordable Housing for all

Narrative: Increase the availability and accessibility of both affordable, safe/stable and homeless housing through a combination of land use policy changes and subsidies for permanent and transitional housing development.			
Recommended Actions by Priority	Tentative Starting Implementation Timeline*	Challenge to Implementation	Success Measurement*
1. Commit to review barriers and opportunities in zoning and planning	Summer/Fall 2019	<ul style="list-style-type: none"> • Existing ordinances • Community perception • Legal restrictions/ requirements • Green space vs housing space 	<ul style="list-style-type: none"> • Density • Parking • Multi-use
2. Conduct Regional Planning	Spring/Summer 2019	<ul style="list-style-type: none"> • Single municipal approach vs a collaborative communication Tri City approach • Need to engage planning, welfare and conservation • Securing joint municipal funding for agreed housing initiatives 	<ul style="list-style-type: none"> • Ongoing agenda item on municipal agenda • Engage SRPC • Engage workforce housing coalition • Survey community perceptions and invite input • Annual Joint board meetings of board related to land-use • Consideration of access to green space (health) and hazard resilience (safety) in design of affordable housing
3. Make an investment in Affordable Housing	<ul style="list-style-type: none"> • Spring 2019 (Timeline can be lengthy so not 	<ul style="list-style-type: none"> • Engage landlords and developers • Coordinate funding for a coordinated system • Partner with Greater Seacoast Coalition to 	<ul style="list-style-type: none"> • Leverage municipal funds to leverage new funds (i.e. site prep work, etc?) • Municipalities successfully implementing property tax credit program • New units available

	immediately addressed	End Homelessness to adapt and implement possible property tax credit program designed to incentivize landlords to keep units under market rate, accept tenants holding Housing Choice Vouchers, and/or work with local shelters to move those experiencing homelessness into permanent housing	
4. Analyze opportunities for mixed income affordable housing	Spring 2020	<ul style="list-style-type: none"> • Private developers need incentives to include affordable housing • NIMBY concerns from public 	<ul style="list-style-type: none"> • Density bonuses for including affordable units in multi-unit housing developments • Tax credit incentives for including affordable units in multi-unit housing developments • Affordable unit percentage requirements for multi-unit housing developments
<p><i>Challenges being addressed:</i></p> <p>Lack of affordable housing contributes to homelessness across all walks of life and reduces ability to escape poverty and homelessness. Lack of affordable housing limits options for an aging population, leading some into eviction or foreclosure, and it also prevents younger residents from staying in New Hampshire or moving here.</p> <p>Affordable housing is both a solution to existing homelessness and a form of prevention to avoid those at risk of homelessness losing their housing.</p> <p>In addition, we need to be prepared for the future, thinking about climate change and hazard resilience. We need to be sure that we're not looking to build affordable housing in marginal lands that are going to be at most risk for extreme events in the future. We also need to be looking at where existing housing is and whether or not our lowest income communities are already vulnerable in their current states.</p>			

<i>Possible Collaborating Entities</i>	<i>Possible Funding Sources</i>
Workforce Housing Coalition	HUD/other federal grants
SRPC	State and/or local CDBG funds
Coastal Risks and Hazards Commission	Municipal funds
Planning Boards	Private foundation funds (may require non-profit partner as applicant)
NH Department of Health and Human Services, Bureau of Elderly and Adult Services and the NH State Plan on Aging Planning Committee	
Community Development staff	
The Housing Partnership	
Community Action Partnership of Strafford County	
Homeless Coalition of the Greater Seacoast	
NH Listens / Rochester Listens	

Strategy #3- Increase Homeless Prevention, Rapid Rehousing, and Supportive Housing Programs

<p>Narrative: Helping households maintain their housing is less costly and more effective than helping households obtain housing after they become homeless. Reducing homelessness requires effective strategies to decrease the number of families and individuals who lose their housing and become homeless.</p>			
Recommended Actions by Priority	Tentative Starting Implementation Timeline*	Challenge to Implementation	Success Measurement*
1. Prevent evictions by expanding short-term rental assistance for person(s) on a fixed income	Immediate Completed	<ul style="list-style-type: none"> Funding reduction 	<ul style="list-style-type: none"> Reduced # of evictions Nonprofit outreach to landlords and clients Rapid Rehousing \$ pending with NOFA award for increase in funding via CAPSC Additional funding in state budget for prevention, eviction and youth homeless prevention. RFP will come from State of NH. Municipalities endorsed and have capacity to assist with eviction/prevention (rent, security deposit). Non-profits partner with cities to assist with Client Training Landlord training Financial support Case Management SEE THE GRID
2. Endorse and promote landlord education for eviction prevention	Immediate/ongoing Ongoing but completed	<ul style="list-style-type: none"> Assists landlords with identifying red flags earlier 	<ul style="list-style-type: none"> Earlier interventions to reduce evictions Landlords feel supported, empowered and confident

		<ul style="list-style-type: none"> Provides landlords with information on available resources 	<ul style="list-style-type: none"> Home for All- quarterly meetings, landlord education, programs for landlord incentives, ask Paige for detail. Recommendation to assist with promotion of these efforts to educate about services. Recommend sending education with tax bills, water bills. Recommend promoting resources on Public Access TV.
3. Support a centralized navigation to assistance eviction prevention system for both landlords and at risk tenants	Summer 2019	<ul style="list-style-type: none"> Provides landlords and at-risk tenants a clear way to access supports and services to prevent evictions 	<ul style="list-style-type: none"> Access to centralized system Reduced number of evictions Recognition of willingness to address this and technology is not clear on how to do Recommendation similar resource to landlords that Portsmouth offers which is to call Welfare if client behind in rent. Recommend to direct landlords to 211, welfare and CAP identify existing resource as the central point of contact for landlords to contact if behind in rent, utilities, etc.
4. Provide a long-term case managed rental subsidy program for individuals on a path to gainful employment		<ul style="list-style-type: none"> Willing landlords Tight housing market/low vacancy Clients with bad referrals 	<ul style="list-style-type: none"> Expand the residential utility assistance and security deposit programs to cover individuals and families that fall into the gap for services. Reduced evictions Increased # of landlord participation
5. Expand an array of homeless prevention services for homeless families		<ul style="list-style-type: none"> Funding Individual family circumstances 	<ul style="list-style-type: none"> Reduced # people in shelters Reduced number of people in precarious housing situations (tents/cars/ couch surfing)

6. Promote criminal record clearing clinic and expungements to reduce barriers for housing		<ul style="list-style-type: none"> • Costs to clear records • Qualified attorneys • Funding or pro bono 	<ul style="list-style-type: none"> • # of records cleared • # of housing obtained • # jobs obtained
7. Financial record clearing		<ul style="list-style-type: none"> • Costs to clear records • Qualified attorneys • Funding or pro bono 	<ul style="list-style-type: none"> • # of records cleared • # of housing obtained • # jobs obtained
8. Municipal review of City staff involvement in eviction proceedings		<ul style="list-style-type: none"> • Municipal code challenges 	<ul style="list-style-type: none"> • Reduced evictions
9. Increased awareness of and access to legal aid for low income families		<ul style="list-style-type: none"> • Costs to increase awareness • Qualified attorneys 	<ul style="list-style-type: none"> • Reduced evictions
10. Weatherization of rental units and affordable housing to decrease energy costs		<ul style="list-style-type: none"> • Costs of weatherization 	<ul style="list-style-type: none"> • Utility cost saving • Reduced displacement due to housing condition
11. Support local welfare, including local access, case management and flexible decision making to reduce eviction and homelessness	Immediate	<ul style="list-style-type: none"> • Municipal officials understanding of local welfare laws, including humanitarian purpose • Potential initial increased costs 	<ul style="list-style-type: none"> • Reduced evictions • Maximum self sufficiency • Local and operation hours accessibility resulting in maximum emergency prevention and minimum transportation challenges to local welfare services, including homeless emergencies

<i>Challenges being addressed</i>			
Stabilize households prior to them becoming homeless			
Promote individuals in becoming self-sufficient			
Reduce evictions for those unable to sustain a rent increase			
Landlords do not have resources to assist tenants who might be in challenging situations (i.e. starting to get behind in rent), educational resources might help with warning signs, red flags where landlord might encourage tenant to contact social services (i.e. one month rent is easier to support than dealing with three months back rent and/or eviction).			
<i>Possible Collaborating Entities</i>		<i>Possible Funding Sources</i>	
Workforce Housing Coalition			
Developers			
New Hampshire Legal Assistance (Housing Justice Program)			
Seacoast Landlord Association			
Gift of Warmth			

Strategy #4 – Support Access to transportation

Narrative: Providing transportation services to the homeless population, and to those at risk of becoming homeless, is critical for access to healthcare, supportive services and employment.			
Recommended Actions by Priority	Tentative Starting Implementation Timeline*	Challenge to Implementation	Success Measurement*
Create database of current providers of transportation to the homeless population and those at risk of homelessness to identify and resolve gaps and overlap in service	July 2019	<ul style="list-style-type: none"> Identifying all potential providers and their types & times of service Funding to develop and maintain database Identifying gaps in service (time & type) that “need” to be filled Funding to pay for services that will cover the gaps 	<ul style="list-style-type: none"> Completed database of providers Identification of gaps and overlap Expanded coverage for identified gaps Elimination of redundant services
Create database of current vehicles and support infrastructure that is available for transport of homeless populations.	July 2019	<ul style="list-style-type: none"> Identifying all potential vehicles and their availability for use Liability of use 	<ul style="list-style-type: none"> Complete database of available fleet Complete database of user infrastructure such as bus stops, sidewalks, etc.
Connect the homeless to available programs such (e.g. Medicaid, VA, etc.) for access to qualifying transportation services	Immediate	<ul style="list-style-type: none"> Identifying eligible users Gathering and processing required info to achieve user eligibility Identifying programs that provide transport service specific/certain populations 	<ul style="list-style-type: none"> Increased # of individuals connected to federal and state programs that can offer transportation services to those individuals.
Create database of current providers of transportation to the homeless population	July 2019	<ul style="list-style-type: none"> Identifying all potential providers and their types & times of service 	<ul style="list-style-type: none"> Completed database of providers Identification of gaps and overlap

and those at risk of homelessness to identify and resolve gaps and overlap in service		<ul style="list-style-type: none"> • Funding to develop and maintain database • Identifying gaps in service (time & type) that need to be filled • Funding to pay for services that will cover the gaps 	<ul style="list-style-type: none"> • Expanded coverage for identified gaps • Elimination of redundant services
Identify impediments (liability, funding, etc.) to the development of transportation services to the homeless and develop solutions	Summer 2019	<ul style="list-style-type: none"> • Gathering all relevant info from providers re restrictions/ limitations of service • Limitations of existing funding 	<ul style="list-style-type: none"> • Reduced impact from identified impediments
Identify funding mechanisms that can support ongoing, and increased, service to homeless.	Summer 2019	<ul style="list-style-type: none"> • Time to research funding mechanisms • Ability/time to seek/prepare requests for funding 	<ul style="list-style-type: none"> • Database of existing funding sources • Identification of potential funding sources • Identification of opportunities to leverage funds
Identify and modify land use practices that result in impediments to transportation to the homeless.	Ongoing	<ul style="list-style-type: none"> • Time to identify and evaluate local, county and state actions for their potential hindrance • Time to identify and evaluate local, county and state actions for their potential hindrance 	<ul style="list-style-type: none"> • Municipal actions (infrastructure, zoning, etc.) support reduction of identified impediments. • Increase in engagement by private sector re support of transportation to homeless population.
<i>Challenges being addressed</i>			
Costs of services			
Financial support			
Coordination of services			
Land use practices, both public and private, that hinder access to transportation			

Availability of transportation 24/7/365	
Reaching homeless population to determine eligibility for services	
Governmental and private sector actions that fail to promote access to transportation services	
<i>Possible Collaborating Entities</i>	<i>Possible Funding Sources</i>
COAST	Federal Transportation Programs
Municipalities	Federal Transportation Programs
County	Municipal Funding
Strafford Regional Planning Commission	
VA	
DHHS/CTS	
NHDOT	
Homeless Shelters	

Strategy #5- Enhance access to quality healthcare, mental health and education

Narrative: Collaborate with community agencies to improve the health and safety of the homeless.			
Recommended Actions by Priority	Tentative Starting Implementation Timeline*	Challenge to Implementation	Success Measurement*
1. Participate in Community Care Team (CCT) meetings to coordinate services among providers	ongoing	<ul style="list-style-type: none"> Resource allocation of staff time 	<ul style="list-style-type: none"> Increased # of participants at CCT Reduced homelessness
2. Connect the homeless to Medicare/Medicaid, Social Security, Disability benefits, Affordable Care Act	Ongoing	<ul style="list-style-type: none"> Access to paperwork required for program certification Transportation to appointments Access to computers/printers/copiers 	<ul style="list-style-type: none"> # individuals connected to services Reduce homelessness
3. Work with social service providers to reduce barriers to healthcare, mental health and education services, including but not limited to re-zoning for service delivery, reduced rent/free space in unused municipal buildings, etc.	Spring 2019	<ul style="list-style-type: none"> Zoning requirements differ in each city Services to be provided Support from leadership and community 	<ul style="list-style-type: none"> Increase # of providers offering community-based services in partner locations Reduced homelessness
4. Assist homeless with access to vital records, including providing a fee waiver for verified	Immediate	<ul style="list-style-type: none"> Access to computers/printers/copiers Resource of time to help clients with accessing records 	<ul style="list-style-type: none"> # agencies and welfare offering access to internet, copiers, etc. Eliminating fees for vital record for homeless and low-income residents

financial hardship housing situations		<ul style="list-style-type: none"> • Wait time on phone with state and federal agencies • Clients must connect with a approved provider to verify hardship and need for fee waiver 	<ul style="list-style-type: none"> • Shortened length of homelessness • Homeless prevention
5. Implement Cloud Based Systems to access vital records	July 2019	<ul style="list-style-type: none"> • Transportation to municipal offices/DMV • IT infrastructure at each city • Each municipality may not have capacity to implement • Budget 	<ul style="list-style-type: none"> • Clients can access records offsite
6. Case managers at social service agencies	July 2019	<ul style="list-style-type: none"> • Workforce shortage • Funding does not allow for case management • Not enough funding/need to braid funding for positions 	<ul style="list-style-type: none"> • Increase case managers in Tri City area • Maximum self sufficiency • Homeless prevention • Shortened length of homelessness
7. Increase access to affordable and quality food resources for health benefits	ongoing	<ul style="list-style-type: none"> • Cost of fresh food • Storage options • Ability to heat/cook fresh food • Food deserts, etc 	<ul style="list-style-type: none"> • Development of partnership with Seacoast Eat Local, food pantries, and other related orgs.
8. Increase awareness and use of free and reduced lunch options for public school students (all three cities are experiencing high rates of unpaid lunch balances and lower	Fall 2019	<ul style="list-style-type: none"> • Awareness of sign ups • Confusion over forms • Stigma of sign up 	<ul style="list-style-type: none"> • Track unpaid school lunch accounts and numbers signed up for free and reduced lunches (reduction in unpaid expected, initial increase, then hopefully decrease in free/reduced sign ups).

than past sign ups for free/reduced lunch)			
9. Assist homeless community members and advocates with camp clean up	Immediate March 2019	<ul style="list-style-type: none"> • Stigma • Zoning ordinances • Sharps containers • Access to camps • Where to place garbage 	<ul style="list-style-type: none"> • Agencies/advocates permitted to use waste facilities for disposal • Medical waste disposal secured • Agencies/Advocates not penalized for helping homeless camp sites
<i>Challenges being addressed</i>			
<ul style="list-style-type: none"> • Educate and inform all individuals and families of services 			
<ul style="list-style-type: none"> • Increase access to services in the community where people reside to eliminate transportation barriers 			
<ul style="list-style-type: none"> • Increased collaboration among agencies at CCT 			
<ul style="list-style-type: none"> • Eliminate barrier of cost for vital records 			
<i>Possible Collaborating Entities</i>		<i>Possible Funding Sources</i>	
Wentworth Douglas Hospital		Municipal funding- CIP for infrastructure improvements	
Frisbie Memorial Hospital		Federal grants	
Greater Seacoast Community Health Center (formally Avis Goodwin and Families First)			
Community Partners			
Seacoast Mental Health			
NH Department of Health and Human Services District Offices			
Seacoast Eat Local			
Relief Parenting (https://www.reliefparenting.com/)			
New Hampshire Women's Foundation			

Strategy #6- Support efforts to decrease Substance Use Disorder and increase prevention

Narrative:			
Recommended Actions by Priority	Tentative Starting Implementation Timeline*	Challenge to Implementation	Success Measurement*
1. Develop respite and recovery housing	Immediate	<ul style="list-style-type: none"> • Lack of access to respite care • Overcome capital funding needs to create short term respite care • Code enforcement and zoning barriers 	<ul style="list-style-type: none"> • Increasing percentage of individuals with SUD and mental health issues with access to respite care • Longer sustained recovery rates • Reduced hospitalization and reduced incarceration rates
2. Create LEAD (Law Enforcement Assistance Diversion) programs in each community	July 2019	<ul style="list-style-type: none"> • Personnel Resources • Funding • Policies and Procedures 	<ul style="list-style-type: none"> • Decrease number of individuals sentenced • Increase number of individuals diverted to treatment • Clarify cost of SUD to municipalities
3. Reduce barriers that prohibit development/ placement of substance use services/recovery	July 2019	<ul style="list-style-type: none"> • Define data so they are consistent across municipalities • Data to be collected • Define how this data will be used 	<ul style="list-style-type: none"> • Increase treatment, recovery housing and respite recovery center beds by a minimum of 25 • Increase homeless transitional housing beds by a minimum of 100 • Increase agencies providing day out services for recovery

4. Enhance recovery-friendly workplace initiative	Immediate	<ul style="list-style-type: none"> • Lack of job training programs for trades • Lack of use of current vocational schools • Ban the box • Reduce stigma • Increase employer education • Increase employee Education 	<ul style="list-style-type: none"> • Increase in employed individuals struggling SUD • Increase in training programs • Increase workplace cultures with reduced stigma
5. Municipalities are “Recovery Friendly Workplaces”	Fall 2019	<ul style="list-style-type: none"> • “Ban the box” initiative-will this conflict with insurance carriers 	<ul style="list-style-type: none"> • Recovery Friendly Workplace designation (partnership with local Chambers of Commerce)
6. Partner with Wentworth-Douglass as the regional funded HUB for single point of entry into SUD treatment system	Immediate	<ul style="list-style-type: none"> • Development of increased spokes • Development of stronger spokes 	<ul style="list-style-type: none"> • Increased access to recovery and healthcare services • Increased communication between service providers
7. Support access to affordable health care	Immediate	<ul style="list-style-type: none"> • Is the City providing these services to model good practice? • Transportation • Cost of insurance/ medication • Qualified providers 	<ul style="list-style-type: none"> • More individuals accessing medical care in non-Emergency Room settings • More individuals accessing mental health care and treatment • Reduced costs to hospitals and municipalities
8. -Assist with funding “spoke” services that will ultimately serve		<ul style="list-style-type: none"> • Funding 	

those entering the HUB		<ul style="list-style-type: none"> Lack of effective co-occurring disorders services 	
9. Community Action awareness day	July 2019	<ul style="list-style-type: none"> Define what services are promoted Perception of community 	<ul style="list-style-type: none"> Information on services promoted in the community Education about SUD widely available Reduction in NIMBY
<i>Challenges being addressed</i>			
The lack of transitional or respite housing means that individuals are coming out of detox, out of incarceration without proper supports to maintain recovery and get themselves into a stable situation.			
There are not sufficient SUD treatment providers; we need to promote area provider services- use the Pro Business Model for SUD			
Cost of municipal expenses needs to be visible so that it becomes clear that providing housing and recovery services is a net decrease in expenditures for municipalities in the longer-term.			
<i>Possible Collaborating Entities</i>		<i>Possible Funding Sources</i>	
Municipalities Police Departments		CSBG	
Chambers of Commerce (recovery friendly workplaces, ban the box, etc)		DEA	
		City Budget Line Item	

Strategy #7- Engaging the Community to End Homelessness

<p>Narrative: Individuals within the communities can become more engaged and help (year round not just holidays). Things like mentorship, job opportunities, big brother/big sister, etc, CAP grow an extra row, volunteering, donating items, helping with camp clean-ups, etc. A strategy like this can also help to break down the walls of “us” and “them” and help communities prepare to understand why ordinance changes might be needed, etc.</p>			
Recommended Actions by Priority	Tentative Starting Implementation Timeline*	Challenge to Implementation	Success Measurement*
<p>1. Appointment of a small board to continue meeting quarterly to review progress jointly with city planners (or who ever is appointed lead for this for each city) – see Manchester plan for model of how steering committee set up (others too).</p>	<p><i>Immediate</i></p>	<ul style="list-style-type: none"> • Continuing involvement community volunteers 	<p>An ongoing and engaged task force that informs municipalities on progress, and promotes continued accountability</p>
<p>2. Community outreach campaigns (i/e through NH Listens, etc) – around homelessness/</p>	<p><i>Immediate/Ongoing</i></p>	<ul style="list-style-type: none"> • Coordinating an outreach campaign • Identifying leadership to carry it out 	<p>An engaged citizenry</p>

affordable housing, etc			
3. Create mechanisms for community education and input	Immediately	<ul style="list-style-type: none"> • Time • Resources • Childcare for meetings • Identifying leadership • Transportation 	Forum conducted (public input for plan) Listening sessions / community engagement forums through NH Listens, etc to begin to reduce the stigma
<i>Challenges being addressed</i>			
Reducing NIMBY Generates support for municipal involvement/funding at the tax payer level Creates a stronger sense of community			
<i>Possible Collaborating Entities</i>		<i>Possible Funding Sources</i>	
Greater Seacoast Coalition to End Homelessness Workforce Housing Coalition of the Greater Seacoast Local planning departments Local media		United Ways NH Charitable Foundation Municipalities Leveraged support from partners	

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City Clerk's Office

Public Safety Committee
 Council Chambers
 December 18, 2019
 7:00 PM

MEMBERS PRESENT

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

MEMBERS ABSENT

Councilor Jeremy Hutchinson

MEMBERS ABSENT

Michael Bezanson, PE, City Engineer
 Dan Camara, GIS Asset Mgmt. Technician
 Gary Boudreau, Deputy Police Chief
 Mark Klose, Fire Chief

Minutes

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

1. Public Input

There were no members of the public present for public input.

2. Nottingham Lane-Speed Limit (kept in committee)

Councilor Walker summarized the issue. Deputy Police Chief Boudreau said that the speed trailer was on Nottingham Lane for 7 days and there were 682 cars that traveled on it with the average speed being 17.52 and the 85th percentile being 19.85 mph, well under the speed limit. The maximum speed was 44 mph that happened between 10 or 11 mph. ***Councilor Lachapelle made a motion to deny a speed limit sign on Nottingham Lane. The motion was seconded by Councilor Hamann. Unanimous voice vote carried the motion.***

3. Granite Street/ William Allen School Traffic Issue

Councilor Walker summarized the issue. Deputy Chief Boudreau stated that last month a citizen came to the Public Safety Committee meeting with concerns that traffic was backing up on Granite Street and out onto Charles Street as parents waited to pick up their children from the William Allen School. Deputy Chief Boudreau had assigned a School Resource Officer (SRO) to patrol the area during that pick-up time period and he stated that he had also observed the

situation himself on a few different occasions. He said that traffic begins to back up at 2:30 PM for a 3:00 PM pick up time. Kindergarten has a 2:15 PM pick up time and some parents stay in line until the 3:00 PM pick up. It backs up from the school, along Granite Street, and onto Charles Street. Deputy Chief Boudreau said he had some discussions with the Legal Department; and, he stated that they have different viewpoints on issuing summons because Legal considers those vehicles to be waiting in traffic. Deputy Chief Boudreau stated that it's causing a problem on Charles Street. The SRO has been out there moving the traffic along on Charles Street getting them into parking spaces because there is plenty of parking on Charles Street, but the vehicles are just staying in line. He said this is creating a dangerous situation. He said that RSA 265:69 talks about no stopping or standing, but it is not posted in the area; so, all they can enforce right now is no parking within 15 feet of a fire hydrant, within 20 feet of a crosswalk, or in front of a public or private driveway. He said there is an option for changing the traffic pattern. Deputy Chief Boudreau said he met with Mr. Bezanson and they talked about reversing the traffic pattern on Granite, so instead of going in Granite traffic would go out Granite Street. Councilor Walker said that just moves the problem from Granite to Glen. Deputy Chief Boudreau said the traffic would be moved to Sheridan Avenue and Catherine Street, but it would allow more cueing before spilling out to Charles Street. Councilor Walker said the problem is an emergency vehicle cannot get down Granite Street. He said he has a solution but it is not going to be a popular one. Deputy Chief Boudreau said that he and Mr. Bezanson met with the School Department and presented the idea to have the traffic flow cue on Sheridan and Catherine instead of Granite Street. The concern that the School Department has is the children are loaded and unloaded on the passenger side of the vehicle right now. If the traffic pattern is changed, that will change sides of the vehicle that children get in and out of and they were not comfortable with that idea. Councilor Lachapelle said there is no easy solution. Councilor Walker said there is an easy solution: "no parking" signs. Signs could be posted for no parking during certain hours, such as 1 to 3 pm, Monday to Friday; there apparently is not as much of a problem with the morning drop off. Councilor Lachapelle asked Mr. Bezanson when the next project meeting would be for the neighborhood. Mr. Bezanson said in the springtime. Councilor Hamann asked if the school has sent out any notices regarding the traffic issues; it might be mitigated with a quarterly reminder. Councilor Gates asked how long this has been an issue. Councilor Walker said that this is about the third time that the issue has come to this Committee. The issue gets better and then it goes back to the old ways. Councilor Walker stated he would like to get a school representative in regarding

this issue. This was kept in committee until a representative from the School Department can be present to discuss the issue.

4. E911 Update

Councilor Walker summarized the issue. Deputy Chief Boudreau said that they had a meeting and discussed the Rochester Neck Road Waste Management renumbering. Waste Management is working with Deputy Fire Chief Wilder, as they own most of the frontage on the road except for maybe 3 parcels, which are owned by Pike Industries, Brox Industries, and the City of Dover. Councilor Walker asked if the side streets were going to be renumbered and changed. Deputy Chief Boudreau said yes to Taylor Avenue and the condominiums. Councilor Lachapelle asked if the renumbering had to go through the City Council if it is a private road. Deputy Chief Boudreau said he did not expect the private road renumbering to have to go to City Council.

5. Emergency Management Update

Councilor Walker summarized the issue. Fire Chief Klose said it is cold outside and will be for the next 48 hours, and that you need to be prepared for it. He said he is asking people to look at the ice forming on the roofs. They had some issues where they had ice falling off a building and hit a gas line. Make sure exhaust systems are exposed. They hosted a cold weather training on Monday night at the Library, he said if you need services please dial 211; this number is for State assistance and is the number to use to help people find services. If you have an emergency, please dial 911.

6. Seasonal Cold Weather Shelter

Councilor Walker summarized the issue. Councilor Walker said that he believed that there was one opening up at Trinity Church. Fire Chief Klose said that they are working with them, that they have to apply for a special event permit and he said the City Manager emailed him today and that no one has applied for one as of yet. They have one organization that has to pass it by their executive board to get permission. They had to do this in 2017 as well; they are working on it. Fire Chief Klose asked if they could change the agenda item name from "Seasonal Cold Weather Shelter" to "Cold Weather Warming Facility"; he said he thinks people are getting confused between what the County is doing and what the City is doing. Councilor Walker said it originally was about the shelter and when they were going to get it opened. He said he has no problem changing it. Fire Chief

Klose wanted to make sure the Committee knew where they stood next year for a seasonal weather shelter. The 3 cities met with the County about three weeks ago and the County made it very clear that they were not going to have a cold weather shelter next year. They are changing that portion of the facility they were using and making it into a substance abuse treatment center. In order to get help from the County, the City's Welfare Department has to go through all their services and they have to communicate with the Fire Department to see what they can do and work with the City Manager and say we have done everything at the city level. That is where the special event permit came in, Trinity Church reached out the City. Councilor Hamann just wanted it to be clear about the warming facilities that they are 100 percent volunteer operation groups like a church and an organization that can simply apply for the permit. Fire Chief Klose said yes they using their staff and the County has over 100 trained volunteers; he stated that 37 from Rochester signed up. Councilor Hamann said this is fantastic and that he would like it mentioned that this is not the City opening the shelter; so, when social media has all kinds of negativity it is a private entity and that any organization can apply for one of these permits. Fire Chief Klose said that the City of Rochester is being watched at the state level; this partnership has never been done anywhere else and Rochester is leading the way on an issue once again. He said they have been getting some negative feedback, but after it was explained at Monday night's meeting people realized they had to start somewhere.

7. Other

Crosswalk Lighting

Councilor Walker said that an email came in regarding crosswalk lighting. There was a person at a Portland Street crosswalk jumping up and down so that the vehicles could see her. The crosswalks are dark and should have some kind of lighting. It is hard to see in the dark and it was hard to see this person in the crosswalk. Councilor Walker stated he was hit in a crosswalk by the 103 on North Main Street and is not sure what can be done for lightning. They have talked about this before. Councilor Gates said it is really hard to see people at night especially when they are in dark clothing; it should be their responsibility as well. Deputy Chief Boudreau said that has been a problem and that they do have a responsibility to look both ways. You can't just walk out there; motorists have to yield to pedestrians, but pedestrians can't just walk out without looking. Pedestrians have to be responsible for their own safety as well. Mr. Bezanson said that crosswalks at intersections should be lit with existing streetlights. The

City just recently completed an LED upgrade project for all City streetlights, so none should be out, but DPW could check. Councilor Walker said he didn't think that it was a streetlight issue, but that the area of this crosswalk is just dark. Deputy Chief Boudreau looked through the book of statutes and RSA 265:35 Pedestrian's Right of Way in Crosswalks, Section II states: no pedestrian shall suddenly leave a curb or other place of safety and walk or run into the path of a vehicle which is so close as to constitute an immediate hazard. Deputy Chief Boudreau said motorists have a duty to stop, but pedestrians have a duty not to walk out in front of a vehicle. This request was kept in committee to look into the particular issue further.

Councilor Walker wanted to say to Councilor Hamann and Councilor Gates that it has been an honor to serve with them on the Public Safety Committee; it's been fun and don't be strangers and maybe we will see you around again on this Committee. Thank you for your service and thank you for participating in the Public Safety Committee.

Councilor Hamann made a motion to adjourn the meeting at 7:35 PM. Councilor Gates seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Laura Miller, Secretary II.

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City Clerk's Office

Public Works and Buildings Committee
Meeting Minutes
December 9, 2019 7PM
Council Chambers

MEMBERS PRESENT

Councilor Ralph Torr, Chairman
Councilor Ray Varney- Vice Chairman
Councilor David Walker

MEMBERS ABSENT

Councilor Geoffrey Hamann
Councilor Sandy Keans

OTHERS PRESENT

Blaine M. Cox, City Manager
Peter C. Nourse PE, Director of City Service
Daniel Camara, GIS / Asset Management

MINUTES

Chairman Torr called the Public Works and Buildings Committee to order at 7:00 PM.

1. FY20 CIP Playgrounds Project

Mr. Nourse discussed the project and the bidding process. He stated that there several submissions that were reviewed and the company to be awarded to is Obrien. He stated that Lauren Krans and Art Jacobs Recreation Department were here in support of the selection of Obrien as the vendor. He stated that he and members of the Recreation Department had gone to several sites that were Obrien Projects in the area to look at the equipment. Mr. Nourse also discussed the structures and the ADA accessibility. He stated that these are quality structures and have been pre-approved the City's insurance carrier, PrimexNH. Lauren Krans stated that the Recreation Department liked the Obrien Companies designs and sited that it is important that they do not detract or overpower the landscape at the Common or Hanson Pine Park. She explained many of the features incorporated and spoke highly of the sensory and educational elements within the design. Art Jacobs discussed the ground structure vs. the woodchips. He stated this is much safer for children when they fall. Mr. Jacobs stated that he had discussed Obrien with other recreation departments and they were all pleased with the construction projects and the equipment installed. Councilor Varney asked if the Recreation Commission had seen the designs. Ms. Krans confirmed that they had.

2. **Approve minutes from the November 21, 2019 Public Works & Building Meeting.**

Chairman Torr requested comments or a recommendation on last month's meeting.

Councilor Walker made a motion to accept minutes as presented for the November 21, 2019 Public Works & Building Committee meeting. The motion was seconded by Councilor Varney. The Motion passed unanimously

3. **Public Input -**

None

4. **DPW Facility**

Mr. Nourse stated that he had no further information but he put this on the agenda in order give the Councilors and opportunity to discuss and ask questions prior to voting on the 3.9 million dollar supplemental appropriation for the project. Mr. Cox distributed a spreadsheet for informational purposes. The spreadsheet showed the original construction cost estimate and what that would be now considering the construction cost index escalation. The spreadsheet displayed the anticipated debt service cost. He also discussed that the 50% general fund, 25% each water and sewer allocations has been looked at again and found to be appropriate. Councilor Varney stated that the 4 million dollar impact to the debt schedule would be offset by the reduction of the approximately same amount due to additional state funding for the Vocational Center at the High School. Councilor Varney asked if all large vehicles could be store inside. Mr. Nourse Stated yes they would. Councilor Varney asked about the cold weather impacts to vehicles and plowing operations. Mr. Nourse stated this is an issue and described the process of bringing staff in to start vehicles ahead of storms. He stated they are all plugged into block heaters and staff has had to warm them with salamander heater just to get them going in the extreme cold periods. He discussed the impacts of the cold on hydraulics of the plow vehicles and the additives used in the fuel to keep the diesel from congealing. Mr. Cox stated that he had Chief Assessor look at the current market value of the current DPW and that came back as \$2.1million.

5. **Sidewalks FY21 CIP**

Mr. Nourse stated that this is the first opportunity to discuss the sidewalk reconstruction project plan for FY2020-2021. He stated that Strafford Regional Planning had completed the sidewalk survey. He displayed a graphic that showed a color coded map showing the sidewalks and their conditions. Red indicating the sidewalks most in need. Mr. Nourse stated he did not need any decision this evening but wanted to start the conversation. Councilor Varney suggested getting a list to all Councilors for the sidewalks that are in need of repair. He suggested each Councilor would then be able to visit and assess the needs within their respective wards.

6. **Personnel**

Mr. Nourse stated that he thought it was important to let the City Council know that we are having staffing issues. He stated that there are several reasons including our ability to provide competitive wages and work at home alternatives. He stated the department has

recently lost three skilled Secretary II positions, a B&G Technician and a Light Equipment Operator all due to better wages. He stated that he understood that this is not a unique situation, it is happening in several municipalities and when the economy is good private businesses have a better opportunity to compete for the skilled personnel. He said he is not suggesting that the City Council solve the issue as these positions are part of collective bargaining groups, but he thought it was important to let the Council know that there is an issue. Mr. Nourse also discussed the vacant Assistant City Engineer Position. He said that the need is great but the position has been vacant for over a year now.

Mr. Nourse discussed the NHDOT Public Works Memorial and stated that he attended the dedication ceremony last spring and that since that time he has been working with the DOT to have a former Rochester employee name be added to the memorial. He stated that currently there are 37 names etched into the memorial stone to commemorate municipal DPW employees that have died while on duty. He stated that he is pleased that the State has approved the addition of Kenneth Guild from the Rochester DPW be added to the memorial. Mr. Guild passed while performing his duties for the City of Rochester in 1981.

7. Community Center DHHS Lease Extension

Mr. Nourse stated that the State of NH has requested a two year extension to their lease at the Community Center. This Agreement includes a 2.5% increase in the lease payments and He stated that the State of NH has made this request to allow additional time for them to find an alternate location for their offices. Mr. Nourse explained that a vote of approval from the full city is required to complete the extension agreement and that this will be on the January agenda.

8. Other

Southeast Land Trust Water Department Conservation Properties – Mr. Nourse explained that the property transfers were nearly completed to the Southeast Land Trust Organization (SELT) and that the City owned parcels will be put in permanent conservation status, which in the end will reduce the escalating tax rates. He stated that the Farmington properties had been in a “current use” status for years and that in recent years that had changed and the taxes had risen from minimal to more than \$30,000 annually.

Councilor Walker made a motion to adjourn at 7:40 pm. Councilor Varney seconded the motion. The motion passed unanimously.

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

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City Clerk's Office

**Resolution Authorizing Amendment to Lease Agreement between the City and the
Department of Health and Human Services (DHHS)**

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

That the City Manager is hereby authorized to agree to an Amendment to the Lease Agreement between the City and DHHS for space within the Community Center. The Amendment includes an extension of the lease until April 30, 2022 and a 2.5% increase in the cost for square foot of the rental payment, bringing the total revenue amount to Two Hundred Ninety Three Thousand Six Hundred and 04/100 Dollars (\$293,600.04).

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

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]

Resolution Granting Community Revitalization Tax Relief to the Property Located at 10 South 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, the 10 South Main Street, LLC, owner of the so-called 10 South 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 10 South 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 10 South Main Street property contemplated by the owner’s Community Revitalization Tax Relief Application dated December 16, 2019, to wit:

(1) Any tax relief under the provisions of RSA Chapter 79-E or this resolution that is to be accorded with respect to the so-called 10 South 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 10 South Main Street property project; and

(3) The proposed substantial rehabilitation project with respect to the aforesaid 10 South 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; and
- IV. It increases the availability of residential housing in the urban center.

(4) The specific public benefit is preserved through a covenant under RSA 79-E:8 if the project is implemented consistent with (a) the aforementioned application; (b) compliance with the recommendation to the City Council approved by the Community Development Committee on December 17, 2019; (c) the terms of this resolution; and (d) any other applicable requirements of Chapter 79-E; and

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

Furthermore, as a result of making such determinations and findings, and subject to the owner's compliance therewith, and with the provisions of RSA Chapter 79-E, the Mayor and City Council hereby grant the requested tax relief for a period of seven (7) years beginning with the completion of the substantial rehabilitation of the structure upon the so-called 10 South 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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]



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>Ainsley's Drug Store</u> Building Address: <u>10 North Main Street</u> Owner Name(s): <u>Keith Frizzell</u> Owner Address(es): <u>PO Box 310, Dover, NH 03821</u>	Map# <u>120</u> Lot# <u>0392</u> Zoning: <u>DTC</u> Overlay District: <u>Special Downtown</u> Year Built <u>1881</u> Square Footage of Building <u>4,000</u>
Contact Name: <u>Keith Frizzell</u> Phone # <u>603-431-0400</u> Email address: <u>_k.frizzell@msprops.net</u>	Applicant Name(s) (if different from owner): <u>SAME</u> Applicant Address: _____ Phone # _____ Email address: _____
	Application Fee Paid: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Existing Uses (describe number of units by type and size) Is there a change of use associated with this project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If so, please describe: The second floor will change from office into 2 residential units. The third floor will become 2 one bedroom apartments replacing one apartment. The first floor will remain commercial.	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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Provide historic district name: <u>Ainsley's Drug Store</u>
Will the project include rehabilitation of residential units? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many: <u>4</u> If yes, please describe: The third floor apartment will be renovated to become to one bedroom apartments. The second floor office space will be renovated to add 2 one bedroom apartments.	Will the project involve affordable residential units? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please describe:
<u>Other Review & Comment (if necessary)</u> Historic District Review: <u>approved on 12/11/19</u> Special Downtown Review: _____ Minor Site Review: <u>Yes</u> Planning Board Review: <u>No</u> Zoning Board of Adjustment: <u>No</u>	<u>Section 79:E-4</u> Application Date: <u>12/23/2019</u> Complete: Yes Staff Review: <u>12/24/2019</u> City Council First Reading: <u>1/7/2020</u> Post Public Hearing: <u>no later than 1/10/2020</u> Public Hearing Date: <u>1/21/2020</u> *Required within 60 days of receipt of application City Council Second Reading <u>2/4/2020</u> *Required within 45 days of Public Hearing

City Council Review/Decision

Public Hearing Posting: _____ Public Hearing Date: _____

City Council Meeting Date: _____

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

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

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

IF DENIED, REASON(S) FOR DENIAL

Number of Yea: _____ Number of Nay: _____

Follow Up Letters Sent to:

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

COVENANTS

Completed By: _____ Date: _____

Filed at Strafford County: _____ Date: _____

Copies to:

- Assessing Dept
- Finance Dept
- In File

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

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

Comments from Historic District Commission:

Name & Title: _____

Meeting Date: _____

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

79-E:1 Declaration of Public Benefit. –

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

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

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

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

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

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

Section 79-E:2

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

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

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

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

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

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

VI. "Tax relief" means:

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

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

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

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

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

Section 79-E:3

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

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

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

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

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

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

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

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

Section 79-E:4

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 79-E:5

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

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

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

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

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

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

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

Section 79-E:6

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

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

Section 79-E:7

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

- I. It enhances the economic vitality of the downtown;
- II. It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located;
 - II-a. It promotes the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.
- III. It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community,

consistent with RSA 9-B; or

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

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

Section 79-E:7-a

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

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

Section 79-E:8

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

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

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

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

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

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

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

Section 79-E:9

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

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

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

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

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

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

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

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

Section 79-E:10

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

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

Section 79-E:11

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

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

Section 79-E:12

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

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

Section 79-E:13

79-E:13 Extent of Tax Relief. –

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

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

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

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

Section 79-E:14

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

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

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City Clerk's Office

22 South Main Street; RSA-79:E Application Summary

Applicant: Norm and Staci Vetter

Eligible years: 11 out of the max of 15 years

Project: Rehabilitation of the existing floor and basement level for a restaurant and/or commercial space. This is approximately 12,200 SF. The second floor is approximately 6,000 SF and will be renovated into 6 residential units, a mix of one and two bedroom units.

Exterior Changes: Some windows will be added to the rear of the building in which there were windows at one time and bricked over. The rear elevation will be raised to accommodate the living area. All windows replacements and materials for the elevation change have been approved with conditions on said materials by the Historic District on 7/31/19.

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. 22 South 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. 22 South Main exceeds both of these baselines. Total estimated costs of the project are \$1,404,500 which is approximately an increase of 367% of the pre-assessed value.

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City Clerk's Office



City of Rochester, New Hampshire

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

Application Revised January 1, 2015 **Community Revitalization Tax Relief** (per RSA 79E) City of Rochester, New Hampshire

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

Date of Preparation: Dec 16, 2019

Property information

Property address/location: 10 South Main Street, Rochester NH 03867

Name of building (if any): _____

Tax map & lot #: 120 - 392 Year built: 1881

Square Footage: 4,000 Condition: In need of renovation

Zoning: DTC Vacant, how long: 2 Months to 20 years depending on floor.

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 Unknown

Name of District: _____

Existing Uses: Describe the units by type and size, how many floors Floor 1, 1,500 sq. ft retail
Floor 2 1,500 sq. ft. office/apartment Floor 3 1,000 sq. ft. Apartment

Change of Use?: No

Property Owner

Name (include name of individual): 10 South Main Street LLC, Keith Frizzell

Company: _____

Mailing address: P.O. Box 310, Dover NH 03821

Telephone #: 603-431-0400 Email: k.frizzell@msprops.net

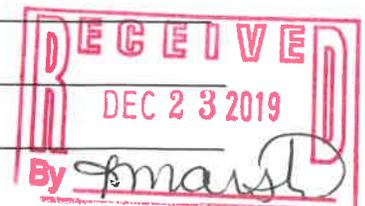
Applicant or Agent Contact:

Name (include name of individual): Same

Company: _____

Mailing address: _____

Telephone #: _____ Email: _____



EXHIBIT

Proposed Project Information

Name of Architect (if known): Jeremiah Johnson, McHenry Architecture

Name of Licensed Contractor (if known): _____

Will the project include rehabilitation of residential units? Yes If yes, how many 4

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

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

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

1,500 sq. ft. 1st floor retail

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)

Repairing and improving an important downtown building. Creating 4 downtown residential units.

Replacing existing windows and adding new windows that maintain the character of the original look of the building. Please see the attached, approved HDC application for full information.

Explain the project in your own words:

Repair and renovation of the interior and exterior of the building. Maintaining the first floor retail and creating 4 apartments on the upper floors. Installing new electrical, plumbing & HVAC. Replacing and adding windows.

Pre-Rehabilitation Ad Velorum Tax Valuation \$ 184,700

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

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

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

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

Project costs

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

Historic Restoration:		Cost: \$ _____
Sustainability/Efficiency:		Cost: \$ _____
Interior Alterations:	Please see HDC application for scale of project	Cost: \$ _____
Exterior Alterations:		Cost: \$ _____
Structural:		Cost: \$ _____
Electrical:		Cost: \$ _____
Plumbing:		Cost: \$ _____
Mechanical:		Cost: \$ _____
Safety/Fire Protection:		Cost: \$ _____
Other:	Estimate only, no bids have been solicited yet.	Cost: \$ 300,000

Expected construction dates. Start: Spring / Summer 2020 ; Finish: ASAP

Total project cost: \$ Estimated \$300,000

Please attach written estimates whenever possible.

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

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

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

Other Approvals and Information

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

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

Historic District Review: Attached _____ Date: Dec 17, 2019

(Required if Requesting Historic Incentive)

Special Downtown Review: Attached _____ Date: Oct 7, 2019

Minor Site Review: _____ Date: _____

Zoning Board of Adjustment: _____ Date: _____

Conservation Commission: _____ Date: _____

DPW Driveway/Water/Sewer: _____ Date: _____

State Permits or Requirements: _____ Date: _____

Other (please specify): _____ Date: _____

Application Checklist

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

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

Request for Community Revitalization Tax Relief

- Substantial Rehabilitation Tax Relief Incentive (Up to 5 Years)
- Additional Tax Relief Incentive for New Residential Units (Up to 2 Years)
- Additional Tax Relief Incentive for Affordable Housing (Up to 4 Years)
- 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. Extensive renovations by creating 4 residential units where only 2 exist. Exterior renovations including replacing and adding windows, brick repair, repair and replace wood trim as needed.

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): *Keith Frizzell*

Printed Name: Keith Frizzell Date: 12/23/2019

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.

ATTACHMENT II
City of Rochester RSA 79e Application

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.

Unofficial Property Record Card - Rochester, NH

General Property Data

Parcel ID **0120-0392-0000**
 Prior Parcel ID
 Property Owner **10 SOUTH MAIN STREET LLC**
 Mailing Address **P O BOX 310**
 City **DOVER**
 Mailing State **NH** Zip **03821-0310**
 ParcelZoning **DTC**

Account Number **219**
 Property Location **10 SO MAIN ST**
 Property Use **RESINCOMM**
 Most Recent Sale Date **4/5/2019**
 Legal Reference **4645-319**
 Grantor **GIA CORPORATION**
 Sale Price **185,000**
 Land Area **0.110 acres**

Current Property Assessment

Card 1 Value Building Value **131,200** Xtra Features Value **4,000** Land Value **49,500** Total Value **184,700**

Building Description

Building Style **MIX USE BLDG**
 # of Living Units **2**
 Year Built **1881**
 Building Grade **AVG. (+)**
 Building Condition **Average**
 Finished Area (SF) **4239**
 Number Rooms **8**
 # of 3/4 Baths **0**

Foundation Type **BRICK/STONE**
 Frame Type **MASON/CONC**
 Roof Structure **FLAT**
 Roof Cover **TAR+GRAVEL**
 Siding **BRICK**
 Interior Walls **AVERAGE**
 # of Bedrooms **4**
 # of 1/2 Baths **1**

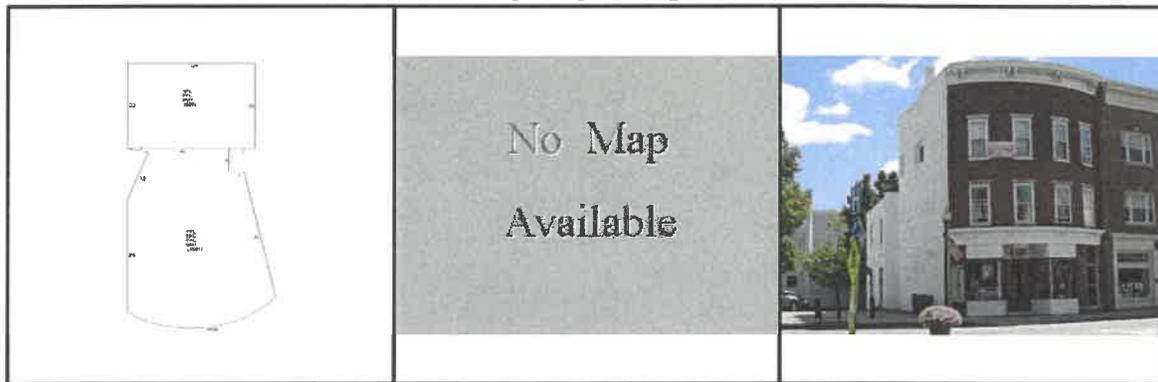
Flooring Type **AVERAGE**
 Basement Floor **CONCRETE**
 Heating Type **STEAM**
 Heating Fuel **GAS**
 Air Conditioning **0%**
 # of Bsmt Garages **0**
 # of Full Baths **2**
 # of Other Fixtures **0**

Legal Description

Narrative Description of Property

This property contains 0.110 acres of land mainly classified as RESINCOMM with a(n) MIX USE BLDG style building, built about 1881 , having BRICK exterior and TAR+GRAVEL roof cover, with 1 commercial unit(s) and 2 residential unit(s), 8 room(s), 4 bedroom(s), 2 bath(s), 1 half bath(s).

Property Images



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



PLANNING & DEVELOPMENT DEPARTMENT
City Hall - Second Floor
33 Wakefield Street
Rochester, New Hampshire 03867-1917
(603) 335-1338 - Fax (603) 335-7585
Web Site: www.rochesternh.net

Planning and Development
 Conservation Commission
 Historic District Commission
 Arts & Culture Commission

October 7, 2019

Keith Frizzell
 PO Box 310
 Dover, NH 03821

RE: 10 South Main Street
Tax Map 120 Lot 392 Downtown Commercial Zone

Dear Mr. Frizzel,

I have reviewed your project narrative for a Special Downtown review to change to change the use from two residential units to four resident on the second and third floor.

Following a review of the Zoning Ordinance, this use is an allowed use and will not require further review through the Site Plan Review process. Further review by this Department is not necessary because you are not adding a new building or parking spaces and your proposed use will not have a significantly different impact on the City of Rochester. Please submit a project narrative for the commercial uses for the building before they are established. This project will require Historic District approval for exterior façade changes.

I have received written comments and feedback from the parties listed above and the Planning Board Representative. The concerns and the resolution are listed below:

Source	Comment(s) & Concern(s)	Resolution
Building, Zoning, and Licensing Services	No issues.	NA.
Fire Department	Plans will require fire protection engineer review ahead of permit issuance.	Prior to building permits
Police Department	No issues.	NA
DPW	If fire suppression is required, a separate water service will be required with backflow prevention. Also please check with DPW regarding Road Moratorium.	Condition of approval

Please note that any signage will require the submission of an application for a permit from the Building Zoning Licensing Services Department.

*** It is the applicant's responsibility to obtain any other applicable permits from local, state, and federal agencies. Please contact the City of Rochester Building, Zoning, and Licensing Services Department at 332-**

3508 to apply for any necessary permits or licenses, including a building permit, sign permit, second hand dealer's license, food license, and certificate of occupancy when applicable. You should also contact the Fire Department at 335-7545 to discuss anything they may require.

Congratulations, I wish you the best of luck at this location. Please feel free to call me with any questions or concerns.

Sincerely,



Michelle Mears, AICP
Senior Planner

cc: Viewpermit TPL 19-116
File



PLANNING & DEVELOPMENT DEPARTMENT
City Hall - Second Floor
33 Wakefield Street,
Rochester, New Hampshire 03867-1917
(603) 335-1338 - Fax (603) 330-0023
Web Site: www.rochesternh.net

Planning and Development
Conservation Commission
Historic District Commission
Arts and Culture Commission

SPECIAL DOWNTOWN REVIEW

TO: Applicants for Review
FROM: Planning Department
DATE: December 2014
SUBJ: Application Process for Special Downtown Review Committee

The Special Downtown Review Committee and the Planning staff would like to make the application process as smooth as possible.

Please review the following and contact the Planning Department with any questions.

Boundaries. The boundaries of the Special Downtown District coincide with the "fire limits" established in Chapter 40.13 of the General Ordinances of the City of Rochester. The district includes those areas classified on the Rochester Zoning Map as Downtown Commercial (DC) and Neighborhood Mixed Use (NMU) adjacent to North Main Street up to Washington Avenue and South Main Streets in Rochester proper and Main Streets in the NMU in Gonic and East Rochester.

(b) **Regulations and Restrictions - Special Downtown District.** The following regulations and restrictions shall apply in the Special Downtown District:

(1) Development within the Special Downtown District shall be exempt from the site plan review process, provided, however, that:

(A) any construction of new structures within the Special Downtown District, and/or

(B) any change to an existing structure or use within the Special Downtown District shall be subject to the site plan review process unless the Planning Director, after consultation with the Code Enforcement Officer, the Commissioner of Public Works, the Fire Chief, the Police Chief, the Economic Development Director, and one representative from the Planning Board appointed by the Board chair certifies in writing to the Planning Board that such proposed construction or change will have no significant adverse impact on the Special Downtown District.

(2) Existing structures and uses are exempt from the parking and loading requirements contained in Article XXVI of this ordinance.

(3) New structures and uses, including changes to existing structures and uses, shall be subject to the parking and loading requirements contained in Article XXVI of this ordinance, provided, however, that where a public parking facility is available within four hundred (400) feet of a structure or use, the specific parking requirements may be determined by the Code Enforcement Officer (or the Planning Board in the case of projects that are referred to the Board) on an individual basis. For the purposes of this section, the term "public parking facility" means a publicly owned off-street parking facility for 10 or more vehicles.

(4) The Planning Board shall be notified within ten (10) days of all projects being reviewed pursuant to this section. At the request of any Planning Board member, any project that has been reviewed, or is being reviewed, under this section may be referred to the full Planning Board for regular site plan review. In the event that a Planning Board member requests in writing that a project be referred to the Planning Board for regular site plan review, the Planning Board shall, within thirty (30) days of the date of the notification provided for in this paragraph, vote as to whether or not regular site plan review of such project shall be required.

(5) There are no Planning application fees or Monumentation fees charged for any projects located in the Special Downtown District (whether reviewed administratively or referred to the Planning Board).



Special Downtown Site Review
City of Rochester, New Hampshire

Date: 8/30/19

Property information

Tax map #: D0 ; Lot #'(s): 392 ; Zoning district: DTC ; Historic District: yes X no

Property address/location: 10 South Main Street

Project Name: _____

Property owner

Name (include name of individual): 10 South Main Street LLC - Keith Frizzell

Mailing address: PO Box 310, Dover, NH 03821

Telephone #: _____ Email address: K.frizzell@msprops.net

Applicant/developer (if different from property owner)

Name (include name of individual): _____

Mailing address: _____

Telephone #: _____ Email address: _____

Engineer/surveyor/designer (if applicable)

Name (include name of individual): Jeremiah Johnson

Mailing address: 4 Market St. Portsmouth, NH 03801

Telephone #: 603-430-0274 Email address: jeremiah@nchenryarchitecture.com

Check one:

Nonresidential project

Residential project

Nonresidential projects (if applicable)

Check all that apply:

- change of use new building building addition
- new parking area expansion of existing parking area
- new signage; exterior lighting other site changes

Describe current use/nature of property: 1st Floor | Retail Clothing Store - Marilyn's Unique Boutique
2nd Floor | Low office / Apartment 3rd Floor | Apartment

Describe proposed use/activity: Apartments on 2nd + 3rd Floors and
Existing Retail on 1st

Number of employees: 1; Hours of operation: N/A

parking spaces: existing: 9; total proposed: 9;

nearest public parking: Street

Current square footage of building 3,606; Proposed square footage of building 3,606

Residential projects (if applicable)

Number of existing dwelling units: 2 Total number of proposed dwelling units: 4

New building(s)? N/A Addition(s)/modifications to existing building(s)? _____

Describe current use/nature of property: Retail / Low office / Apartments

Describe proposed use/activity: Retail on Ground Floor and Apartments
on 2nd + 3rd

of parking spaces: existing: 9 total proposed: 9

Comments

Please feel free to add any comments, additional information, or requests for waivers here:

Submission of application & acknowledgement about process

This application must be signed by the property owner, applicant/developer (if different from property owner).

**** Please Note:** *All Special Downtown applications are subject to full site plan review at the discretion of the Planning Board.*

Signature of property owner: Keith Fizzell

Date: 9/13/19

Signature of applicant/developer: _____

Date: _____

Authorization to enter property

I hereby authorize members of the Rochester Planning Board, Zoning Board of Adjustment, Conservation Commission, Planning Department, and other pertinent City departments, boards and agencies to enter my property for the purpose of evaluating this application including performing any appropriate inspections during the application phase, review phase, post-approval phase, construction phase, and occupancy phase. This authorization applies specifically to those particular individuals legitimately involved in evaluating, reviewing, or inspecting this specific application/project. It is understood that these individuals must use all reasonable care, courtesy, and diligence when entering the property.

Signature of property owner: Keith Fizzell

Date: 9/13/19



Planning and Development
Conservation Commission
Historic District Commission
Arts & Culture Commission

PLANNING & DEVELOPMENT DEPARTMENT
City Hall - Second Floor
33 Wakefield Street,
Rochester, New Hampshire 03867-1917
(603) 335-1338 - Fax (603) 335-7585
Web Site: www.rochesternh.net

City of Rochester
Historic District Commission
CERTIFICATE OF APPROVAL

December 17, 2019

Keith Frizzell
PO Box 310
Dover, NH 03821

RE: 10 South Main Street, Rochester, NH Map 120 Lot 392, Downtown Commercial Zone

Dear: Mr. Frizzell,

I am pleased to inform you that the Historic District Commission (HDC) approved your application for the above referenced project at the meeting on December 11, 2019. The application for Certificate of Approval for window replacements/additions, exterior repairs to brick, new entrance door and transom, and 5 roof mounted heat pump condenser units on the near roof was approved as submitted to the Planning and Development Department.

Please note that this approval is valid for two years from the date of the HDC meeting. Substantial work on the project must commence by December 11, 2021 or this approval will become null and void. Contact the City of Rochester Building, Zoning, Licensing, and Licensing Services Department at 332-3508 for any permits you may need.

It is the applicant's responsibility to obtain any other applicable permits from local, state, and federal agencies. Contact the following City of Rochester Departments:

- Building, Zoning, and Licensing Services Department at 332-3508
- Fire Department at 335-7545
- Department of Public Works at 332-4096.

Thank you for meeting with me and please feel free to contact the Planning and Development Department if you have any questions.

Sincerely,

Michelle Mears
Michelle Mears, AICP

Senior Planner, City of Rochester

cc: Building, Zoning & Licensing Services
View Permit TPL-19-145
File

Thank you for submitting a great application to the HDC.

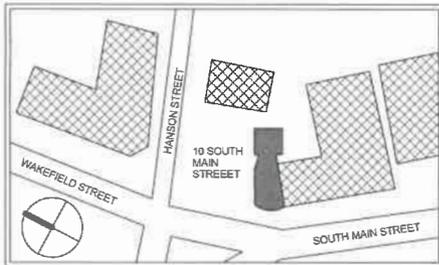
10 SOUTH MAIN STREET

Historic District Commission Work Session - December 2019, Rochester, New Hampshire

General Project Description:

Proposed Work:

- The scope of the proposed project focuses mostly on interior renovations, window replacements/additions, and exterior repairs to brick, trim, headers, sills, and paneling.
- The 1st floor will have minor wall demolition, the 2nd floor will change from 1 larger unit to 2 single bedroom residential units. Interior partition locations will change, the common access corridor has been reconfigured, and there will be new finished throughout. The same treatment applied to the 3rd floor.
- There will be 5 total units in the building: 1 retail unit on the 1st floor and 2 residential apartments per 2nd and 3rd floor.
- All existing windows will be replaced with new double hung units to match the existing South Main Street elevation windows. (24 windows)
- There will be 7 new double hung windows that match the dimensions of the existing South Main Street elevation windows, all new wall penetrations will align vertically and horizontally.
- There will be 1 new fixed square picture window on the Hanson Street elevation to aid in the transition from store front to typical window penetrations.
- There will be a new residential entrance door with a transom above.
- The existing retail AC will be removed and replaced with a transom window.
- There will be 5 roof mounted heat pump condenser units on the rear roof



KEY PLAN
1" = 100'-0"

ANNOTATION LEGEND:

- A** KEYNOTE REFERENCE LETTER
- ELEVATION TAG**
- ARC** REFERENCE NUMBER
- SHEET NUMBER**

ELEVATION KEYNOTES

- A** PATCH AND REPAIR ALL EXISTING HEADERS AND SILLS.
- B** EXISTING WINDOWS ARE TO BE REPLACED WITH WINDOWS TO MATCH SIZE, SHAPE, AND SILL HEIGHT AS EXISTING SOUTH MAIN STREET ELEVATION WINDOWS, WINDOWS BY ANDERSEN, REFER TO SHEET A8
- C** NEW WINDOWS TO MATCH SIZE, SHAPE, AND SILL HEIGHT AS EXISTING SOUTH MAIN STREET ELEVATION WINDOWS, REFER TO SHEET A8
- D** NEW WOOD STOREFRONT WINDOW WITH COMPOSITE PANELING TO MATCH EXISTING STORE FRONT
- E** PATCH AND REPAIR STOREFRONT AND WINDOW TRIM WITH COMPOSITE TRIM WHERE NEEDED
- F** PATCH AND REPAIR CORNICE AND TRIM WITH COMPOSITE TRIM WHERE NEEDED
- G** REPAINT HANSON STREET ELEVATION
- H** PATCH, REPAIR, AND REPOINT MASONRY WHERE NEEDED
- J** INFILL EXISTING WINDOW OPENING WITH MASONRY AND PAINT TO MATCH
- K** EXISTING MURALS TO REMAIN
- L** EXISTING RUBBER ROOF TO BE REPLACED WITH NEW RUBBER MEMBRANE
- M** REPAIR EXISTING AWNING ROOF
- N** NEW WINDOW TO MATCH EXISTING WINDOWS. TO BE PLACED ON CENTER WITH EXISTING INFILLED OPENING, LOCATION VIF, REFER TO SHEET A8
- P** EXISTING WALL AC UNIT TO BE REMOVED AND REPLACED WITH FIXED WOOD TRANSOM WINDOW BY ANDERSEN, REFER TO SHEET A8
- Q** NEW WOOD ENTRY DOOR WITH FIXED WOOD TRANSOM TO MATCH ADJACENT STOREFRONT, REFER TO 2/A7
- R** 5 HEAT PUMP CONDENSER UNITS, REFER TO 1/A7 FOR CUT SHEETS

HDC SHEET LIST

Sheet Number	Sheet Name
C	COVER
A1	EXISTING ELEVATIONS & PICTURES
A2	EXISTING ELEVATION PICTURES
A3	PROPOSED ELEVATIONS
A4	PROPOSED ELEVATIONS
A5	FLOOR PLANS
A6	FLOOR PLANS
A7	CUT SHEETS
A8	WINDOW CUT SHEETS

HISTORIC POSTCARD OF SOUTH MAIN STREET



10 SOUTH MAIN STREET



10 SOUTH MAIN STREET

ROCHESTER, NH

COVER

HISTORIC DISTRICT COMMISSION, DECEMBER 2019

McHENRY ARCHITECTURE

4 Market Street
Portsmouth, New Hampshire

C

DECEMBER 2019

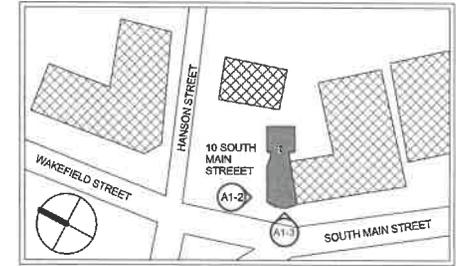
McHA: RD / JJ

Scale: As Indicated

LOCUS



1 HANSON STREET ELEVATION
NTS



KEY PLAN
1" = 100'-0"



2 HANSON STREET ELEVATION
1/8" = 1'-0"



3 SOUTH MAIN STREET ELEVATION
NTS

10 SOUTH MAIN STREET EXISTING ELEVATIONS & PICTURES

ROCHESTER, NH

HISTORIC DISTRICT COMMISSION, DECEMBER 2019

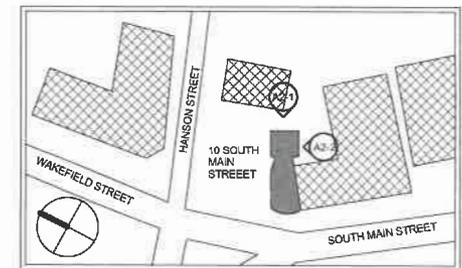
McHENRY ARCHITECTURE

4 Market Street
Portsmouth, New Hampshire

A1

DECEMBER 2019
McHA: RD / JJ
Scale: As Indicated

E



1 REAR ELEVATION
NTS

2 REAR SIDE ELEVATION
NTS

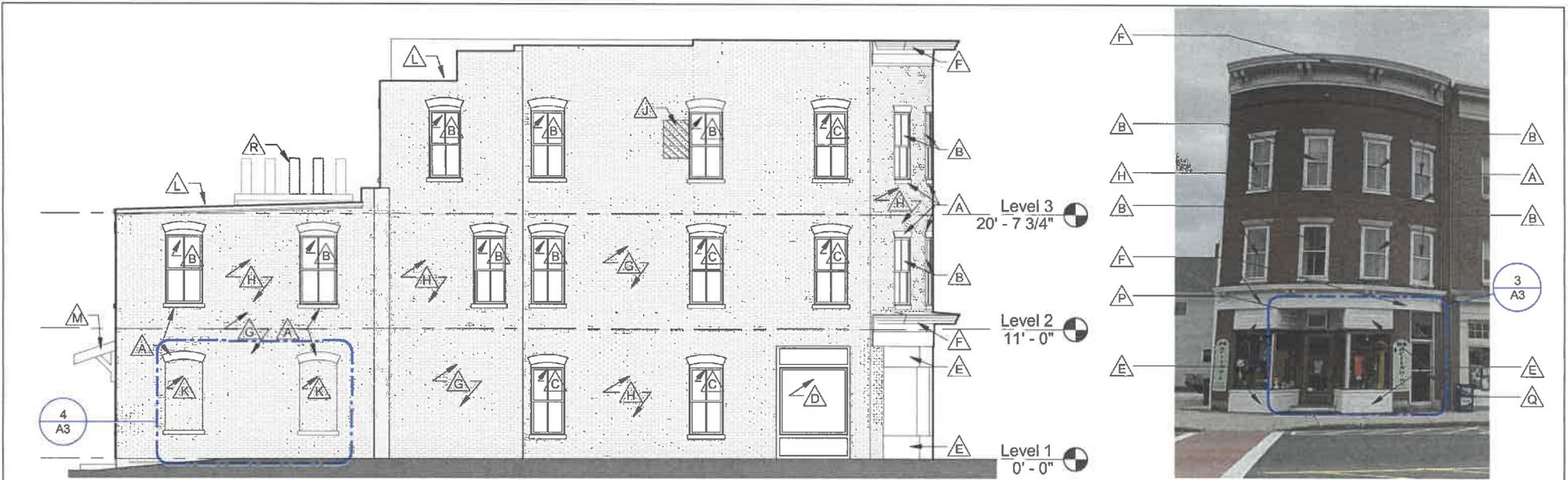
KEY PLAN
1" = 100'-0"

10 SOUTH MAIN STREET
ROCHESTER, NH

EXISTING ELEVATION PICTURES
HISTORIC DISTRICT COMMISSION, DECEMBER 2019

McHENRY ARCHITECTURE
4 Market Street
Portsmouth, New Hampshire

DECEMBER 2019
McHA: RD / JJ
Scale: NTS
A2
E



1 HANSON STREET ELEVATION
1/8" = 1'-0"

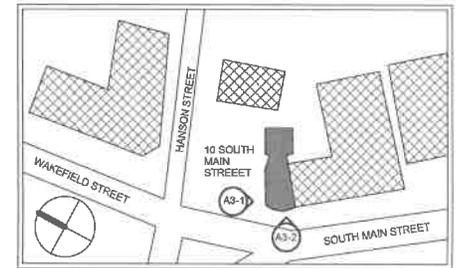
2 SOUTH MAIN STREET ELEVATION
NTS



3 SOUTH MAIN STREET DOOR
1/4" = 1'-0"



4 EXISTING MURALS
NTS



KEY PLAN
1" = 100'-0"

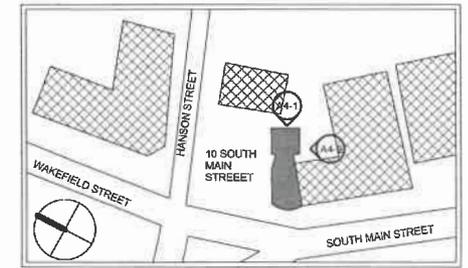
NOTE: REFER TO ELEVATION KEYNOTES ON SHEET C

<p>10 SOUTH MAIN STREET ROCHESTER, NH</p>	<p>PROPOSED ELEVATIONS HISTORIC DISTRICT COMMISSION, DECEMBER 2019</p>	<p>McHENRY ARCHITECTURE 4 Market Street Portsmouth, New Hampshire</p>	<p>A3</p>	<p>DECEMBER 2019 McHA: RD / JJ Scale: As Indicated P</p>
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1 REAR ELEVATION
NTS

2 REAR SIDE ELEVATION
NTS



KEY PLAN
1" = 100'-0"

**NOTE: REFER TO
ELEVATION
KEYNOTES ON
SHEET C**

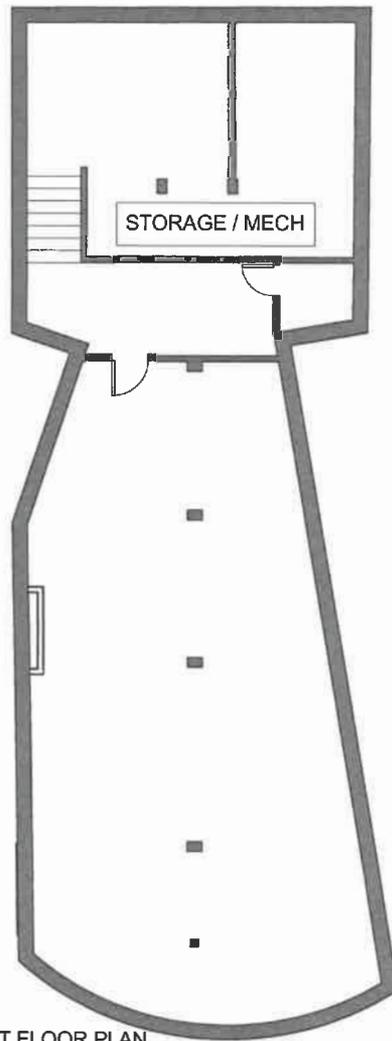
10 SOUTH MAIN STREET
ROCHESTER, NH

PROPOSED ELEVATIONS
HISTORIC DISTRICT COMMISSION, DECEMBER 2019

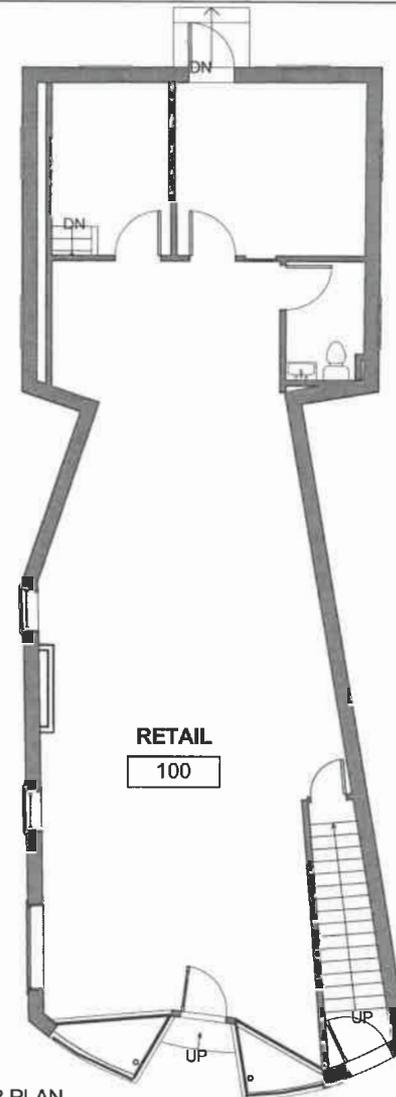
McHENRY ARCHITECTURE
4 Market Street
Portsmouth, New Hampshire

A4

DECEMBER 2019
McHA: RD / JJ
Scale: NTS
P



1 BASEMENT FLOOR PLAN
1/8" = 1'-0"



2 FIRST FLOOR PLAN
1/8" = 1'-0"

10 SOUTH MAIN STREET
ROCHESTER, NH

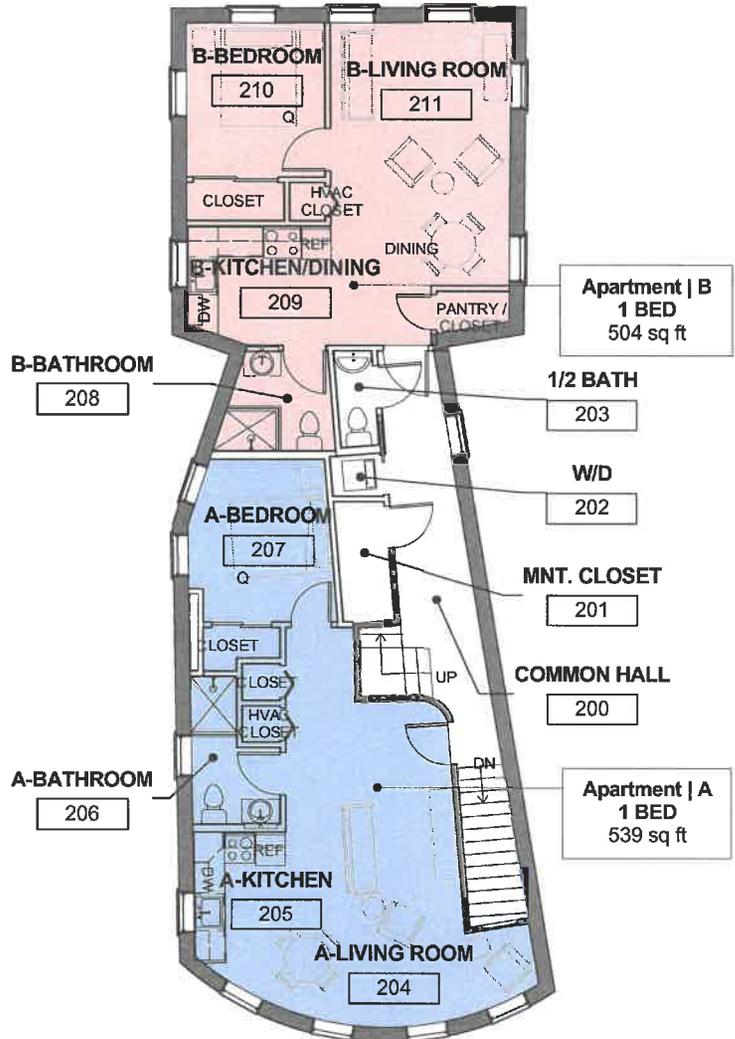
FLOOR PLANS

HISTORIC DISTRICT COMMISSION, DECEMBER 2019

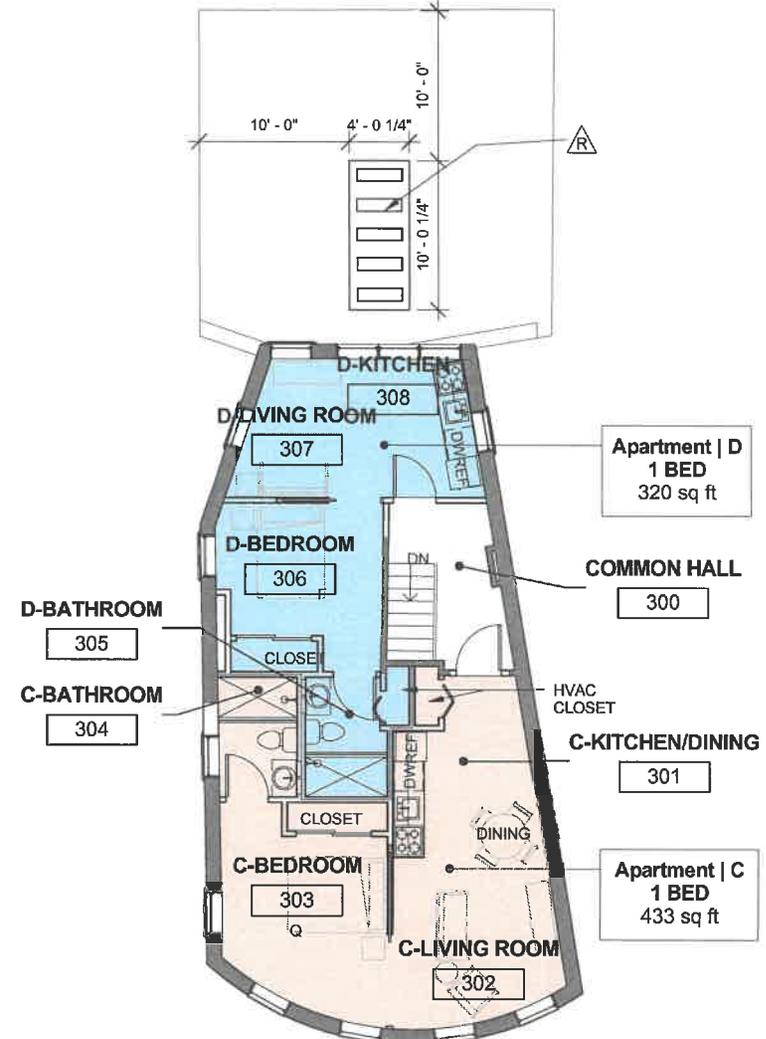
McHENRY ARCHITECTURE
4 Market Street
Portsmouth, New Hampshire

A5

DECEMBER 2019
McHA: RD / JJ
Scale: 1/8" = 1'-0"
P



1 SECOND FLOOR PLAN
1/8" = 1'-0"



2 THIRD FLOOR PLAN
1/8" = 1'-0"

10 SOUTH MAIN STREET
ROCHESTER, NH

FLOOR PLANS

HISTORIC DISTRICT COMMISSION, DECEMBER 2019

McHENRY ARCHITECTURE
4 Market Street
Portsmouth, New Hampshire

A6

DECEMBER 2019
McHA: RD / JJ
Scale: 1/8" = 1'-0"

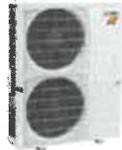
P

ERIES

SUBMITTAL DATA: MXZ-8C48NAHZ
4-TON MULTI-INDOOR INVERTER HEAT PUMP SYSTEM



Reference: _____ Date: _____

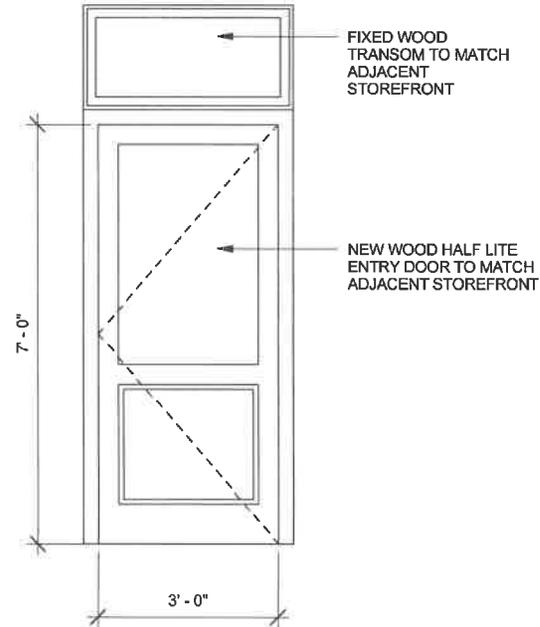


Climate Unit MXZ-8C48NAHZ

- ACCESSORIES:**
- 1) Three-port Branch Box (PAC-MKA308C)
 - 1) Five-port Branch Box (PAC-MKAS08C)
 - 1) Distribution Pipe for Flare Connection (MSDD-05A-R; necessary for installing two branch boxes)
 - 1) Distribution Pipe for Brazed Connection (MSDD-050-R; necessary for installing two branch boxes)
 - 1) 3/8" x 1/2" Port Adapter (MAC-A45A-P)
 - 1) 1/2" x 3/8" Port Adapter (MAC-A45A-P)
 - 1) 1/2" x 5/8" Port Adapter (MAC-A45A-P)
 - 1) 1/4" x 3/8" Port Adapter (PAC-803P)
 - 1) 3/8" x 5/8" Port Adapter (PAC-SG78R-U)
 - 1) Airflow Guide (PAC-SH903G-E)

(For data on specific indoor units, see the MXZ-C Technical and Service Manual)

Specifications		Model Name	
Unit Type		MXZ-8C48NAHZ	
Cooling* (Non-ducted / Ducted)	Rated Capacity	Btu/h	48,000 / 48,000
	Capacity Range	Btu/h	8,000 - 48,000
	Rated Total Input	W	4,000 / 5,050
Heating at 47°F* (Non-ducted / Ducted)	Rated Capacity	Btu/h	54,000 / 54,000
	Capacity Range	Btu/h	7,200 - 54,000
	Rated Total Input	W	4,220 / 4,980
Heating at 17°F* (Non-ducted / Ducted)	Rated Capacity	Btu/h	40,000 / 43,000
	Maximum Capacity	Btu/h	54,000 / 54,000
	Rated Total Input	W	4,340 / 5,250
Heating at 8°F*	Maximum Capacity	Btu/h	34,000
Electrical Requirements	Power Supply	Voltage, Phase, Hertz	208 / 230V 1-Phase 60 Hz
	Recommended Fuse/Breaker Size	A	50
	MCA	A	45
NTS _{sp}	Indoor - Outdoor 51-52	V	AC 208 / 230
	Indoor - Outdoor 52-53	V	DC 224
Compressor		FLA	6.4+0.4
Fan Motor (ECM)			51
Sound Pressure Level	Cooling	dB(A)	51
	Heating		
External Dimensions (H x W x D)		In / mm	63-1106 x 41-1133 x 13-3
Net Weight		Lbs / kg	278 / 126



1 HEAT PUMP UNIT CUT SHEET

2 RESIDENTIAL ENTRY DOOR
1/2" = 1'-0"

10 SOUTH MAIN STREET
ROCHESTER, NH

CUT SHEETS

McHENRY ARCHITECTURE
4 Market Street
Portsmouth, New Hampshire

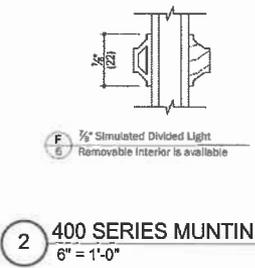
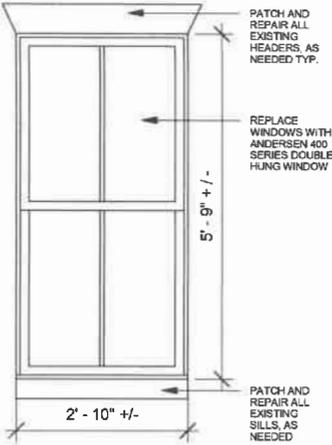
A7

DECEMBER 2019
McHA: RD / JJ
Scale: As Indicated

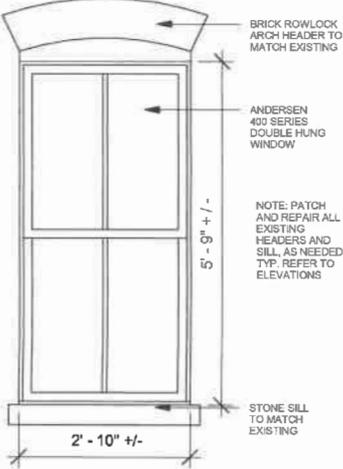
P

HISTORIC DISTRICT COMMISSION, DECEMBER 2019

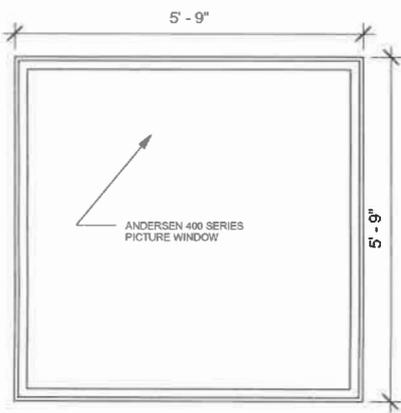
**SOUTH MAIN STREET
ELEVATION WINDOWS**



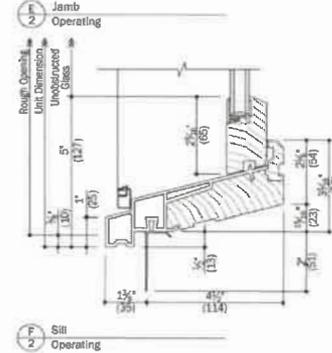
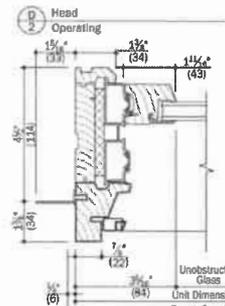
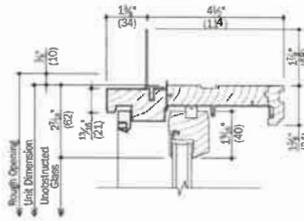
**REPLACEMENT AND
NEW WINDOWS**



NEW PICTURE WINDOW



1 WINDOW ELEVATIONS
1/2" = 1'-0"

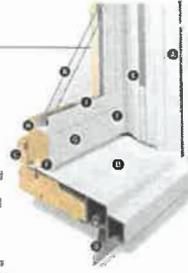


3 400 SERIES DETAILS
3" = 1'-0"

TILT-WASH DOUBLE-HUNG FULL-FRAME WINDOWS

FEATURES

- 1 Exterior outer frame members are coated with a Perma-Shield® vinyl cladding, minimizing maintenance and providing an attractive appearance.
- 2 For exceptional long-lasting performance, sill members are constructed with a wood core and a Fibrex® material exterior. Sill ends are protected and sealed with weather-resistant covers.
- 3 Natural wood slops are available in pine and prefinished white, dark bronze and black. A vent, taller sill slope increases performance to P60 while sill maintenance gress on our most popular sizes.
- 4 A factory-applied rigid vinyl anchoring flange on the head, sill and sides of the outer frame helps secure the unit to the structure.
- 5 An extruded rigid vinyl jamb liner and fit provides a protective seal against the outer frame members. Exclusive slide wash assists make it easy to tilt sash into wash mode position.



Sash

- 1 Wash assists make it easy to tilt the sash into wash mode.
- 2 Wood sash members are treated with a water-repellent preservative for long-lasting protection and performance. Interior surfaces are unfinished pine. Low-maintenance prefinished white interiors are also available.
- 3 A polyester-stabilized coat with a Fibrex® finish is electrostatically applied to penetrate all exterior surfaces for maximum protection and a lustrous finish.
- 4 Sash joints simulate the look of traditional mortise-and-tenon construction inside and out.

Glass

- 1 Silicone bed glazing provides superior weathertightness and durability.
- 2 High-Performance glass options include:
 - Low-E® glass
 - Low-E4 HeatLock® glass
 - Low-E4 Sun glass
 - Low-E4 SmartSun® glass
 - Low-E4 SmartSunHeatLock glass
- 3 Tempered glass and other glass options are available. Contact your Andersen supplier.
- 4 A removable translucent film helps shield the glass from damage during delivery and construction and simplifies finishing at the jobsite.
- 5 Patterned Glass
Patterned glass options are available. See page 12 for more details.



Unique block-and-tackle balances feature slow-to-the-unit, non-resistant springs that require no adjustment. Glass-reinforced nylon balancer shoes provide smooth, reliable sash operation. Sash can be removed, without tools, for drywall pass-through. Jamb liners are available in white or gray and must be specified when ordering. Contact your Andersen supplier for details.

Weatherstrip throughout the unit provides a long-lasting, energy-efficient, weather-resistant seal. For the top and bottom rails, an encased foam material is used. The head jamb liner and sill have a rigid vinyl rib that the weatherstrip material compresses against. At the meeting rail, compressible vinyl bulb material is used. Side jamb liners use leaf-type weatherstrip with foam inserts.

* Visit andersenwindows.com/energy or for color.
 ** Dark bronze and black finishes are only available with dark bronze and black exteriors respectively.
 † Fibrex® is a registered trademark of PPG Industries, Inc.
 Dimensions in parentheses are in millimeters.
 Printing limitations prevent exact replication of colors and finishes. See your Andersen supplier for actual color and finish samples.

4 400 SERIES CUT SHEET

EXTERIOR



INTERIOR



Naturally occurring variations in grain, color and texture of wood make each window one of a kind. All wood interiors are unfinished unless a prefinished option is specified.

HARDWARE FINISHES



DOUBLE-HUNG HARDWARE

STANDARD
Lock & Keeper

OPTIONAL DOUBLE-HUNG HARDWARE*

ESTATE®
Lock & Keeper

CONTEMPORARY
Bar Lift

TRADITIONAL
Hand Lift

Finger Lifts

Black | Gold Dust | Stone | White
 Stone is standard with natural interior rails.
 White cranes with prefinished white interiors.
 Other finishes optional.

Antique Brass | Black | Bright Brass
 Brushed Chrome | Distressed Bronze
 Distressed Nickel | Gold Dust
 Oil Rubbed Bronze | Polished Chrome
 Satin Nickel | Stone | White

Bold name denotes finish shown.

10 SOUTH MAIN STREET
ROCHESTER, NH

WINDOW CUT SHEETS
HISTORIC DISTRICT COMMISSION, DECEMBER 2019

McHENRY ARCHITECTURE
4 Market Street
Portsmouth, New Hampshire

A8

DECEMBER 2019
McHA: RD / JJ
Scale: As Indicated

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City Clerk's Office

**Resolution Establishing Polling Places and Times for the
February 11, 2020 Presidential Primary Election**

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

That the following polling places are hereby established for the City of Rochester for the upcoming 2020 Primary Election.

- WARD 1: East Rochester Elementary School**
773 Portland Street, East Rochester

- WARD 2: St. Mary's Parish Center**
71 Lowell Street, Rochester

- WARD 3: Gonic Elementary School**
10 Railroad Avenue, Rochester

- WARD 4: McClelland Elementary School**
59 Brock Street, Rochester

- WARD 5: Rochester Community Center**
150 Wakefield Street/Community Way, Rochester
Located on the Chestnut Hill Road Side of Building

- WARD 6: Elks Lodge #1393**
295 Columbus Avenue, Rochester

Further, that in accordance with RSA 659:4, and Section 47 of the City Charter – All polling places shall be open from 8:00 A.M. to 7:00 P.M., on said Election Day.

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City Clerk's Office

Resolution Authorizing Certain Renumbering on Milton Road

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

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

66 Milton Road becomes 68 Milton Road

68 Milton Road becomes 70 Milton Road

70 Milton Road becomes 72 Milton Road

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

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

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

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

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

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

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

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

--

SUMMARY STATEMENT

[Empty box for Summary Statement]

RECOMMENDED ACTION

[Empty box for Recommended Action]



City of Rochester, New Hampshire

E-911 Committee

E911 Committee Representatives

Tim Wilder – Chairman
Assistant Fire Chief

Julia Libby – Clerical / Secretary
Building, Zoning, & Licensing Svcs

Gary Boudreau – Committee
Member
Deputy Police Chief

Jonathan Rice - Committee
Member
Chief Assessor

January 24, 2019

RE: Request for Address Change (Map 210 / Lot 1)

Dear Property Owner:

This letter is to request a change to your address number. It was recently brought your attention that due to past changes to the intersection of Old Milton Road and Milton Road a property with only access to Milton Road has an Old Milton Road address. For life safety reasons this parcel is required to have a Milton Road address. Unfortunately, there is no available address number on Milton Road in this particular section. In order to assign a new address to this property, that complies with State E-911 regulations, we must assign new addresses to a few parcels on the same side of the road as the property in question, yours being one of them. These regulations are in place for **safety** and ensure expedient response to your property, and others, by the community's emergency response providers.

We are proposing that your street address be changed from **66 Milton Rd** to **68 Milton Rd**.

State law allows this change to be done voluntarily, if the property owner consents to the renumbering. Please sign your name below, and return this letter to us at a suitable time in the self-addressed, stamped envelope. The other copy is for your records. If we have not heard back by **February 15, 2018** the E-911 committee will initiate the public hearing process to change the numbers.

As soon as we receive your signature, we will notify the post office of this change, and send you a confirmation letter with an effective date and more information. If you have any questions please feel free to contact us.

Sincerely,
City of Rochester E911 Committee

X
Signature

JEAN LANCIANO

Printed Name

Date

2/5/19

33 Wakefield Street
Rochester, NH 03867

Ph: (603) 332-3976 or (603) 330-7184

Fax: (603) 330-0023

saferochester@rochesternh.net



Rochester, NH



January 24, 2019

1 inch = 100 Feet

www.cai-tech.com



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

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City Clerk's Office

Resolution Authorizing Acceptance of \$1,250.00 from the State of New Hampshire Juvenile Court Diversion Network and Supplemental Appropriation in Connection Therewith

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

That One Thousand Two Hundred Fifty Dollars (\$1,250.00) is hereby accepted from the State of New Hampshire Juvenile Court Diversion Network to be used for costs associated with the Summer Teen Travel Camp.

Further, the amount of One Thousand Two Hundred Fifty Dollars (\$1,250.00) is hereby appropriated as a supplemental appropriation to the Rochester Police Department operating budget.

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

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT Seeking permission from Council to accept NH Juvenile Court Diversion Network funds in the amount of \$1,250.00.
--

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

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

AGENDA DATE	Next January 2020 meeting	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	12/6/19	
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	State Governor's Commission Alcohol Fund
ACCOUNT NUMBER	Fund 6128 Project 20XXX
AMOUNT	\$1,250.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Seeking permission from Council to accept NH Juvenile Court Diversion Network funds in the amount of \$1,250.00. These funds are for the Juvenile Alcohol Grant the State Governor has allotted us. This funding is used for prevention programming during the Summer Teen Travel Camp; an extension of the Rochester Teen Night Program. These funds help strengthen existing Teen Programming and allow for our Juvenile Diversion program to participate in data collection that is already being done at the State level, such data to be used in national conversations on the use of SBIRT (Screening Brief Intervention and Referral to Treatment) in juvenile justice. NH is one of the first States to participate in this level of screening and intervention.

RECOMMENDED ACTION

Accept funds in the amount of \$1,250.00.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name:

Date:

Fiscal Year:

Fund (select):

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

Fund Type: Lapsing Non-Lapsing

Deauthorization

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

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	61282010	589007	20XXX	-	1,250.00	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6128002	402148	20XXX	-	1,250.00	-
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 Confirming Results of the December 6, 2019 Public Auction

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

That the following result of the December 6, 2019 Public Auction is confirmed as follows:

<u>Property</u>	<u>Purchaser</u>	<u>Amount</u>
24 Cherokee Drive	Danziger Properties	\$1,000.00