



**Rochester City Council Workshop
August 21, 2018
Council Chambers
7:00 PM**

Agenda

- 1. Call to Order**
- 2. Public Input**
- 3. Communications from the City Manager**
 - 3.1. Employee of the Month P. 5**
- 4. Communications from the Mayor**
- 5. **Presentation:** NH DOT – Area Project(s) Review P. 7**
- 6. **Presentation:** Consultant’s Preliminary Report - Downtown Density and Historic District Design Guidelines P. 9**
- 7. **Discussion:** 38 Hanson Street – Updates & Council Discussion**
- 8. **Discussion:** NHMA Policy Conference – September 14, 2018**
 - 8.1. Floor Policies P. 23**
 - 8.2. Action Policy Recommendations P. 28**
- 9. **Presentation:** NH Preservation Alliance Preservation Achievement Award, City Hall Annex Project - Molly Meulenbroek P. 41**
- 10. Department Reports P. 43**
- 11. Economic Development Department: Initiatives & Updates**
- 12. Other**
- 13. Adjournment**

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City Clerk's Office

**Rochester City Council Special Meeting
August 21, 2018
Council Chambers
*Immediately following workshop meeting***

Agenda

- 1. Call to Order**
- 2. Resolution Authorizing a Grant to SOS Recovery in the amount of \$25,000.00 *consideration for a second reading and adoption* P. 117**
- 3. Resolution Authorizing a Supplemental Appropriation to the City Clerk's Operating Budget in an Amount not to exceed \$7000 to Purchase Dog Licensing Software *first reading, consideration for second reading and adoption* P. 119**
- 4. Communications from the City Manager**
 - 4.1 Proposed hiring of Firefighter FY19**
 - 4.2 Fairgrounds – Prepayment of Fire Department and Police Details**
- 5. Non-Public/Non-Meeting**
 - 5.1 Non-Public, RSA 91-A:3, II, Land**
 - 5.2 Non-Meeting, RSA 91-A: 2, I (b), Consultation with Legal Counsel**
- 6. Adjournment**

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City Clerk's Office

EOM Committee
From: Chris Bowlen

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FINANCE OFFICE
CITY OF ROCHESTER

August 2018 08/16/2018

EOM Nomination July 2018:

I am nominating Arena Supervisor, Steve Trepanier for the Employee of the Month for July 2018.

Steve has always had a true dedication and love for overseeing the Rochester Arena and all of the operations. This spring however Steve was truly instrumental in his role with not only overseeing, but actually performing some of the work associated with the CIP cold floor removal and replacement. During the process of finalizing the complete scope and budget of the project with the contractor, it was determined that in order to complete this job with the funds available, that the city would have to take on some of the responsibility and self-perform some of the work. Without any hesitation Steve stepped right up and put a plan together to get this done. He gathered up his crew and got to work on areas that would help get the budget on track.

Steve oversaw and completed the removal of the complete existing dasherboard and glass system. This is no easy feat as this is a very extensive and labor intensive process and involves moving several hundred feet off dasher boards as well as dozen pieces of tempered glass, each weighing in excess of 300lbs. This piece alone was called out in the contract to cost of \$15,000 to have the contractor come in and do this.

In addition to removing the boards and glass, Steve also orchestrated the less than desirable task of removing all the rigid foam insulation that lay beneath existing cold floor. This process was done when the excavating crew was onsite lifting out the pre-cut sections of concrete floor with heavy equipment. Under each piece of floor was the foam insulation that had to be separated and removed so that the concrete could be taken away and reclaimed. This was done over the entire 15,000sf of floor. Steve was in the middle of it for three days straight, in his rubber boots, covered in mud and muck. Not once did he complain about doing this.

I could go on and on about other areas that Steve took on with the specific project, but the two I have highlighted above should give the committee enough to consider Steve for this award. The estimated project funds saved by his efforts are somewhere over \$20,000!

I believe the city is fortunate to have someone like Steve that is willing to go above and beyond what is expected. In the end, his efforts have allowed us to continue with a very important project with the original funds that were appropriated.

Thank you

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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 NH-DOT Projects	
AGENDA DATE	August 21, 2018 (City Council Workshop)
DEPT. HEAD SIGNATURE	
DATE SUBMITTED	
ATTACHMENTS Yes <input type="checkbox"/> No <input type="checkbox"/>	

DEPARTMENT APPROVALS

CHIEF FINANCIAL OFFICER	
CITY MANAGER	

BUDGET INFORMATION

SOURCE OF FUNDS	NA
SOURCE ACCOUNT NUMBER	NA
EXPENDITURE AMOUNT	NA
APPROPRIATION REQUIRED Yes <input type="checkbox"/> No <input type="checkbox"/>	

LEGAL AUTHORITY

NA

SUMMARY STATEMENT

**Michael J. Dugas, P.E.
State Highway Safety Engineer
Bureau of Highway Design**

Mr. Dugas will appear to present information regarding:

Project 1: Route 125 safety improvements in Gonic; project will add a two-way left turn lane between the Rochester Neck Rd / Flagg Rd and Gear Rd / Colonial Dr. intersections. Project is in response to a neighborhood petition and the City's request for a road safety audit. Work is scheduled for 2019 construction season.

Project 2: Route 11 safety study is planned to investigate improvements from Tractor Supply into Farmington; this study was prompted by recent crashes at Cornerstone VNA and will consider the possibility of adding a two-way left turn lane to improve the safety of left turns.

RECOMMENDED ACTION

None.



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

Update from Planning Dept and consultant BendonAdams regarding their review and suggestions for Downtown Density and Historic District Design Guidelines

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	8/21/18		
DEPT. HEAD SIGNATURE	Jim Campbell, Planning & Development Dept		
DATE SUBMITTED	8/15/18		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	11 (eleven)	

COMMITTEE SIGN-OFF

COMMITTEE	Planning Board and Historic District Commission
CHAIR PERSON	Nel Sylvain and Molly Meulenbroek

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

SUMMARY STATEMENT

The Planning and Development Department and consulting firm BendonAdams have been reviewing current regulations and re-writing new ones to address the community's wants and needs regarding housing choices for the Downtown Commercial zone and Design Guidelines for the Historic District Overlay zone.

The purpose of tonight's August 21, 2018 presentation is to provide the City Council with an overview of the project and process (including details from the dozens of community meetings held), preliminary recommendations, and possible next steps.

As you will remember, the City of Rochester was awarded grant funding for this project.

RECOMMENDED ACTION

No action required.

City of Rochester Downtown Density Update

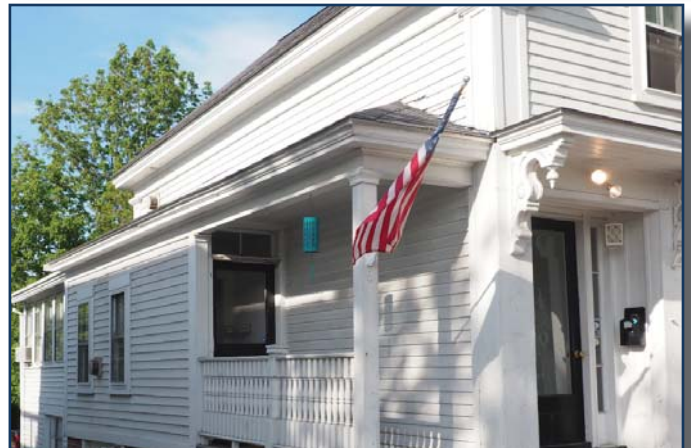
Summary of Recommendations

Report Section	Topic	Report Recommendation
2.03	Parking	<ul style="list-style-type: none">•Eliminate parking requirements for commercial development in the DC.•Prohibit the creation of large, single-tenant parking lots for commercial uses.•Explore variance or conditional use process for commercial parking lots.
2.03		<ul style="list-style-type: none">•Lower the minimum parking ratios for small residential units (studios and 1-bed units).
2.03		<ul style="list-style-type: none">•Eliminate residential parking requirements for the first 10 residential units within new infill projects.•Codify objective parking reduction criteria.
2.03		<ul style="list-style-type: none">•Review Rochester downtown residential parking regulations/operations and make adjustments as needed.•Develop a near-term downtown residential parking strategy utilizing City lots and on-street parking; including defining the Staff that will administer program.
2.03		<ul style="list-style-type: none">•Develop a long-term downtown residential and commercial parking strategy with City capital investment priorities.
2.04	Density & Uses	<ul style="list-style-type: none">•To promote 4 and 5 story mixed-use buildings, eliminate the “density limit.”
2.05		<ul style="list-style-type: none">•Eliminate single-family and duplex uses as a permitted use in the DC. Explore options for legalizing existing uses.
2.05		<ul style="list-style-type: none">•Allow multi-family use (as a single use of the property) as a permitted use on DC properties which do not front a major commercial street.•Define/depict applicable street frontages.
2.05		<ul style="list-style-type: none">•To promote a hotel downtown, lower the lot size requirement and eliminate the parking requirement for a hotel fronting a major commercial street.•Define/depict applicable street frontages.
3.02	Process	<ul style="list-style-type: none">•Break-Down Site Plan Review into Conceptual, Final, Technical Documents, and Operational Requirements. Allocate review of Tech Docs to Rochester staff for review after Planning Board approvals.
3.04		<ul style="list-style-type: none">•Minimize reliance on “appropriate” standards in the Site Plan review process. Replace with objective standards with narrower discretion where possible.
4.02	Leadership	<ul style="list-style-type: none">•Charter an official Downtown Committee focused on improving the health of downtown, encouraging investment, removing red tape, keeping track of progress on code/policy changes.
4.02		<ul style="list-style-type: none">•Explore a Redevelopment Authority to manage acquisition, entitlement, and disposition of City assets.
4.03	Building Upkeep	<ul style="list-style-type: none">•Seek partnerships and voluntary compliance for building upkeep.•Explore “best storefront” incentives with the Chamber.•Strengthen regulations for dilapidated buildings – require annual life/safety inspections.•Explore “vacant” property tax options and curtail empty storefronts.•Explore property tax options at a State legislative level.
4.04	Non-Zoning	<ul style="list-style-type: none">•Explore options to address “safety perception” issues.
4.05		<ul style="list-style-type: none">•Aim for a lower “natural speed” during traffic and wayfinding effort.
4.06		<ul style="list-style-type: none">•Require special events over a certain size provide a parking management plan.

HISTORIC DISTRICT COMMISSION

DESIGN GUIDELINES

The City of Rochester has a very deep history rooted in its collection of historic 19th century buildings. Best known for its industrial heritage around the turn of the 20th century, the waterways and the railroad pushed development of the city and made way for successful manufacturing jobs. In 1983 the National Park Service added the Rochester Commercial and Industrial District to the National Register of Historic Places. This high honor is reserved for communities with numerous important historic buildings that together represent a specific period of significance. Historic preservation is not a one-size-fits all practice. There are guiding principles established by the federal government, but it is up to local communities to determine the appropriate preservation approach in their town.



Rochester is at a turning point in its history: jobs and new construction are located outside of the historic downtown and vacant storefronts within the District are common. The majority of historic buildings along North Main Street and Hanson Street are on the tipping point of rehabilitation versus demolition. Peel away the veneer, replace vinyl windows, and restore commercial storefronts and it is clear that Rochester's historic character is comparable to other thriving historic downtowns in New England. With the adoption of user friendly design guidelines that directs rehabilitation and informs new development, the Historic District will have a renaissance that draws in new businesses, residents and visitors. The goal is to encourage rehabilitation, additions and new buildings that relate to the historic context of the District, not to stifle development or to require new buildings to replicate historic buildings.

Across the nation, thousands of communities promote historic preservation because doing so contributes to neighborhood vitality, variety, economic viability, and quality of life. Preserving historic buildings creates a sense of place and a sense of pride for a community and for future generations. These buildings remind residents of their history and provide visitors with a connection to this unique heritage. There is an authentic quality of historic homes that cannot be replicated in new construction and in new development patterns. Historic preservation creates local construction jobs employing skilled tradespeople.

The City of Rochester Design Guidelines apply only to the Historic Overlay District and provide clear direction for appropriate alterations, new construction and rehabilitation within the District in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Preservation. The Historic District Commission and the City of Rochester staff will use this document to determine appropriate changes, and property owners within the District will use the document during the planning and design phase of their project to understand the expectations for development. The goal of the Design Guideline document is to provide a clear framework for property owners, developers, City Staff and the Historic District Commission to make informed design decisions that encourage creativity and that contribute to Rochester resident's strong sense of place and connection to history within the Historic District.

HISTORIC DISTRICT COMMISSION DESIGN GUIDELINES:

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HISTORIC DISTRICT COMMISSION DESIGN GUIDELINES:

SAMPLE PAGE

Building Placement

A clearly delineated street edge is important in the Central Square Neighborhood located on North Main Street between Portland and Union Streets because it supports commercial use on the ground floor, encourages pedestrian activity and high quality commercial storefronts, and aligns with traditional development patterns that set large commercial buildings on the property line. Historically there was limited open space in the Central Square Neighborhood with the exception of civic and religious buildings, and some residences. Corner lots in the Central Square require sensitive placement of a new building that defines the corner and strengthens the street wall.

The historic neighborhoods to the north and south of Central Square, along South Main Street, Union Street, Wakefield Street, and Hanson Street, have a different setting and context that includes front yards, perpendicular walkways from the sidewalk to the street, and limited commercial storefronts. There is more generous open space and space between buildings in these neighborhoods, and corner lots have significant setbacks with buildings facing the primary street.

5.1 Orient a new building to the street.

- All buildings should be parallel to the lot lines in order to reinforce Rochester's development pattern.
- Generally do not set a structure forward of any historic resource within the block.
- Buildings on corner lots should orient toward the primary Street (either Main Street or Wakefield Street).

5.2 Maintain alignment of facades within the block and neighborhood.

- In the Central Square, at least 50% of the first floor building façade is recommended to be placed at the property line.
- In the Central Square, corner lots require special care to align facades at both street facing property lines especially when the property is located on the "triangle."
- In the rest of the historic District, facades should be aligned with the rest of the historic buildings within the block to reinforce historic development patterns.



Building facade alignment In Central Square looking down Main Street.



The Rochester Library and addition face Main Street.



Front yard looking down Main Street.



Church steeple is a focal point when travelling down Main Street.

HISTORIC DISTRICT COMMISSION DESIGN GUIDELINES: REHABILITATION HANDOUT

Exterior Building Materials

The best way to preserve a historic building and for a property to retain its value is through a thoughtful maintenance plan. A building's first defense against the environmental elements, such as wind, rain, snow, sunlight, temperature range, and vegetation, is exterior materials. As such, exterior materials deteriorate over time due to the important role that they play. Regular maintenance, appropriate repairs and some general guidelines can slow deterioration and extend the lifecycle of a historic building well beyond that of new construction.

The majority of Rochester's historic buildings are a mix of wood, brick or stone. These hardy materials are common throughout historic New England downtowns and they convey a sense of authenticity and a sense of place. Historic building materials should be preserved in place whenever feasible. Historic building materials should never be covered with new material or subjected to harsh cleaning treatments.

Note: Primary building materials are addressed in this Section. Architectural trim and other details are addressed in a different Section.

Note: Always stabilize deteriorated or damaged material as a preliminary measure prior to undertaking preservation work.



The important contrast of original materials is evident on the steeple.



Well intentioned bushes block ground level windows



Large trees and bushes can hold moisture against wood siding which

3.1 Preserve original building materials.

- Avoid removing materials that are in good condition or that can be repaired. Always consider patching, splicing or consolidating material as repair options before deciding to remove original material.
- Avoid rebuilding a major portion of an exterior wall that could be repaired in place. Reconstruction degrades the integrity of a building and should be a last resort.
- If original material must be removed, then reuse it elsewhere on the building as a repair.
- Remove vegetation that is touching the building which holds moisture against the exterior material and increases deterioration.
- Ensure positive drainage that diverts water away from exterior materials, such as gutters, roof overhangs and downspouts.

3.2 Limit cleaning of masonry only when necessary to remove heavy soiling or to slow deterioration.

3.3 Materials should be consistent with traditional historic finishes.

- Masonry naturally has a water-protective layer to protect it from the elements. Painted masonry oftentimes results in irreparable water damage. Brick or stone that

HISTORIC DISTRICT COMMISSION DESIGN GUIDELINES: REHABILITATION HANDOUT

was not historically painted should not be painted.

- Consider removing existing paint from masonry that was not historically painted using the gentlest means possible. Do a series of test patches on non-street facing facades before deciding on a paint removal treatment.
- Wood should be painted or stained, unless there is documentation that it was historically natural (untreated).

3.4 Match the original material in composition, design, scale, color and finish when replacing materials on primary surfaces.

- A new foundation should match in material and exposure to the original condition.
- If the original material was brick, then the replacement should match the brick size, color, dimension and the mortar type, composition and style.
- Replace the minimum amount required to complete the repair. If only a few clapboards are damaged for example, then only replace the damaged area – not the entire wall.

3.5 Carefully select material replacements for historic buildings.

- Synthetic materials, such as vinyl siding, is strongly discouraged. Synthetic materials can adversely affect the authenticity of the historic district and does not always last longer than natural materials that are maintained.

3.6 Covering original building materials with new materials is strongly discouraged.

New material layered on top of historic material traps moisture between the two layers which increases the rate of deterioration of the historic material.

3.7 Remove non-historic layers that cover the original material.

- Once the non-historic material is removed, repair the original material.

Sand blasting is typically a last resort to remove paint as it typically takes the protective coating off the masonry.

Consider a poultice to remove paint from masonry and wood.

Always use biodegradable or environmentally-safe cleaning or paint removal products.



Match wood siding and decorative features when replacement is necessary.



Avoid covering original material with vinyl synthetic materials.



Remove vinyl siding to reveal the original wood material as shown here.



Remove material that covers historic storefronts as shown at left.

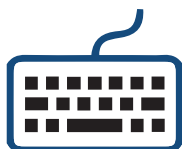
The Future of Downtown: DENSITY AND DESIGN

The City of Rochester has concluded public outreach for the Downtown Density and Design Guidelines projects and is currently analyzing feedback from the Rochester community, local organizations, local businesses, City Staff, and City Boards. Both efforts solicited community feedback in order to better understand how the Rochester community interacts with the downtown and what historical elements and resources you find most important.

The feedback is currently being utilized to inform final policy recommendations. This report summarizes the key findings of the surveys, discussions, meeting activities, and various outreach efforts completed between April and June 2018.



18 +
Meetings



97
Project Surveys



32
Organizations +
Businesses



126
Project Cards
Distributed



235
Policy Votes



83+
Unique
Participants

WHO PARTICIPATED

Rotary Club Members

Cornerstone Group Members

Rochester Schools

Community Group Members

Housing Partnership Member

Rochester Main Street Member

Technical Review Group Members

New Hampshire Housing

Downtown Business Owners

Community Action Partnership

Residential Real Estate Professionals

Rochester Community Members

Historic District Commission

Members

Commercial Real Estate

Professionals

SeaCoast Workforce Housing

Coalition

Rochester Chamber of Commerce

Fresh Vibes

Moe's Italian Sandwiches

Jetpack Comics and Games

Riverstones Custom Framing

Citizens Bank

Collec-tiques

Skele-Tone Records

Radloff's Cigar Shop + On the Rox Lounge

Sweet Peach's Candy + Confections

Freedom Beauty Salon

Marilyn's Unique Boutique

Magrilla's

Seacoast Learning Center

Federal Savings Bank

Granite State Vapor

Tri-City Bicycles

WHAT WE HEARD...

The Rochester community has a strong vision for what the future of downtown looks like, including the types of businesses, buildings, and housing that you want to see implemented. You understand that there are both social and policy changes that will need to happen in order for the future you envision to come to fruition and promote investment in the downtown area.

Specifically, you told us about the physical characteristics of your community. There is a strong sense of place that is entrenched in Rochester's history, the downtown area, and the buildings that you love: the High School, the City Hall Annex, the Opera House, and the Bernier Building.

While many of you think that church steeples and the downtown triangle were important iconic features in the downtown, the majority of you feel that maintaining a visual and physical connection to the Cocheco River is the feature you'd most like to see referenced in new development projects in the downtown.

The majority of participants felt very strongly about absentee landlords and vacant storefronts

– suggesting that these landlords should be held accountable for empty storefronts and that the City should play a larger role in tackling this challenge going forward. You would like to see more activation of existing storefronts and are interested in policies that support taking action against the deterioration of historic buildings.

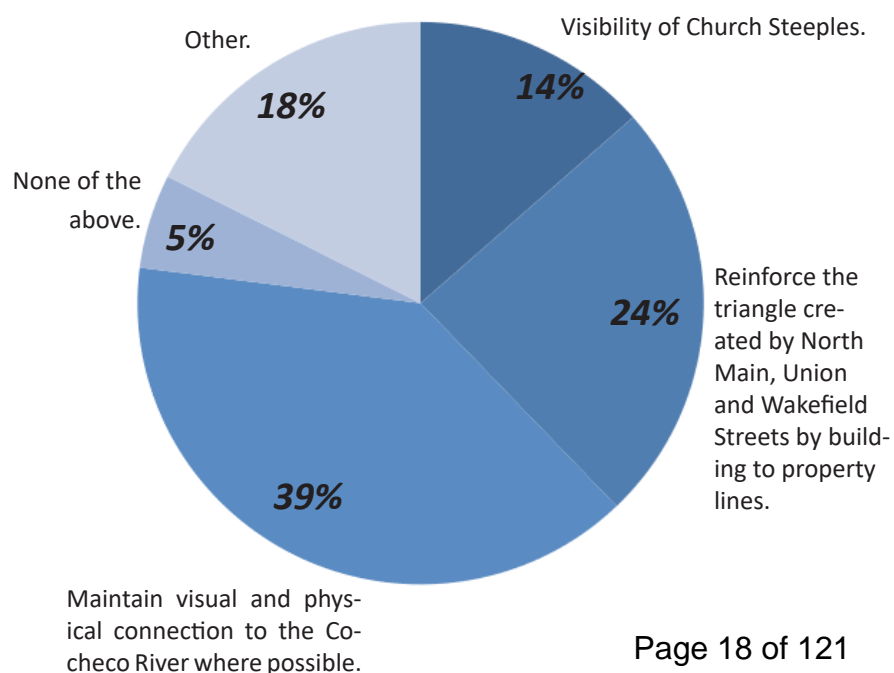
You also agreed that there needs to be more of an emphasis placed on the revitalization of the downtown area and the historic buildings that are able to be rehabilitated and redeveloped. You told us that you want more residential housing downtown, but it must be affordable.

The majority of survey participants want to see new buildings support historic architecture, and they are interested in introducing development incentives to help promote investment and rehabilitation of historic buildings.

An overwhelming majority of you feel that adjusting parking regulations in response to new developments would be something that you are comfortable considering in order to create more flexibility for new developments.

SURVEY FINDINGS

1 Question: What iconic downtown feature(s) do you want referenced in new development projects?



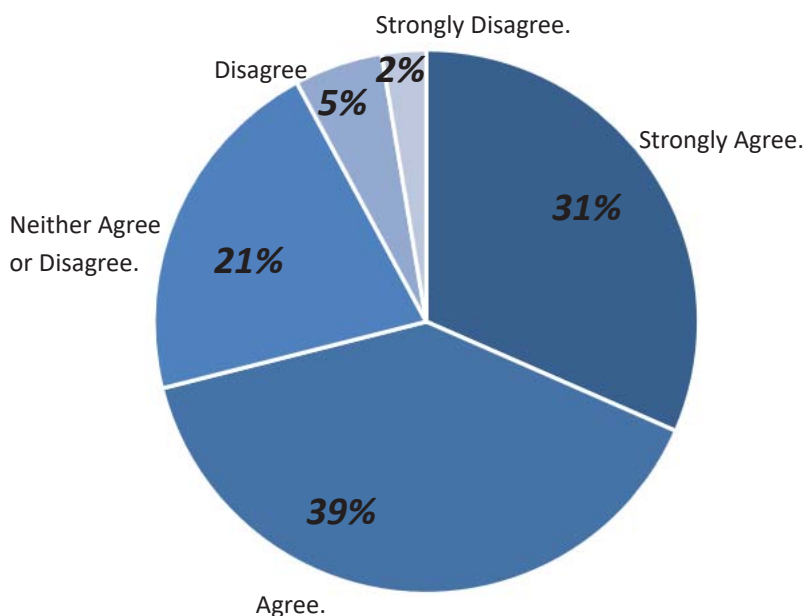
Finding:

The majority of participants want to maintain the visual and physical connection to the Cocheco River where possible.

The downtown triangle and visibility of church steeples were also considered to be important by many.

Some felt that all of the historic architecture downtown should be referenced.

2 Question: New buildings should support and be inspired by traditional downtown architecture



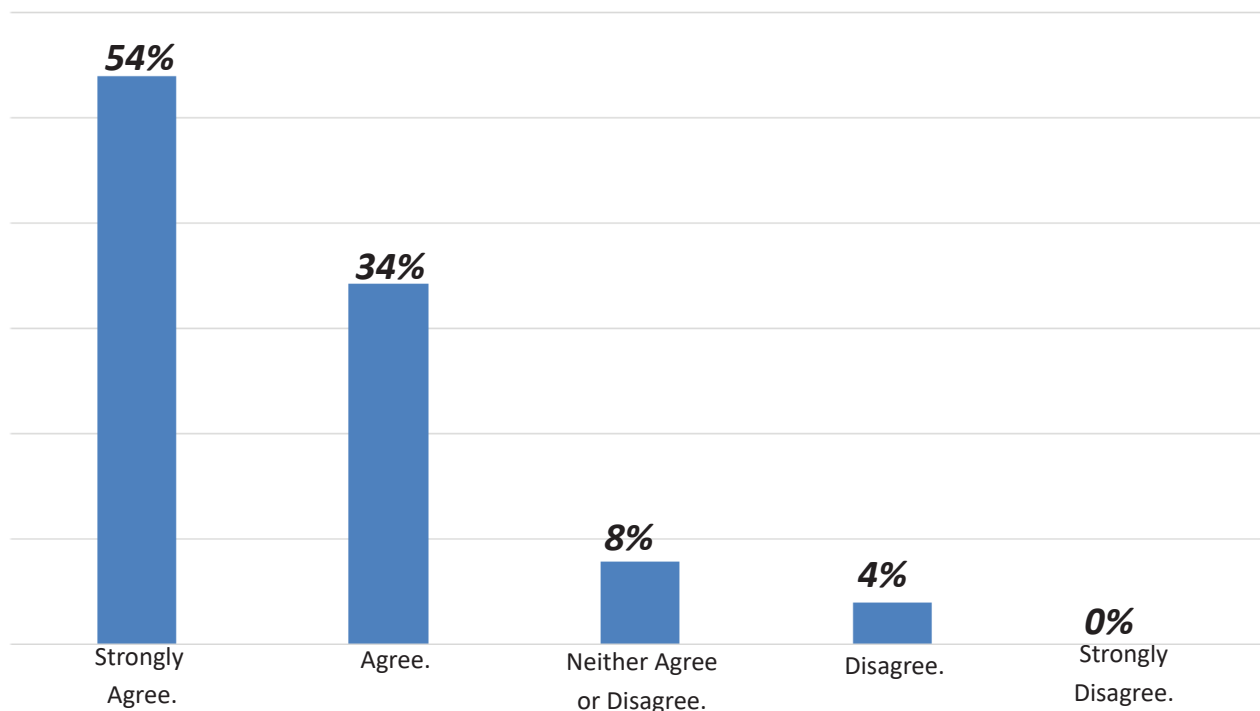
Finding:

The majority of participants agree or strongly agreed with new buildings being inspired by downtown historic architecture.

Some participants were ambivalent and did not have strong feelings either way.

A few participants disagreed or disagreed strongly with architecture referencing historic character.

3 Question: Rochester needs development incentives to promote investment and rehabilitation of historic buildings within the District.



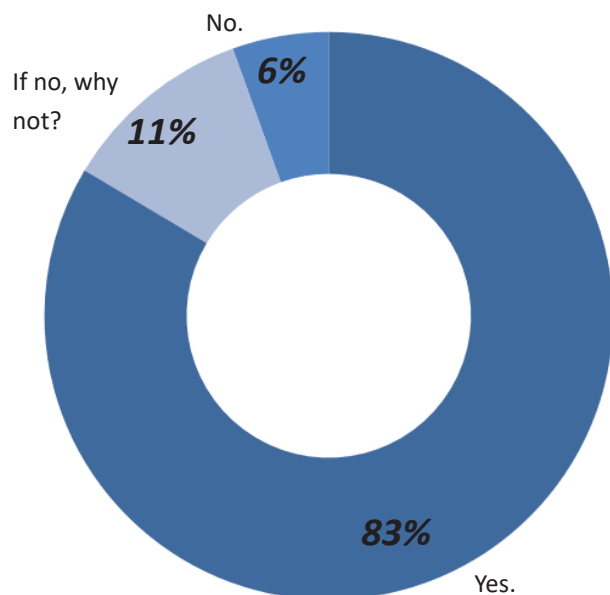
Finding: The majority of participants agree or strongly agreed with new buildings being inspired by downtown historic architecture.

Some participants were ambivalent and did not have strong feelings either way.

A few participants disagreed or disagreed strongly with architecture referencing historic character

4

Question: In order to stimulate new businesses and investment in the downtown area, would you consider lessening parking restrictions for new development?



Finding:

The majority of participants are interested in reassessing parking requirements for new development.

Some participants felt that there was already adequate parking in downtown and that there needs to be better enforcement and parking management in the future.

A few participants wanted more information on current regulations

5

Question: What are your expectations of the City in regulating absentee landlords with vacant storefronts?

Finding:

The majority of participants felt strongly that the City should take a more active role in relations with downtown absentee landlords. Suggestions for policy recommendations were mixed with some participants wanting the buildings just to be maintained and be required to be up to Code. Some expanded on this and asked for landlords to be required to have tenants to activate the spaces - we heard from a few that artists or some kind of use as temporary studio spaces would help keep the storefront feeling vibrant. Many felt that there should be stricter action in the form of Code enforcement, higher tax rates, and other penalties. Below are some direct quotes from participants that represent some of the differing community sentiments.

“There should be more incentives to attract tenants.”

“They should be inspected regularly to insure code compliance and minimize decay.”

“The City should use all means necessary to encourage landlords to fill vacant store fronts, including imposing penalties and using zoning and building code requirements to force their hands to improve properties that are not up to code for tenancy.”

“Maintain the buildings in livable, usable condition and to keep the exteriors in visual “appealing” condition.”

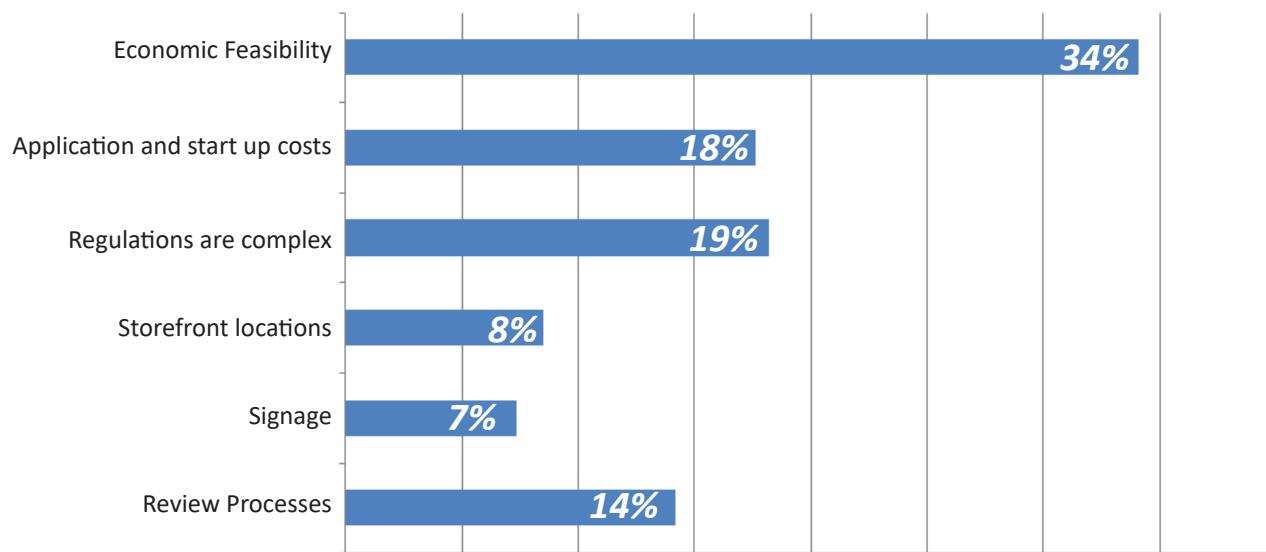
“To be relentless, but not aggressive, in seeking creative solutions.”

“Vacant storefronts should have all signage removed and windows should be blocked tastefully. Contacts for leasing should be prominently posted.”

“[We need] more apartments, more local shops, better crosswalks.”

6

Question: Understanding that there are issues outside of town planning at play in the downtown, what do you feel is the most restrictive barrier to starting a business in downtown Rochester? Please check all that apply:



Finding:

The majority of participants felt that economic feasibility was the largest barrier to opening a new business in the downtown. This was seconded by the feeling that both application and start up costs, in conjunction with complex regulations and review processes, can also make it difficult to invest in downtown.

While some participants indicated that storefront availability and signage review received a small were also barriers they are seemingly supplementary to some of the larger issues mentioned in both surveys and conversations with participants.

CONCLUSIONS + NEXT STEPS

There are common themes between the results of the stakeholder meetings, Board meetings, community meetings, online surveys, and downtown business drop-ins. In general, the community would like to see the downtown revitalized through the rehabilitation of historic buildings, construction of affordable residential units, and creating stronger policies around storefront vacancies to promote vibrancy. Participants were open to creating incentives to attract investment in Rochester.

The recommendations for the Downtown Density project are in direct response to what was heard from participants: reassess parking requirements to help promote investment, research possible development incentives, reassess current density requirements to allow for more residential uses in the downtown, allow multi-family residential as a use in the downtown, look into a Redevelopment Authority to manage City of Rochester property acquisitions and development, and

explore policies that address 'safety perceptions' in the downtown including traffic speeds and wayfinding.

The Design Guidelines and Historic Preservation Program recommendations are focused on increasing protection of downtown historic buildings, and the overall District itself, through granting the Historic District Commission more review authority over downtown historic projects, creating standards and guidelines for rehabilitation, restoration, and redevelopment of historic buildings in the downtown, and granting City Staff more administrative review authority for minor reviews.

Final drafts of the project documents will be submitted to the City of Rochester and will be available for public comment through the Community Development Department. To review the documents please contact Michelle Mears, Planner, at michelle.mears@rochesternh.net.

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City Clerk's Office

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**New Hampshire Municipal Association
2019 - 2020 Legislative Policy Process**

RECEIVED
JUL 16 2018
NHMA

Floor Policy Proposal

Submitted by (name): **Hudson Board of Selectmen**

Date: **July 10, 2018**

City or Town: **Hudson**

Title of Person Submitting Policy:

Selectmen

Floor Policy Proposal approved by vote of the governing body on **July 10, 2018**

To see if NHMA will SUPPORT/OPPOSE:

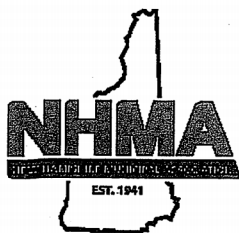
To see if NHMA will support legislation to lower the abatement interest rate that municipalities pay from 6% to 4% (RSA 76:17-a) to better align it with the interest rate on delinquent taxes that were recently lowered by the NH Legislature.

Municipal Interest to be accomplished by proposal:

To align abatement interest paid by a municipality with the recent lowering of interest rates on delinquent property taxes.

Explanation:

Currently, after the timely payment deadline has passed on payment of property taxes, usually 30 days or more of grace time, 12% interest is charged, for a period of six (6) months, and then 18% interest is charged after those six (6) months. The NH Legislature and the Governor have passed into law, a significant decrease in the interest rate that is charged on late property tax bills. As of January 1, 2019, after the timely payment deadline has passed on payment on property taxes, 8% interest is charged, for a period of six (6) months and then 14% interest is charged. This proposal seeks to lower the interest rate on abatements paid by a municipality from 6% to 4% to better align with delinquent property tax interest rates.



2

**New Hampshire Municipal Association
2019-2020 Legislative Policy Process**

RECEIVED

JUL 24 2018

NHMA

Floor Policy Proposal

Submitted by (name) Jill White Date: July 23, 2018

City or Town Holderness Title of Person Submitting Policy Chair, Select Board

Floor Policy Proposal approved by vote of the governing body on (date) July 23, 2018

Submitted by (name) Brent T. Lemire Date: July 24, 2018

City or Town Litchfield Title of Person Submitting Policy Chair, Select Board

Floor Policy Proposal approved by vote of the governing body on (date) July 23, 2018

Submitted by (name) Rick Hiland Date: July 25, 2018

City or Town Albany Title of Person Submitting Policy Select Board - Chairman

Floor Policy Proposal approved by vote of the governing body on (date) July 25, 2018

Submitted by (name) David W. Swenson Date: July 31, 2018

City or Town New Durham Title of Person Submitting Policy Chair, Select Board

Floor Policy Proposal approved by vote of the governing body on (date) July 31, 2018

To see if NHMA will SUPPORT legislation clarifying that the Town Moderator has authority to postpone the official ballot voting session of town meeting in the event of severe weather or other emergency and establishing clear rules for addressing any practical issues involved in postponing the voting session.

Municipal interest to be accomplished by proposal: Preserve local control over elections and enable local officials to take necessary steps to protect public safety.

Explanation: RSA 40:4, II states that the moderator may postpone “the deliberative session or voting day of the meeting” in the event of a weather emergency. In 2017 many town moderators, relying on the statute’s language and on advice from their town attorneys and NHMA, postponed the “voting day” of their meetings because of a blizzard on town meeting day. The Governor, the Secretary of State, and some legislators subsequently claimed that this authority did not exist despite RSA 40:4, II language thereby creating confusion. In 2017 these conflicting inputs resulted in a need for legislation to ratify Town Meeting results so that bond counsel could give clean opinions on any bonds approved at postponed meetings. In 2018 when another forecasted severe snowstorm caused many town officials to consider postponing their official ballot voting sessions the Attorney General and the Secretary of State issued a memorandum prior to the predicted severe storm asserting that no such authority existed for Town Moderators to postpone “voting day of the meeting”; they also threatened criminal prosecution against the one Town Moderator who did postpone an official ballot voting session due to the severe weather on “voting day of the Town meeting”.

It is our opinion that to remove the current legislative authority for Town Moderators to postpone “the deliberative session or voting day of the meeting” in the event of a weather or other emergency may cause undue hardship and potential voter suppression issues to many affected voters.

Although to most Town officials the current statute is clear and the law has not changed, many Moderators are now reluctant to consider postponing the election portion of town meeting for fear of punishment by the State. Clarifying legislation is needed to eliminate any doubt and preserve local control over town elections. This proposal is specifically requesting the current statute to remain in place with specific amendments to address any perceived misinterpretation of the current legislation, address non-weather emergencies, establish procedures for dealing with absentee ballots in such cases of postponement, and address postponement by towns that are part of a multi-town school district or village district so that standardized procedures are part of the amended legislation.

A sheet like this should accompany each proposed floor policy and should record the date of the governing body vote approving the proposal. It should include a brief (one or two sentence) policy statement, a statement about the municipal interest served by the proposal, and an explanation which describes the nature of the problem or concern from a municipal perspective and discusses the proposed action which is being advocated to address the problem. Mail to 25 Triangle Park Drive, Concord, NH 03301; or email to governmentaffairs@nhmunicipal.org. Must be received by August 10, 2018.



3

**New Hampshire Municipal Association
2019-2020 Legislative Policy Process**

RECEIVED

JUL 26 2018

NHMA

Floor Policy Proposal

Submitted by (name) Bedford Town Council Date July 18, 2018 City or Town
Town of Bedford Title of Person Submitting Policy Rick Sawyer, Town Manager

Floor Policy Proposal approved by vote of the governing body on (date) July 18, 2018

To see if NHMA will SUPPORT/OPPOSE: legislation that would allow municipalities to be able to regulate the use of outdoor watering on all properties.

Municipal interest to be accomplished by proposal:

The proposal would allow municipalities to place outdoor watering restrictions on all properties during drought conditions not just residential properties as currently permitted under RSA 41:11-d.

Explanation: During two of the last three years the State of NH has faced drought conditions and the State Department of Environmental Services has recommended that municipalities ban or limit the outside watering of lawns, car washing, etc. Currently RSA 41:11-d limits the ability to place such a restriction to only residential land. It is very challenging to enforce such a restriction on our residents when the commercial properties they drive by are watering their grass and it significantly reduces the potential replenishment of the aquifer that the restriction could bring. During the last legislative session HB173 came close to providing for this change with the House approving it 249-100, but it ultimately failed in the Senate.

A sheet like this should accompany each proposed floor policy and should record the date of the governing body vote approving the proposal. It should include a brief (one or two sentence) policy statement, a statement about the municipal interest served by the proposal, and an explanation which describes the nature of the problem or concern from a municipal perspective and discusses the proposed action which is being advocated to address the problem. Mail to 25 Triangle Park Drive, Concord, NH 03301; or email to governmentaffairs@nhmunicipal.org.
Must be received by August 10, 2018.



④

RECEIVED

AUG 9 2018

NHMA

New Hampshire Municipal Association 2019-2020 Legislative Policy Process

Floor Policy Proposal

Submitted by (name) Robert Thibault Date August 9, 2018

City or Town Easton Title of Person Submitting Policy Selectman

Floor Policy Proposal approved by vote of the governing body on (date) July 30, 2018

Submitted by (name) Eric Meth Date August 9, 2018

City or Town Franconia Title of Person Submitting Policy Selectman

Floor Policy Proposal approved by vote of the governing body on (date) July 30, 2018

Submitted by (name) Margaret J. Connors Date August 9, 2018

City or Town Sugar Hill Title of Person Submitting Policy Select Board Member

Floor Policy Proposal approved by vote of the governing body on (date) 7/30/2018

To see if NHMA will SUPPORT/OPPOSE:

Support a bill that would clarify that the Site Evaluation Committee does not have jurisdiction over use of municipal roads by merchant utility projects.

Municipal interest to be accomplished by proposal: Maintain local control over municipal roads.

Explanation:

On Page 282 of the Site Evaluation Committee's March 30, 2018 written decision denying Northern Pass a certificate of site and facility the SEC explains why it believes it have the authority to supersede existing state law that gives the authority over control of use of municipal roads by utilities to the governing body of the municipality. Either the SEC has the authority to supersede municipal control over municipal roads or it doesn't. This needs to be made clear for all municipalities and for all future potential applicants to the SEC. While it is clearly stated in RSA 162:H (the authorizing statute for the SEC) that its authority supersedes local land use regulation, there is no reference at all to control over municipal roads. Municipalities are vulnerable to losing control over their own roads if this legal confusion is not cleared up.



08/16/2018

Received

AUG 15 2018

City Manager
ROCHESTER

TO: Key Officials

FROM: Judy A. Silva, Executive Director
Cordell A. Johnston, Government Affairs Counsel

DATE: August 13, 2018

RE: 2019-2020 Legislative Policy Conference ~ Friday, September 14, 2018

Floor Policy Proposals

Enclosed please find copies of the floor policy proposals that have been submitted for discussion and vote at the NHMA Legislative Policy Conference. These supplement the policy recommendations prepared by the three legislative policy committees, which were mailed to each municipality on June 20, 2018. Delegates at the conference will vote on the policy recommendations and the floor policy proposals, along with NHMA's Legislative Principles. If you need copies of any of these documents, you can find them on the NHMA website, www.nhmunicipal.org. (Near the top of the home page, click on the "Advocacy" tab, then use the menu on the left to find "Legislative Principles," "2019-2020 Legislative Policy Recommendations," and "2019-2020 Floor Policy Proposals.")

Voting Delegate

Each member municipality has one vote at the policy conference. Each governing body is asked to appoint a voting delegate to cast the municipality's vote on the policy proposals presented. **We are sending a voting delegate card to the chief administrative officer in each municipality (or the governing body chair if no administrative staff) to return to us indicating the governing body's appointment for voting delegate.** Please mail this card back to us no later than Friday, September 7. See the Legislative Policy Process Questions & Answers document, also sent with the June 20 mailing and available on the NHMA website, for a description of who will have voting privileges for a municipality in the absence of any formal designation.

Policy Conference

The Legislative Policy Conference is scheduled for **Friday, September 14, 2018, at 9:00 a.m. at NHMA's offices at 25 Triangle Park Drive in Concord.**

We urge the governing body of each municipality to discuss the full slate of policy recommendations, along with these floor proposals, and take a position on each proposal to give guidance to your voting delegate. ***Do not send your positions on the policy recommendations to NHMA; they are only for the guidance of your voting delegate, and each municipality can register its positions only by voting at the conference.*** At the conference, delegates may vote to approve, reject, amend, or table a policy proposal. They may also vote to change the order of priority of the various policies.

This is an important opportunity for each member municipality to participate in determining NHMA legislative policy for the 2019-2020 biennium—we count on your input! As always, please do not hesitate to call or e-mail (governmentaffairs@nhmunicipal.org) the Government Affairs Staff with any questions, comments, or concerns. We look forward to seeing you on September 14!

**New Hampshire Municipal Association
Legislative Policy Process 2019-20**

**Final Policy Recommendations for Legislative Policy Conference
September 14, 2018**

General Administration and Governance

Action Policy Recommendations

1. Funding for the Police Standards and Training Council

To see if NHMA will SUPPORT the continued operation of the New Hampshire Police Academy and the high-quality uniform training it provides for all law enforcement officers in the state, including municipal police officers, which aids in the delivery of quality policing services and interagency cooperation to the benefit of all citizens. As part of this, **to see if NHMA will SUPPORT** continued funding at the state level for the Police Academy and the Police Standards and Training Council. Local law enforcement agencies produce considerable funds through fines and penalty assessment monies which accrue to the State and are used for State purposes. Further, **to see if NHMA will OPPOSE** any increase in municipal costs for police officers to participate in the training, recognizing that municipalities now pay salary, benefits, and all employment-related costs for trainees while at the Academy, as well as providing staff and instructors at no cost to the Academy. **Existing policy, revised by the committee.**

2. Absentee Voting Expansion

To see if NHMA will SUPPORT allowing absentee voting without requiring a reason.

Explanation: At present, 27 states plus the District of Columbia permit absentee voting without requiring an excuse. Maine and Vermont are among the 27. Why not New Hampshire? People are kept from the polls because they are reluctant to say they are “disabled” (especially when they are just elderly) or otherwise find it difficult to vote in person. Voting should not require having to struggle with one’s conscience over whether they fit into one of the state-approved “legitimate” reasons for an absentee ballot. **Submitted by Gail Cromwell, Co-chair, Temple Select Board.**

3. Electronic Poll Books

To see if NHMA will SUPPORT legislation that would enable the use of electronic poll-books for municipalities, with funding coming from the HAVA funds made available to the New Hampshire Secretary of State by the United States Election Assistance Commission specifically for the purpose of improvement to the administration of federal elections in the state, as well as supporting legislative changes to statutes to make the use permissible under state laws. **Existing policy.**

Priority Policy Recommendations

4. Building Plans Under RSA Chapter 91-A

To see if NHMA will SUPPORT an amendment to RSA 91-A:5, IV to specifically add building plans/construction drawings contained within a building permit file and/or building plans/construction drawings submitted as part of a building permit application as an exempt record under the statute. **Existing policy.**

5. Municipal Regulation of Firearms

To see if NHMA will SUPPORT legislation that would allow for limited local authority regarding possession and use of firearms on municipal property.

- Legislation that would allow municipalities to regulate or limit the use of firearms on municipal property.
- Legislation that would allow municipalities to regulate the carrying of firearms by employees while they are performing the functions of their office or employment.

Explanation: Local governing bodies are best positioned to determine the most appropriate use of municipal land and the actions of their employees. **Submitted by Joan Dargie, Town Clerk, Milford, and revised by the committee.**

6. Welfare Lien Priority

To see if NHMA will SUPPORT legislation to give liens for local welfare payments arising under RSA 165:28 a higher priority position, so that those liens fall immediately after the lien for the first mortgage. **Existing policy.**

7. Municipal Departments and MV Information

To see if NHMA will SUPPORT legislation to make it clear that municipalities may obtain information about motor vehicles registered to an individual for all governmental purposes such as verifying asset levels when the individual is applying for general assistance or asset-based tax relief and in order to determine the ownership of vehicles for official purposes. **Existing policy.**

Standing Policy Recommendations

8. SB 2 Adoption Process

To see if NHMA will SUPPORT amending RSA 40:14, III, regarding adoption of the official ballot referendum (SB 2) form of town meeting, to provide that the question shall be voted on by ballot at the annual meeting, but shall not be placed on the official ballot.

Explanation: Adoption of the official ballot referendum form of town meeting is a fundamental change in a town’s governance. It is an action that should be undertaken only after thorough discussion and debate, with an opportunity for the legislative body to be fully informed. Current law requires that the question be placed on the official ballot, so that it is voted on in the voting booth on election day, with no opportunity for discussion or debate. The statement of the question is simply, “Shall we adopt the provisions of RSA 40:13 (known as SB 2) to allow official ballot voting on all issues before the town on the second Tuesday of March?” This provides almost no information about how the SB 2 form of meeting works.

Although the current law does require a public hearing on the question between 15 and 30 days before town meeting, those hearings are poorly attended, so the overwhelming majority of those voting on the question will have heard little or no discussion, and many of them will have a very poor understanding of the issue. Other matters of profound importance to town governance—such as establishing a budget committee and adoption of a tax cap—are voted on at the business session, rather than by official ballot. Adoption of SB 2 is an even more serious step and should be subject to at least a similar level of consideration. Discussion and debate at the business session will help to ensure that voters understand the issues better before voting on the question. **Submitted by Jim Belanger, Moderator, Hollis, and Frank Sterling, Selectman, Jaffrey.**

9. Allowing Towns to Adopt Ordinances Under City Statutes

To see if NHMA will SUPPORT legislation giving towns the same authority to adopt ordinances that cities have under RSA 47:17.

Explanation: State law (RSA 44:2, 47:1) gives cities all of the authority that towns have, but there is no reciprocal statute giving towns the authority that cities have. City councils have broad authority to adopt ordinances under RSA 47:17. Town ordinance authority is governed primarily by RSA 31:39, which grants more limited authority. There seems to be no logical reason for cities to have broader ordinance authority than towns. When towns want to exercise authority that cities already have, it is necessary to amend RSA 31:39 or add a new section in RSA 39. This policy would avoid that necessity and eliminate illogical distinctions between municipal ordinances, which are especially troublesome when a town is unable to adopt the same ordinance that the city next door has adopted. This would not eliminate all distinctions between cities and towns—just the difference between their respective ordinance powers. **Submitted by Tom Irving, Planning Director, Conway.**

10. Public Area “No Smoking” Local Option

To see if NHMA will SUPPORT legislation to authorize the designation of “No Smoking” zones in public areas by local option.

Explanation: Municipalities are charged with the responsibility for provision of the services and to ensure safe secure access to those services. Currently, some services may not be as accessible as they should due to the presence of smoke. There are also the associated costs in keeping areas litter free. The legislation would allow municipalities to define No Smoking zones in a way that meets the community’s needs and would include the ability to implement them for health purposes.

Currently New Hampshire permits municipalities to enact ordinances for fire safety and sanitation purposes, but not health purposes, and New Hampshire’s state smoking law preempts local

governments from doing so. Access to services is obstructed by the presence of smokers and their associated litter, and that litter might constitute a sanitation issue. The presence of smoke where non-smokers need to pass is objectionable and not supportive of a community's healthy community goal. Each community would have the opportunity for itself to enact local legislation on this issue. Submitted by Andrew Bohanan, Parks, Recreation, and Facilities Director, and Nancy Vincent, Library Director, Keene.

11. Public Notice Requirements

To see if NHMA will SUPPORT legislation to amend all public notice requirements to allow the choice of electronic notification and/or newspaper print, as well as posting in public places, for official public legal notification. Existing policy.

12. Appointment of Town Clerks or Town Clerk/Tax Collectors

Legislative Body: To see if NHMA will SUPPORT legislation to allow the legislative body to authorize the governing body to appoint town clerks and town clerk/tax collectors.

Charter Towns: To see if NHMA will SUPPORT legislation allowing towns that have adopted a charter under RSA chapter 49-D to determine how the town will choose its town clerk.

Existing policy, revised by the committee.

13. Consolidated Policy on Collective Bargaining Items

Evergreen Clause: To see if NHMA will OPPOSE legislation to enact a mandatory so-called "evergreen clause" for public employee collective bargaining agreements.

Binding Arbitration: To see if NHMA will OPPOSE mandatory binding arbitration as a mechanism to resolve impasses in municipal employee collective bargaining.

Right to Strike: To see if NHMA will OPPOSE a right to strike for public employees.

Mandated Employee Benefits: To see if NHMA will OPPOSE any proposals to mandate employee benefits, including any proposal to enhance retirement system benefits that may increase employer costs in future years, for current or future employees.

Contracted Services: To see if NHMA will SUPPORT legislation to give public employers greater flexibility to privatize or use contracted services.

Existing policy, revised by the committee.

14. Maintenance and Policing of State-Owned Property

To see if NHMA will SUPPORT legislation requiring the State to maintain and adequately support operations on state properties so those properties do not place undue burdens on the host municipalities. This would include legislation

- to enable municipalities to recover expenses of providing municipal services on state-owned property, such as policing relative to illegal activities and allowing municipalities to receive reimbursement/compensation from individuals engaged in the illegal activity; and
- to require the state to adequately maintain its property, including the removal/remediation of abandoned, deficient, hazardous, or blighted structures/facilities.

Existing policy, revised by the committee.

15. Independent Redistricting Commission

To see if NHMA will SUPPORT the establishment of an independent redistricting commission for the appointment of representative, senatorial, executive council, and congressional districts. **Existing policy.**

Finance and Revenue

Action Policy Recommendations

1. Use of RSA 83-F Utility Values

To see if NHMA will:

- a) **SUPPORT** legislation that clarifies, under RSA 83-F, that no determination of utility value by the Department of Revenue Administration can be used in any way by the utility taxpayer in any application for abatement of tax under RSA 76:16 or any appeal thereof under RSA 76:16-a or RSA 76:17;
- b) **OPPOSE** any mandate that calls for the exclusive use of the unit method of valuation in the appraisal of utility property, by either administrative or legislative action; and
- c) **SUPPORT** the continuing right of municipalities to use any method of appraisal upheld by the courts.

Revised by the committee to combine two existing policies.

2. New Hampshire Retirement System (NHRS)

To see if NHMA will SUPPORT the continuing existence of a retirement system for state and local government employees that is strong, secure, solvent, fiscally healthy, and sustainable, that both employees and employers can rely on to provide retirement benefits for the foreseeable future. Further, **to see if NHMA will SUPPORT** continuing to work with legislators, employees, and the NHRS to accomplish these goals.

To that end, to see if NHMA will:

- a) **SUPPORT** legislation that will strengthen the health and solvency of the NHRS, ensure the long-term financial sustainability of the retirement system for public employers, and consider options and alternatives that provide reasonable changes in contribution rates;
- b) **OPPOSE** any legislation that: 1) expands benefits and would result in increases to municipal employer costs; 2) assesses additional charges beyond NHRS board-approved rate changes on employers; or 3) expands the eligibility of NHRS membership to positions not currently covered;
- c) **SUPPORT** the restoration of the state's 35% share of employer costs for police, teachers, and firefighters in the current defined benefit plan and any successor plan;
- d) **SUPPORT** the inclusion of municipal participation on any legislative study committee or commission formed to research alternative retirement system designs and the performance of a complete financial analysis of any alternative plan proposal in order to determine the full impact on employers and employees; and
- e) **OPPOSE** any action to further restrict municipalities' ability to employ NHRS retirees in part-time positions, either through hours restrictions or through imposition of new fees/costs.

Existing policy, revised by the committee.

3. Expansion of Local Authority to Institute Fees

To see if NHMA will SUPPORT legislation that allows a municipality to exercise local control of non-property tax revenue streams with local legislative body approval to meet demands for services and/or infrastructure. Examples of such legislation may include such actions as: (a) allowing a municipal to adopt an additional surcharge under the meals and rooms tax on hotel occupancy within the municipality; and (b) allowing a municipality to increase the maximum optional fee for transportation improvements when collecting motor vehicle registration fees. **Existing policy, revised by the committee (existing policy supports a local option meals and rooms tax surcharge).**

Priority Policy Recommendations

4. Enforcement of Motor Vehicle Registration Laws

To see if NHMA will SUPPORT amending motor vehicle registration laws to strengthen the enforcement of those laws (through stepping up law enforcement and increasing penalties, including fines) to ensure collection of all state and local registration fees owed by New Hampshire residents.

Explanation: Municipalities are realizing a significant and growing annual revenue loss of motor vehicle permit fees and other fees, due to NH residents registering their automobiles, trucks and all other types of trailers through non-government agents in the State of Maine. Currently, RSA 261:140

only requires a \$100 fine for these violations, an insignificant amount when compared to the much greater savings a resident realizes when obtaining low-cost “multi-year” registrations (up to a 12-year period) through the State of Maine. Municipalities all over the state are vulnerable to online registrations. Businesses with fleets are specifically targeted. **Submitted by Portsmouth City Council.**

5. Lien for Uncollected Ambulance/EMS Billings

To see if NHMA will SUPPORT legislation to ensure the collection of unpaid bills for ambulance and other emergency services.

Explanation: Municipal EMS, unlike hospitals and home health care providers, have no remedy available for the collection of unpaid billing for ambulance service except through a collection agency (@33% fee) or small claims court. These mechanisms do not guarantee the municipality will be made whole and can be punitive to the responsible party when they can least tolerate it. Ambulance service has evolved dramatically from simply transporting individuals to the hospital. Today, early medical intervention significantly increases a patient’s survival probability; therefore municipal EMS is expected to provide costly basic and advanced life support before and during transport. Currently when faced with an unpaid ambulance billing, municipalities have to choose between sending the bill to collections, small claims court, or writing off the bill. Collections or small claims potentially exposes the responsible party to a burden at an inopportune time. To write off the debt unfairly places the financial burden on the taxpayers of the responding municipality. **Submitted by: Barbara Lucas, Town Administrator, and Neil Irvine, Selectman, Town of New Hampton.**

6. Ownership Name Changes

To see if NHMA will SUPPORT legislation requiring entities to file name changes and ownership changes at the registry of deeds to ensure that property taxes are assessed to the proper owner.

Explanation: Presently, name changes and property acquisitions by stockholders are not filed at the registry of deeds. Municipalities don’t know if ownership has changed, resulting in bills and other notices going to improper property owners. **Submitted by: Kathryn Temchack, Director of Real Estate Assessments, City of Concord**

7. Collection of Delinquent Taxes on Manufactured Housing

To see if NHMA will SUPPORT legislation to create a study commission to address municipal concerns regarding delinquent property taxes and/or municipal utility fees on manufactured housing on land of another. Such commission to include appropriate interested stakeholders. **Existing policy.**

8. Tax Exemptions for Charitable Organizations

To see if NHMA will SUPPORT creating a commission to study reimbursement through payments in lieu of taxes (PILOTs) for municipal services provided to exempt charitable properties, including charitable non-profit housing projects under RSA 72:23-k, and **SUPPORT** reimbursement from the state for the costs of municipal services provided to state-owned properties. **Revised by the committee to combine two existing policies.**

9. Clarification of Elderly Exemption, Prorating Disabled, Deaf and Blind Exemptions

To see if NHMA will SUPPORT

- a) Changes in RSA 72:39-a, 72:29, and 72:39-b to define “household income” for elderly exemption qualification consistent with the definition of “household income” used by the state in qualifying residents for the Low & Moderate-Income Homeowners Property Tax Relief Program under RSA 198:56-57 and Rev 1200; and
- b) Legislation prorating the disabled, deaf and blind exemptions under RSA 72:37, 37-b, and 38-b when a person entitled to the exemption owns a fractional interest in the residence, in the same manner as is allowed for the elderly exemption under RSA 72:41.

Revised by the committee to combine two existing policies.

Standing Policy Recommendations

10. Assessment Methodology for Big Box Stores

To see if NHMA will SUPPORT legislation clarifying the assessment methodology for big box stores if used and occupied for the purpose for which they were built. This methodology would not employ comparisons to “dark store” properties abandoned or encumbered with deed restrictions on subsequent use.

Explanation: Large box stores such as Walmart, Lowe’s, Home Depot, Target, etc. have been successful in other states in obtaining large assessment reductions by using comparable sales or rentals of abandoned or deed-restricted properties. **Submitted by: Kathryn Temchack, Director of Real Estate Assessments, City of Concord.**

11. Income Approach on Appeal

To see if NHMA will SUPPORT legislation that prohibits the use of the income approach by a taxpayer in any appeal of value if the taxpayer, after request by the municipality, has not submitted the requested information. **Existing policy.**

12. Charitable Definition and Mandated Property Tax Exemptions

To see if NHMA will OPPOSE legislation that expands the definition of “charitable” in RSA 72:23-/, unless the state reimburses municipalities for the loss of revenue. **Existing policy.**

13. Sale of Tax Deeded Property

To see if NHMA will SUPPORT amending RSA 80:89 to require proof that the municipality *sent* the required notice of impending tax deed rather than proof that the taxpayer actually *received* the notice. **Existing policy.**

14. State Revenue Structure and State Education Funding

To see if NHMA will SUPPORT asking the state to use the following principles when addressing the state's revenue structure in response to its responsibility to fund an adequate education:

- That revenues are sufficient to meet the state's responsibilities as defined by constitution, statute, and common law;
- That revenue sources are predictable, stable, and sustainable and will meet the long-term needs and financial realities of the state;
- That changes to the revenue structure are least disruptive to the long-term economic health of the state;
- That the revenue structure is efficient in its administration;
- That changes in the revenue structure are fair to people with lower to moderate incomes.

Further, **to see if NHMA will SUPPORT** legislation prohibiting retroactive changes to the distribution formula for adequate education grants after the notice of grant amounts has been given. **Existing policy.**

15. Changes to the Official Ballot Process and Default Budget

To see if NHMA will OPPOSE changes to the official ballot process (SB2) including changes to the calculation of the default budget, unless such changes are a local option presented to the legislative body for approval. **Revised by the committee (existing policy opposed any increase in the 60% bond vote requirement in SB 2 municipalities).**

Infrastructure, Development and Land Use

Action Policy Recommendations

1. Municipal Use of Structures in the Right-of-Way

To see if NHMA will SUPPORT legislation granting municipalities a designated space to use for any purpose, including leasing to a private entity, upon all poles, conduit, and other structures within the rights-of-way without paying make-ready costs. This includes a requirement that the owners of utility poles and conduit do the necessary work to make that space available. **Existing policy, revised by the committee.**

2. Municipal Authority to Adopt More Recent Codes

To see if NHMA will SUPPORT legislation enabling municipalities at their discretion to adopt more recent editions of national/international building and fire codes than the current state-adopted editions.

Explanation: Allowing municipalities to adopt current codes will promote best practices for health, safety, and welfare. **Submitted by Portsmouth City Council.**

3. Municipal Cooperation

To see if NHMA will SUPPORT legislation clarifying that municipalities and other political subdivisions may cooperate to perform together any functions that they may perform individually, including but not limited to providing services, raising revenue, constructing and maintaining infrastructure, and engaging in economic development efforts. **Existing policy.**

Priority Policy Recommendations

4. Regulation of Short-Term Rentals

To see if NHMA will SUPPORT legislation authorizing municipalities to regulate short-term rental of residential properties, including licensing requirements and health and safety protections. This should not be interpreted to limit existing authority to regulate such uses through municipal zoning ordinances and land use regulations.

Explanation: Municipalities across the country are increasingly forced to address problems associated with short-term rental of residential housing units, which are typically facilitated through the online platforms of AirBnB, VRBO, Home Away, and others. Problems arise often in single-family residential neighborhoods, in which transient residential occupancy introduces instability and conflict (e.g., noise complaints with no recourse other than to call the police).

Some jurisdictions have already addressed this through legislation, sometimes accompanied by comprehensive agreements with the online platform operators to submit to regulation. A related issue is whether the state is able to collect meals and rooms tax for such temporary uses, which are similar in some regards to B&B operations and hotels/motels. **Submitted by Ben Frost, Planning Board Chairman, Town of Warner.**

5. Highway Funding

To see if NHMA will SUPPORT a state transportation policy that ensures adequate and sustainable funding for state and municipal highways and bridges to promote safe and reliable transportation and corridors and economic development for the citizens of our state and for the travelling public. The policy should include:

- Maintenance of the proportionate share of the state highway fund that is distributed to cities and towns under current law;

- No further diversion of state highway funds for non-highway purposes; and
- Increased funding, which may include the state road toll, highway tolls, local option fees, user assessments, and other revenue sources as necessary.

Existing policy, revised by the committee.

6. Water Quality and Infrastructure

To see if NHMA will SUPPORT legislation that ensures adequate and sustainable investment to maintain or make necessary improvements to the state's critical water infrastructure (public drinking water, wastewater, and stormwater systems, and dams); that works to provide affordable water, wastewater, and stormwater services; that encourages regional and innovative solutions to water, wastewater, and stormwater issues; that supports decisions that rely on science-based standards; that supports local decision making; and that supports economic progress in the state while protecting public health and safety. **Combination of existing policies, revised by the committee.**

7. State Adoption of Building and Fire Codes

To see if NHMA will SUPPORT a policy encouraging the state to: (1) adopt updated editions of national/international building and fire codes; (2) streamline the code adoption process while facilitating examination of changes that benefit the state economy; (3) encourage training opportunities for local code enforcement personnel.

Explanation: Multiple versions of codes are confusing for all parties. The state's adoption of updated codes would simplify municipal decision making in scheduling code ordinance updates. The quality of enforcement varies significantly among municipalities due to different levels of experience and training. Better training would lead to more consistent enforcement. **Submitted by Portsmouth City Council.**

Standing Policy Recommendations

8. Current Use

To see if NHMA will OPPOSE any legislative attempt to undermine the basic goals of the current use program and **OPPOSE** any reduction in the 10-acre minimum size requirement for qualification for current use, beyond those exceptions now allowed by the rules of the Current Use Board. **Existing policy.**

9. Scientific/Technical Standards for Regulatory Legislation

To see if NHMA will OPPOSE regulatory legislation that is not based on relevant scientific and technical standards that are broadly accepted by peer review and feasibly achieved.

Explanation: In the past legislative session, bills were filed that attempted to supersede standards set by regulatory agencies without the applicable deliberation and processes associated with creating regulations. **Submitted by Portsmouth City Council.**

10. Land Use and Environmental Regulation and Preemption

To see if NHMA will SUPPORT legislation that (a) recognizes municipal authority over land use and environmental matters, (b) limits the establishment of comprehensive statutory schemes that supersede local regulation, and (c) recognizes that even when local environmental regulation is preempted, compliance with other local laws, such as zoning and public health ordinances and regulations, is still required. **Existing policy.**

11. Energy, Renewable Energy and Energy Conservation

To see if NHMA will SUPPORT legislation encouraging state and federal programs that provide incentives and assistance to municipalities to adopt energy use and conservation techniques that will manage energy costs and environmental impacts, promote the use of renewable energy sources, and promote energy conservation, and **OPPOSE** any legislation that overrides local regulation. **Existing policy.**

12. Oppose Statewide Zoning Mandates

To see if NHMA will SUPPORT a policy recognizing the legislature's authority to establish statewide priorities in zoning and land use regulation, but **OPPOSE** legislation that limits reasonable local control in implementing those priorities, or that unreasonably mandates specific criteria that municipalities must follow. **Existing policy, revised by the committee.**

13. Conservation Investment

To see if NHMA will SUPPORT permanent funding for the Land and Community Heritage Investment Program and **OPPOSE** any diversion of such funds to other uses. **Existing policy.**



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

Presentation from Historic District Commission Chair Molly Meulenbroek
NH Preservation Alliance Preservation Achievement Award
City Hall Annex project

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	8/14/18	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	8/14/18	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	Historic District Commission
CHAIR PERSON	Molly Meulenbroek

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

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SUMMARY STATEMENT

The New Hampshire Preservation Alliance selected the Rochester City Hall Annex for a 2018 Preservation Achievement Award. The committee was so impressed with the grassroots rehabilitation of this building – once considered for demolition – that they also decided to honor the City with the Elizabeth Durfee Hengen Award, which is presented to the rare project that exhibits overall excellence in preservation planning, education and/or advocacy. The project also received the American Institute of Architects 2018 Rick and Duffy Monahan Award for Design Excellence in Architectural Restoration and Preservation. This project would not have happened without the careful decision making and leadership of the City Council, Mayor, and City Manager.

Congratulations on a job well done.

This project has been financed in part with federal funds from the National Park Service, Department of the Interior, through the New Hampshire Division of Historical Resources, a grant from Land & Community Heritage Investment Program, and a grant from New Hampshire Division of Historical Resources through the sale of Conservation License Plates.

RECOMMENDED ACTION

None

2018

July Department Reports:

- 10.1 Assessor's Office P. 45**
- 10.2 Building, Zoning, and Licensing Services P. 47**
- 10.3 City Clerk's Office P. 55**
- 10.4 Department of Public Works P. 59**
- 10.5 Economic & Community Development P. 65**
- 10.6 Finance Office P. 99**
- 10.7 Planning & Development Department P. 101**
- 10.8 Recreation & Arena P. 105**
- 10.9 Rochester Fire Department P. 107**
- 10.10 Rochester Police Department P. 109**
- 10.11 Rochester Public Library P. 111**
- 10.12 Tax Collector's Office P. 113**
- 10.13 Welfare Department P. 115**

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City Clerk's Office



City of Rochester, New Hampshire

Assessor's Office

19 Wakefield Street

Rochester, New Hampshire 03867-1915

(603) 332-5109

Email: assessor@rochester.net

Web Site: www.rochesternh.net

August 14, 2018

To: City Manager/Council

From: Jonathan Rice, Chief Assessor

Subject: July Council Report

Revenue Received/Collection Warrants issued:

Land Use Change Tax Warrants	\$29,652.00
Property Record Cards, Maps & Copy Revenue	\$ 42.00

- The Field Assessors are verifying property data on a systematic, lot-by-lot basis and they are verifying sales that occurred from 10/1/2017 to present.
- The Chief Assessor attended the three day Primex Supervisors' Academy
- A Board of Assessors meeting was held on July 24, 2018.

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City Clerk's Office



City of Rochester, New Hampshire
Department of Building, Zoning & Licensing Svcs
33 Wakefield Street * Rochester, NH 03867
(603) 332-3508 * Fax (603) 330-0023
Website: www.rochesternh.net

Zoning Monthly Report

July 2018

Cases:

2018-06 Karen & Dean Libersky, applicant to request a Variance to permit a metal 24 x 36 building in a Residential Zone, according to Article 42.5, Section b.3.B.

Location: 514 Portland Street, Rochester, NH 03867, 0111-0047-0000, in the R1 Zone.

Variance was approved.

2018-07 Hope on Haven Hill Inc, applicant to request a Variance to permit a residential facility in the R2 Zone, according to Article 42, Table 18-a

Location: 38 Charles St, Rochester, NH 03867, 0125-0214-0000, In the R2 Zone.

Variance application was postponed by request of the applicant.

End of Month Council Report

To the Honorable Mayor and City Council of the City of Rochester, the following is a summary of the revenue collected and the activities performed by the Department of Building, Zoning and Licensing Services for the month of July 2018 with the fiscal Year to Date

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

Department Revenue

Permit Type	July 2018	Year to Date
Building Permits	\$18,418.00	\$18,418.00
Electrical Permits	\$2,715.00	\$2,715.00
Gas Permits	\$0.00	\$0.00
Plumbing Permits	\$1,340.00	\$1,340.00
Zoning Permits	\$0.00	\$0.00
FireSuppression Permits	\$0.00	\$0.00
FireAlarm Permits	\$128.00	\$128.00
Sprinkler Permits	\$137.00	\$137.00
Mechanical Permits	\$2,937.00	\$2,937.00
Food_Milk Licenses	\$2,605.00	\$2,605.00
Taxi Licenses	\$10.00	\$10.00
General Licenses	\$650.00	\$650.00
Net Revenue	\$28,940.00	\$28,940.00

End of Month Council Report

Building Permit Detail

New Permits		July 2018		Fiscal Year to Date	
Permit Type	Permit For	Permits Issued	Estimated Construction Value	Permits Issued	Estimated Construction Value
Building Permits	Addition - Non-Residential	0	\$0.00	0	\$0.00
	Addition - Residential	3	\$17,500.00	3	\$17,500.00
	Alteration - Residential	13	\$158,304.53	13	\$158,304.53
	Alterations- Non Residential	4	\$285,000.00	4	\$285,000.00
	Apartment	0	\$0.00	0	\$0.00
	Barn	0	\$0.00	0	\$0.00
	Building - Non-Residential	0	\$0.00	0	\$0.00
	Condo	0	\$0.00	0	\$0.00
	Deck	8	\$28,100.00	8	\$28,100.00
	Demolition	1	\$5,000.00	1	\$5,000.00
	Fence	5	\$18,600.00	5	\$18,600.00
	Footing/ Foundation	10	\$12,000.00	10	\$12,000.00
	Garage	6	\$179,550.00	6	\$179,550.00
	Manufactured Home	9	\$576,800.00	9	\$576,800.00
	New Home	3	\$422,500.00	3	\$422,500.00
	Other	4	\$26,100.00	4	\$26,100.00
	Pool - Above Ground	5	\$17,700.00	5	\$17,700.00
	Pool - In Ground	0	\$0.00	0	\$0.00
	Repair/Replace - Non-Residential	1	\$65,000.00	1	\$65,000.00
	Repair/Replace - Residential	3	\$13,700.00	3	\$13,700.00
	Roofing	11	\$65,519.20	11	\$65,519.20
	Shed	7	\$21,691.00	7	\$21,691.00
	Siding	4	\$36,000.00	4	\$36,000.00
	Sign	8	\$46,331.00	8	\$46,331.00
	Windows	2	\$12,897.00	2	\$12,897.00
Electrical Permits	Electrical Underground	4	\$5,000.00	4	\$5,000.00
	Generator	3	\$18,580.00	3	\$18,580.00
	Meters	0	\$0.00	0	\$0.00
	Service	8	\$50,970.00	8	\$50,970.00
	Solar Electric System	0	\$0.00	0	\$0.00
	Temp Service	0	\$0.00	0	\$0.00

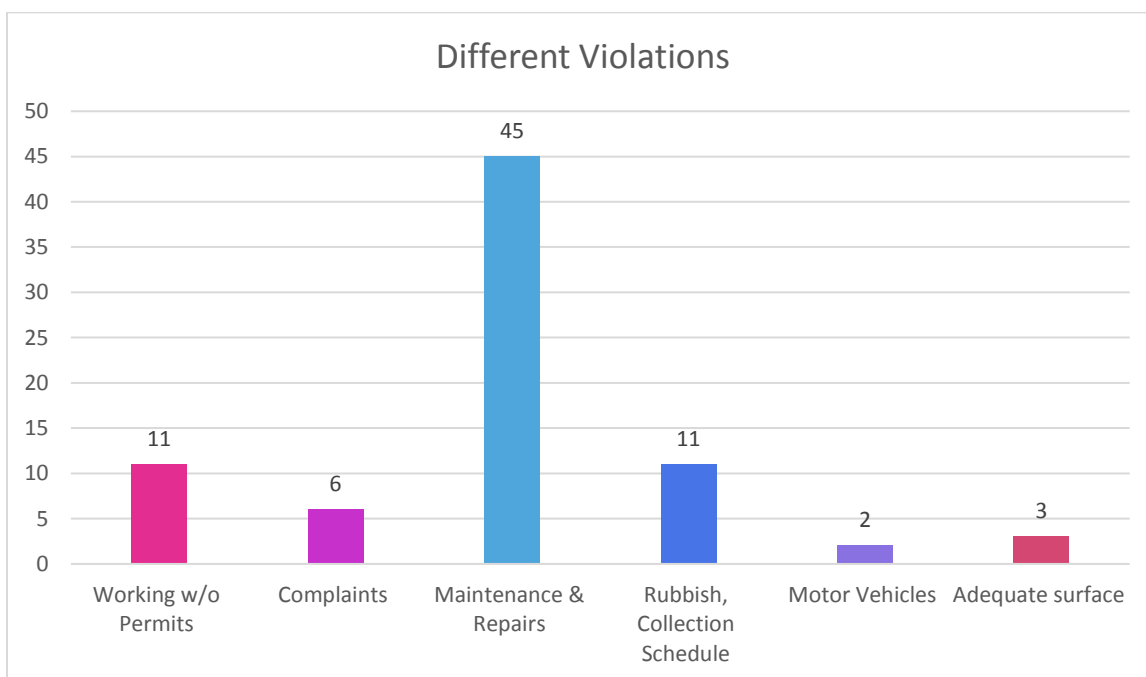
End of Month Council Report

	Wiring	35	\$1,791,624.99	35	\$1,791,624.99
FireAlarm Permits	Fire Alarm Permit	0	\$0.00	0	\$0.00
FireSuppression Permits	Fixed Fire Suppression System	0	\$0.00	0	\$0.00
Mechanical Permits	Air Conditioning	5	\$62,492.00	5	\$62,492.00
	Furnace/Boiler	11	\$76,331.00	11	\$76,331.00
	Gas Line	2	\$2,000.00	2	\$2,000.00
	Gas Piping	7	\$5,945.00	7	\$5,945.00
	Heating	3	\$79,500.00	3	\$79,500.00
	Hot Water Heater	1	\$2,000.00	1	\$2,000.00
	Mechanical Underground	0	\$0.00	0	\$0.00
	Other	0	\$0.00	0	\$0.00
	Pressure Testing	5	\$2,200.00	5	\$2,200.00
	Propane Tank	12	\$18,025.00	12	\$18,025.00
	Sheet Metal Work	0	\$0.00	0	\$0.00
	Tank Installation	8	\$7,900.00	8	\$7,900.00
	Ventilation	1	\$950.00	1	\$950.00
Plumbing Permits	Plumbing	17	\$115,900.00	17	\$115,900.00
	Water Heater	3	\$6,340.00	3	\$6,340.00
Sprinkler Permits	Fire Sprinkler Systems	0	\$0.00	0	\$0.00
	Total Permit Issued	232	\$4,254,050.72	232	\$4,254,050.72

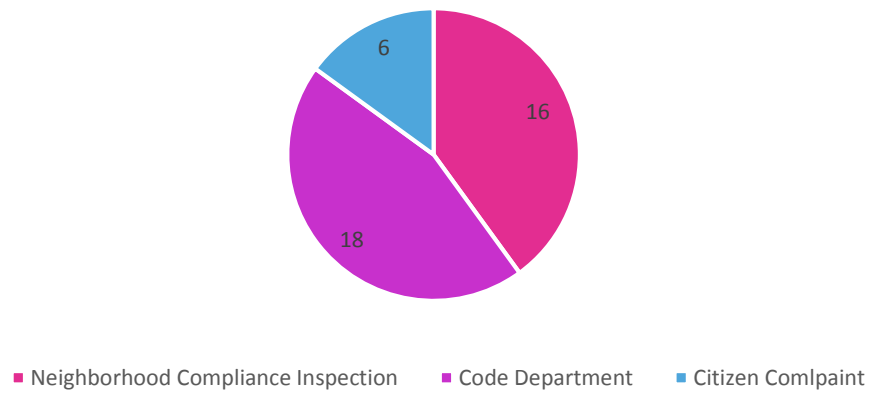
July 2018 Code Compliance

Monthly Report

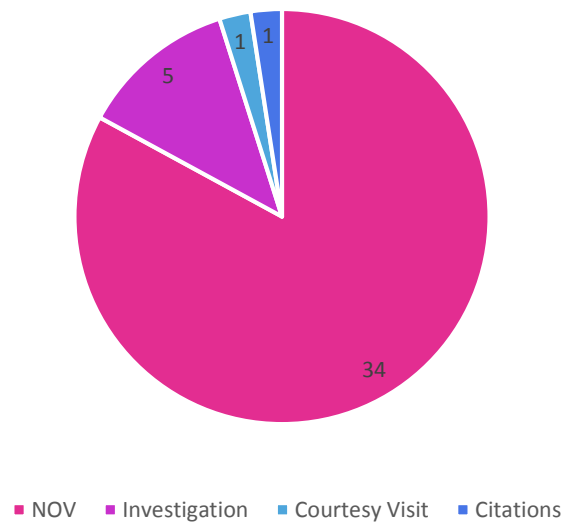
For the month of July, Code Compliance dealt with 40 properties with a total of 78 documented compliance or zoning issues. All property owners in these cases have been notified and received Notice of Violations, Citations or Courtesy Visits asking for them to bring their property into compliance. 16 of these properties were part of a Neighborhood Compliance Inspection. Of the other 24 properties, 16 of them have been closed and have been brought into compliance and 8 of them are still pending. Of the 12 properties with pending issues from June, 5 of them have been closed and brought into compliance and 7 are still being investigated.



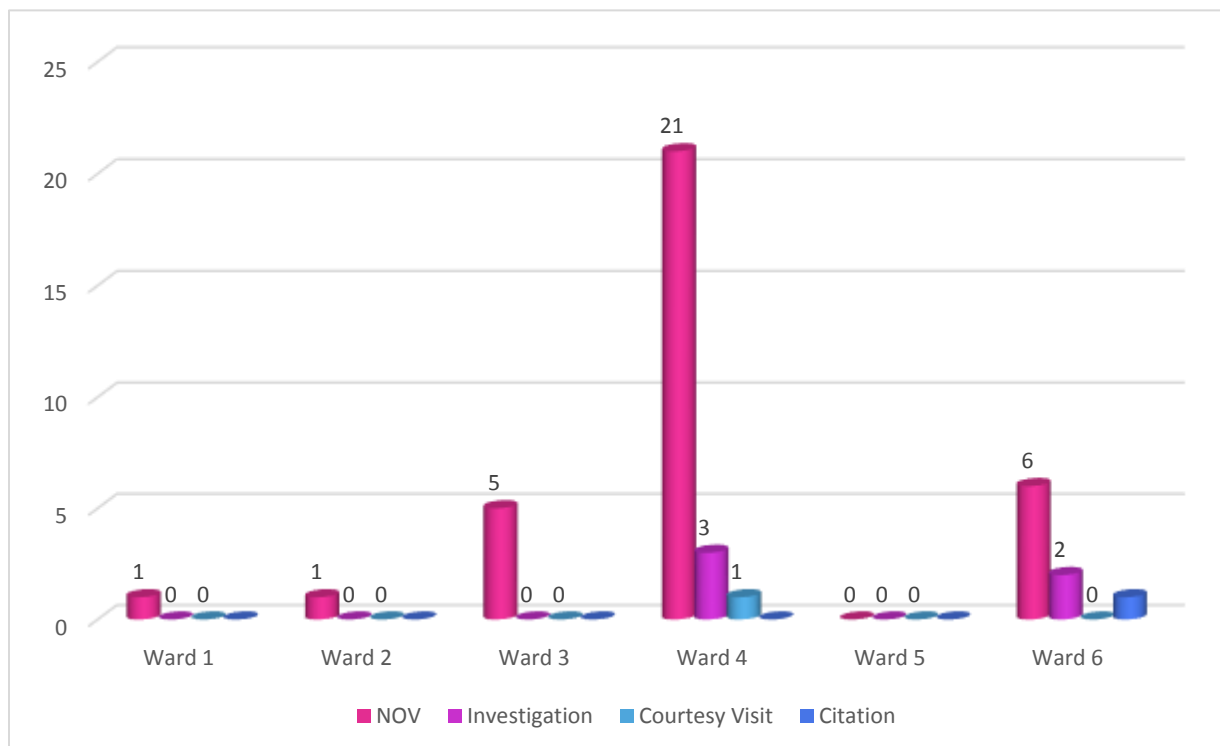
Orgin of Violation



Type of Correspondence



Breakdown by Ward's



Respectfully Submitted,

Joseph Devine

Compliance Officer

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City Clerk's Office



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



City Clerk's Report July 2018

Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 276 initial copies of vital records, and 182 subsequent copies of vital records in the month of July. The City Clerk's staff issued 40 Marriage Licenses.

On July 6, 2018, 8 couples applied for their marriage licenses at Rochester City Hall, setting a record for most marriages applied for in one day. The previous record was 5 marriage applications in a single day.

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

- 40 births were reported in Rochester during the month of July, 15 of these children were born to Rochester residents.
- 24 resident deaths were reported in Rochester.
- 13 couples celebrated their wedding ceremonies in Rochester during the month of July.

Revenue – Vital Records/Marriage Licenses

	2017		2018	
	State	City	State	City
Initial/Subsequent copies:	\$2,552	\$2,270	\$3,115	\$2,842
Marriage Licenses:	\$1,419	\$231	\$1,720	\$280
Total:	\$3,941	\$2,501	\$4,835	\$3,122

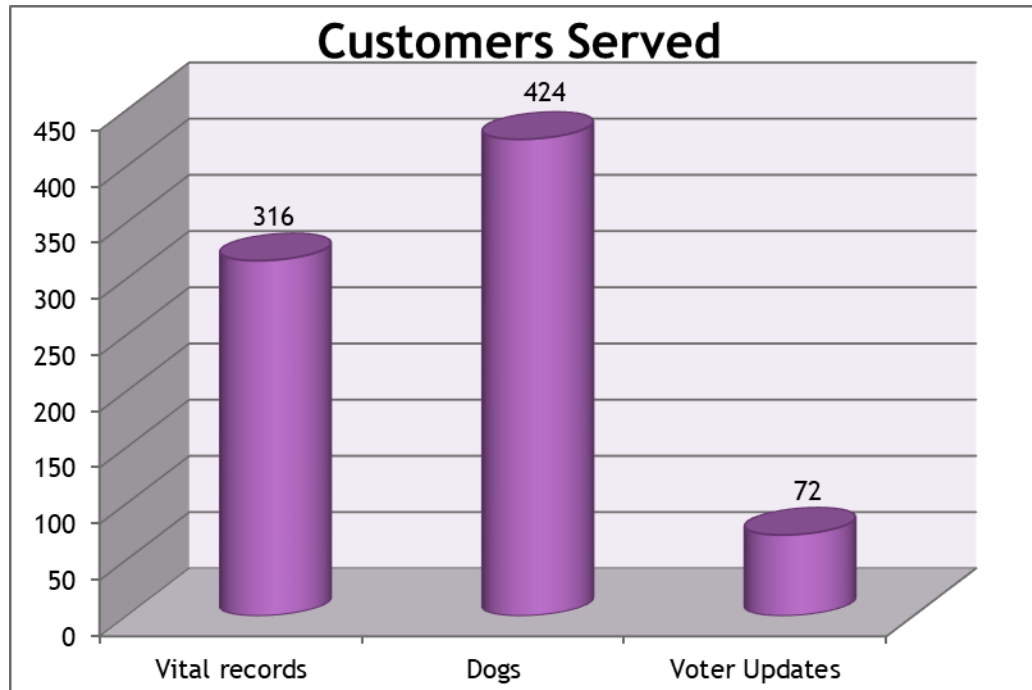
Dog Licensing

The City Clerk's office licensed 424 dogs during the month of July. The Animal Control Officer issued the Civil Forfeitures letters the second week of July for all unlicensed City dogs. The

Civil Forfeiture fee is \$25 along with an administrative fee of \$5. All owners of dogs remaining unlicensed who have received a civil forfeiture letter will be issued a summons to appear in court. The summons process will begin in August.

There were \$6,070 in Civil Forfeiture fees collected during the month of July.

Customers Served during the month of July 2018



Voter registration summary by party as of July 31, 2018:

Ward	Democrats	Libertarians	Republicans	Undeclared	Totals
1	1,022	2	1,152	1,396	3,570
2	928	0	1,080	1,601	3,609
3	990	3	1,194	1,372	3,556
4	819	1	774	1,612	3,205
5	933	0	1,106	1,354	3,393
6	1,008	0	840	1,212	3,060
Totals:	5,700	6	6,146	8,547	20,393

Elections

The City Clerk's office is looking to fill several vacancies for Election officials in Ward 3 and Ward 4. If you are interested in learning more about being an election official or to fill out a statement

of interest, please stop by the City Clerk's Office at 31 Wakefield Street.

In preparation for the September 11, 2018, State Primary Election, The Secretary of State's office will be holding fourteen 2.5 hour election law trainings for election officials throughout the state during the months of August and September. Rochester will be hosting the final training on Thursday September 6, 2018, at 9:00 AM at the Rochester Community Center, 150 Wakefield Street.

Absentee Ballots for the September 11, 2018, State Primary Election will be available at the City Clerk's office in August. Any registered voter who will be unable to vote in person should come to the City Clerk's office to request an absentee ballot or contact the office at (603) 332-2130 for more information.

Respectfully submitted,

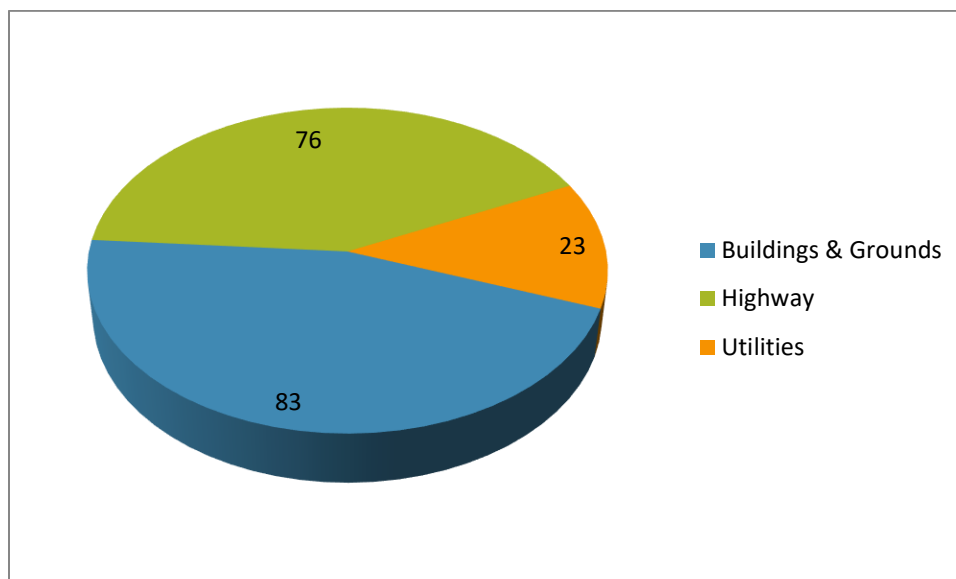
Cassie Givara
Deputy City Clerk

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City Clerk's Office

ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT JULY 2018

In addition to their scheduled tasks and responsibilities, the Department of Public Works responded to approximately 182 requests for service in the month of July. The Highway Division had 76 requests that ranged from traffic light repairs, pothole, drainage concerns and roadside trimming requests. The Utilities Division responded to 23 requests that included concerns about possible sewer backups to water pressure concerns and other miscellaneous concerns. The Buildings and Grounds Division had 83 service requests, which included pool maintenance, plumbing repairs, and requests for supplies.

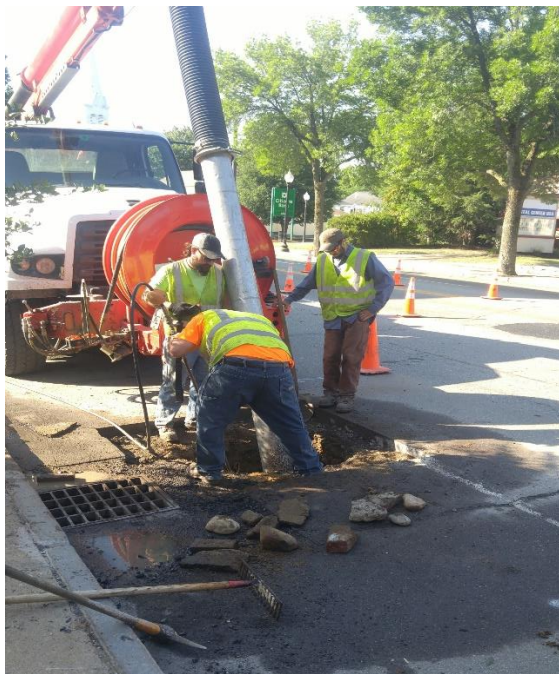


JULY 2018 SERVICE REQUESTS

HIGHWAY & FLEET MAINTENANCE WORK COMPLETED:

- Patched pot holes
- Repaired 4 catch basins (Airport Dr, Bridge St, Charles St. and No. Main St.)
- Continued cleaning catch basins.
- Continued sweeping city streets.
- Installed new dry well on McDuffee St.
- Repaired culvert head wall on Oak St.
- Cleaned up brush and trees from bad storm.
- Inventoried all traffic lights and boxes and downloaded onto tablet.
- Defined drainage out fall #133 Chestnut hill Rd.
- Repaired guardrail on Ten Rod Rd.
- Ditched out rip rap Wadleigh Rd.
- Repaired wash and pave on Chelsey Hill Rd.
- Repaired drain line at #36 South Main St.
- Continued line painting X-walks, arrows and stop bars.
- Graded dirt roads
- Repaired and installed street signs thought the City.

- Brush trimming though the city.
- Performed Shop cleaning and general maintenance.
- Repaired holes in the tank, float, main hydraulic hose and repaired water pump on Vac-Con truck #47
- Replaced roller, auger and bearings on the flail mower.
- Replaced brake line on the Daewoo loader #28
- Installed new backup alarm sewer jet truck #45
- Replaced batteries on one ton truck #23
- Replaced rear Brakes and hydraulic dump lines on six wheel dump truck #65
- Repaired and replaced door hinges on one-ton dump truck #24.
- Repaired several light posts for public building.
- Started on inspections of the fleet, completed Trucks #65, #17, #19, #16, #6, #8, and #20 all six-wheel dump trucks.
- Performed service maintenance on vehicles including BZLS car, and trucks #107, #52, #34, #96, #24, #42, #67



Highway Division repairing a drain line on So. Main Street

UTILITIES DIVISION WORK COMPLETED:

- Dig Safe mark-outs of City Utilities (Daily)
- 7 Water Inspections
- 6 Sewer Inspections
- 5 Curb-stop Repairs
- 12 New Water Meter Installations
- 1 New Sewer Deduct Meter
- 7 Water Meter Replacements
- 4 Hydrant Repairs
- 2 Water Service Corporation Repairs

- Hydrant Flow Data Collection – City Wide
- 5 Pressure or Quality Inquiries
- 25 No Payment – Water Shut-Offs
- Cut & Cap Water Main
- Separate the gravity feed from the high pressure zone (Regency Court)
- Jetting and Vacuuming of Problematic Gravity Systems (*Monthly*)
- 1 Sewer Blockage (Code 5)
 - New Camera System is ruling out city's liability regarding private blockages
- Historical sewer manhole castings are being abated from the City's Sewer Collection System and replaced with new leak tight ductile iron castings.
 - 5 Castings Replaced

BUILDINGS AND GROUNDS DIVISION WORK COMPLETED:

- Technicians had to repair fire damaged deck boards on the pedestrian bridge between the Hanson Pines and Dewey Street. A significant amount of time was also spent this month removing graffiti from this bridge.
- The Exterior Painting project at City Hall has been expanded and should be completed soon.
- Detection dogs were used to inspect and rule out a pest infestation at the Library.
- Staff worked with other departments and divisions to set up the area for the 4th of July Fire works.
- Repairs were made to concrete walkway at the Community Center
- The women's bathroom renovation project at City Hall has begun and is nearly complete.



Women's Room after Demo



Women's Room Nearly Completed

WASTEWATER TREATMENT DIVISION

Staff continues to work with the coalition of communities on related wastewater and Great Bay Estuary issues and with industries on various issues pre-treatment problems. The Installation of equipment for the automation project is ongoing and the conveyor and polymer feed system for dewatering project was received. Staff awarded the generator service and maintenance bid to low bidder, J&D Power Equipment. A meeting was held with NHDES to go over requirements for PFAS. The maintenance technicians have been busy working on pump stations and cleaning wet wells. The volume and types of solids have been increasing causing pumps and air relief valves to clog. Quarterly toxicity samples were collected in July and staff performed preventative and corrective maintenance on all equipment, machinery and instrumentation. Average effluent flow for the month was 2.397 Million Gallons per Day (MGD). Percent of design flow = 47.7%. Percent of design flow for 2018 = 61.6%. Precipitation for the month = 4.89". Precipitation for 2018 = 24.49".

WATER TREATMENT DIVISION

Treated water volume for the month of July was approximately 67.9 million gallons from the surface water treatment facility and 3.4 million gallons from the well. All water quality testing and monitoring was completed in accordance with NHDES requirements. We are pleased to report that the City of Rochester again met and exceeded all State and Federal standards for drinking water. Watershed inspections were conducted at the Rochester Reservoir, Round Pond, Tufts Pond, Berry Pond, and the Whaleback Ponds. A large snapping turtle has taken up temporary residence in the boathouse sluiceway. Tree trimming is scheduled to help improve clearance at the stream gage installations. Periodic heavy rains provided 4.9 inches of rain this month, allowing us to fill the and replenish Round Pond while maintaining an average of 9cfs discharge through Kristy Lane to the Isinglass. Though we remained in moderate drought conditions, standard management techniques maintained the upper watershed at capacity. The Cocheco Well has been offline for most of the month due to low flow conditions in the Cocheco River. Preventative maintenance on equipment and grounds maintenance continued at the treatment plant, the well, the tanks and all booster stations. Minor roof and structural repairs are being made at the Richardson booster pump station and flashing and framing was repaired at Gina Drive BPS. Visual inspection of the finish water storage tanks and mechanical inspection of the pressure sensing and mixer equipment has been completed at all tanks. Premature exterior paint peeling is being investigated. Maintenance at the Cocheco Well included blower intake and filter cleaning, wellhead and trail inspection, and the clearwell inspection. Maintenance at the Water Treatment Facility included repairs to the pilot activated carbon system, repair and replacement of a caustic feed pump, resumption of chemically assisted backwashes on both filter trains, and rebuilding of the bicarbonate feed screw gearbox. Additional samples of the filter backwash waste are being analyzed as part of the sludge-handling project. The Berry River stream gage is scheduled for repair and calibration by the manufacturer. Representatives from NHDES accompanied staff on a routine cyanobacteria and raw water quality sampling round to observe our technique and discuss source water quality and protection.



Snapper boathouse sluiceway



Gina Drive BPS

ENGINEERING

Project Updates for July 2018:

- Asset Management:** In July, the City acquired ESRI's ArcGIS Enterprise, which is the GIS software platform that will support Asset Management software. The process for acquiring the new Asset Management software will occur over the next several months. Our new GIS/Construction Technician has continued to be primarily focused on mapping the City's stormwater network, given the onset of the new MS4 NPDES General Permit for stormwater. In addition to inventory work, staff continue to populate more detailed information such as asset age, material, and condition on all of our assets and coordinate with our consultants to develop baseline information related to our water, sewer, and stormwater systems' "level of service", "consequence of failure", and "criticality". This past month staff also began to inventory and assess guardrails city-wide. The City is also working with SRPC to collect sidewalk inventory information, including a condition assessment.
- Franklin St./Western Ave. Area Improvements:** In July buried mainline infrastructure was completed on Adams Avenue. Individual service line replacements continue on Adams, which will be followed by pavement preparation and base paving. Buried infrastructure and base pavement were previously completed on Franklin Street, Third, Fourth, and Fifth Streets, Western Avenue, and portions of First and Second Streets. Substantial completion of the entire project is anticipated by August 2018; final paving and restoration of the project area is anticipated in early September 2018.
- Colonial Pines Sewer Extension:** Sewer installation work on Railroad Avenue is anticipated to begin in August 2018. This construction will connect the sewer that was pipe-jacked under the Spaulding Turnpike to the existing sewer in Railroad Ave. Phase 2 will include extension of the sewer from Birch Drive across Old Dover Road to Juniper Street, Towle Street, Vinewood Lane, Susan Lane, Hickory Lane, and a portion of Hillside Drive.

Phase 2 is currently being designed and is anticipated to be advertised for bids in winter 2018-2019 for a spring 2019 construction start. Internal plumbing and private property surveys have been conducted throughout the entire Colonial Pines area (more than 85% have been completed).

- **Pavement Maintenance & Rehabilitation:** Pavement preparation and overlay on Wakefield and in the Downtown were completed in July 2018. The new pavement in Downtown will include a new striping plan with bike lanes and sharrows along with the relocation of two mid-block crosswalks: one on N. Main and one on Union. In August 2018, the final wearing course is scheduled to be paved on the City Hall Parking Lot. Final wearing course for Dry Hill will be paved following culvert replacement in August/September 2018. Paving list for SB38 funds includes the following: Clow Court, Nadeau Drive, portions of Portland Street and Sampson Road, and Woodside Lane. Work is scheduled to begin on all SB38 streets this construction season, however final overlay on some streets may be completed in spring 2019.
- **Dewey Street Pedestrian Bridge:** Final pavement overlay of bridge approaches and all other punch list items were completed in July 2018. A new utility pole and LED streetlight will be installed by Eversource at the bridge approach on the Hanson Pines side in the coming weeks.
- **Strafford Square Roundabout:** Design continues. Bidding of the roundabout construction contract is now anticipated for 2019. Prior to that contract, and in preparation for that construction, a utility infrastructure contract is anticipated to be bid for construction prior to the end of 2018. Right-of-way and easement negotiations are being conducted in preparation for the construction contracts.
- **Water Treatment Plant Low Lift Pump Station Upgrade:** This project was awarded and the construction contract signed in April. The pre-construction meeting was held on April 30, 2018. Construction is anticipated to be completed in 2018.
- **Water Treatment Plant Residuals Disposal:** This project is currently in the evaluation stage of alternatives for the most effective method of disposal of residuals generated at the Surface Water Treatment Plant.
- **WWTF Biosolids Dewatering Facility:** The design of this project is complete and under final review. The project is anticipated to be advertised for bids in early fall 2018.
- **River Street Sewer Pump Station Upgrade:** This project is currently at 60% design. Construction start is anticipated in 2018.
- **Wastewater Interceptor Upgrades:** A Basis of Design Report has been received from the design consultant. This report summarizes alternatives and recommends a sewer collection system master plan before proceeding with final design. Funding for a Sewer System Master Plan was approved with the FY19 CIP Budget; consultant selection process will commence in the coming months.
- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):** The draft National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF) has not yet been issued, however, at a February 2018 meeting with the Great Bay Coalition (Dover, Portsmouth, and Rochester), USEPA officials agreed to work with the Cities on permit language in the very near future. The Municipal Separate Storm Sewer System (MS4) NPDES Permit for stormwater, the new NH Small MS4 General Permit was issued by USEPA Region 1 on January 18, 2017; and became effective on July 1, 2018. In the past, USEPA Region 1 had conceptually proposed, and NHDES had supported, the idea of an integrated NPDES permit, combining the WWTF NPDES Permit and the MS4 Stormwater NPDES Permit.



ECONOMIC & COMMUNITY DEVELOPMENT TEAM



7/31/2018

Management Report

Rochester – During a special tour of Rochester, Gov. Chris Sununu and the state's Executive Council praised the city as one that has positioned itself well for growth and success across multiple sectors.

Written & Compiled by:
Jennifer Murphy Aubin and
Julian Long

Read on...

www.fosters.com/news/20180808/sununu-rochester-one-of-nhs-shining-stars



ECONOMIC & COMMUNITY DEVELOPMENT TEAM

KAREN POLLARD, CECD - ECONOMIC DEVELOPMENT MANAGER

LOCAL & REGIONAL MEETINGS WITH STAKEHOLDERS

Manager Pollard moderated a panel for the **New England Real Estate Journal Conference**, with featuring industry leaders and commercial construction projects. At the **NH Tech Women Power Breakfast** in Bedford, NH, Manager Pollard networked with other leaders from across the state. Housing demands and workforce, was the topic of conversation with **SAFRAN Aerospace Composites** and **Waterstone Retail**.

Manager Pollard participated in the Dept. of Public Works charrette, the Environment Protection Agency **Greening America's Communities** initiative, looking at landscape enhancement in the area of the Union Street parking lot and Hanson Street.

Boston, MA was the location for the **ICSC's Regional Deal Making** event; Manager Pollard took a tour of three high profile projects: the potential new Headquarters of Amazon, the mixed use development of former department store in downtown crossing featuring parking, boutique retail and apartments and the Boston multiple mix of residential and commercial activities in the seaport. These projects are excellent strategic examples of downtown redevelopment.

The **Town of Newington, EDC**, invited Manger Pollard as a featured speaker to their commission regarding the creation of a new Business Retention and Expansion program. While in the seacoast region at the **commercial real estate association (CIBOR), Portsmouth, NH** meeting, Manager Pollard promoted the Granite State Business Park 47 acres available and the downtown properties, the former Kelly's Gymnastics Building and Scenic Theater. Manager Pollard, also Board Vice President of the **New England Developer's Association (NEDA)**, contributed to the Board of Governance Committee to discuss regional initiatives.

GOVERNOR SUNUNU + EXECUTIVE COUNCIL SUMMER SESSION

The Honorable Executive Councilor Volinsky selected the City of Rochester as a location to host the Governor and Executive Council. Manager Pollard and Executive Secretary Aubin planned with Councilor Volinsky and the City Manager's office a tour of the community, including **Great Bay ATAC, the historic Rochester Opera House and the Annex**.

10+12+14 NORTH MAIN STREET (FORMER KELLY GYMNASTICS & SCENIC THEATER) SURVEYS

Manager Pollard and Executive Secretary Aubin circulated a request for investigative surveys and analysis costs on the North Main Street Buildings. The request went to local and regional engineering firms, along with community partners.

BUXTON ANALYTICS REVIEW

Manager Pollard and Specialist Marsh received training on the new platform to cultivate reports to address the challenges of downtown vacancies, along with other economic use for community-wide business attraction. The new 2018 retail matches are now available with a database to track correspondence with these retailers. The Economic Development office forwarded all new and updated matches to the shopping centers and upcoming developments on Route 11.

ATTRACTION SIGNS

The contract review is complete. The City is awaiting the five signs from Dept. Of Transportation and then the project will move to Finance Committee for review.

JENN MARSH, ECONOMIC DEVELOPMENT SPECIALIST

FIRE SAFETY FOR BUSINESS

The Economic Development Department, Fire Department, Rochester Chamber of Commerce and Rochester Main Street teamed up to hold two sessions on a business's guide to fire inspections. The Chief, Assistant Chief and Deputy Powers presented what to expect before, during and after a fire inspection. The purpose was to give businesses and understanding of how to work with the Fire Department and to try to take away the initial anxiety that businesses have when our Fire Department shows up for an inspection. There were 15 people in attendance for the morning session and 12 for the afternoon session, with a very positive response.



SEACOAST MANUFACTURING EXCHANGE

The July exchange was rescheduled to September 12th as many manufacturers were away on vacation and it's a busy time. Skyhaven Airport and Pease Development Authority is hosting the event. They have invited PlanSense, a firm offering fractional aircraft ownership. There will be a jet to tour. This is a great opportunity to show case our local airport and the benefits for area businesses. <https://www.planesense.com/fractional-program>

DOWNTOWN DEVELOPMENT

The economic and community development office met with multiple developers looking at our downtown and others who are requesting information on the request for prices for 10-14 North Main Street. The Economic Development Commission reviewed and commented on the project at the July meeting.

ROCHESTER MAIN STREET

Sidewalk Talks will be returning as a quarterly meeting, commencing this fall. Additionally there will be quarterly business development workshops covering various topics, such as social media strategies, window display, and a media relations session with Fosters. More workshop topics will be added per the request of the downtown business community.

ROCHESTER RIVERWALK

The updated Master Plan has new phasing and pricing. The committee is awaiting response from the June submitted recreational trails grant.

JENNIFER MURPHY AUBIN, EXECUTIVE SECRETARY & MARKETING MANAGEMENT



DESIGN & PROMOTIONS

Executive Secretary Aubin designed the flyer to accompany the Business Guide to Fire Inspections promotions for across City Departments, the Greater Rochester Chamber and Main Street program.

GOVERNOR + EXECUTIVE COUNCIL VISIT

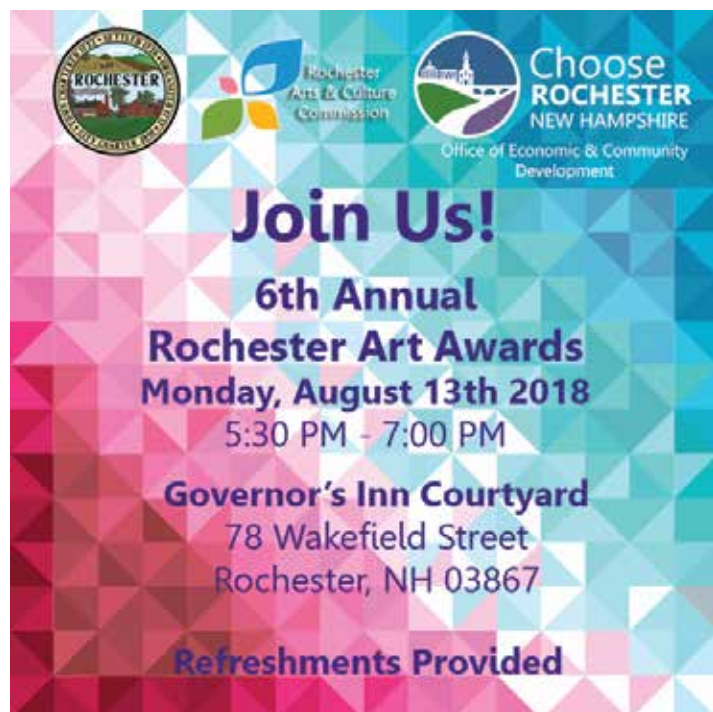
Executive Secretary Aubin met with Councilor Volinsky to plan the presentations, tour the meeting sites and facilitate the meetings with community partners, including Great Bay Community College ATAC, SAFRAN/Albany and the Rochester Opera House.

Aubin worked closely with the Governor's office and the Director of Appointments, providing information for the Proclamations, bullet points for the Governor and the day's three part agenda.

6TH ANNUAL ARTS AWARDS & GOVERNMENT CHANNEL INTERVIEWS

In preparation for the 6th Annual Arts Awards and to promote the downtown district with Senior Planner

Michelle Mears, Executive Secretary Aubin worked with Celeste Plaia to interview downtown business owners and awards recipients, Jet Pack Comics owner, Ralph DeBernardo, the Artisan Gallery owner, Sherry Beaudoin, and Rochester Museum of Fine Arts founder, Matt Wyatt. Aubin also designed a flyer to promote the event.



To view the interviews:

Matt Wyatt,

<https://vimeo.com/284148963>,

Ralph DeBernardo,

<https://vimeo.com/284173610>,

Sherry Beaudoin, <https://vimeo.com/284187421>

Michelle Mears,

<https://vimeo.com/284420779>

10+12+14 NORTH MAIN STREET

Aubin met with, gathered resources and arranged a tour of the buildings for an engineer to submit a proposal.

TARGET MARKETING – UNH HOCKEY AND FOOTBALL YEARBOOKS

Part of the economic development marketing strategy is to target the sports, recreation and outdoor enthusiasts, promoting our life, work and play offerings.

Executive Specialist Aubin designed an ad featuring a new design element using the Way Finding logo, with the active brand messaging of "Choose Rochester, New Hampshire."



Julian Long, CDBG Coordinator & Grants Manager

COORDINATOR REPORT

PREPARED AND SUBMITTED BY THE COMMUNITY DEVELOPMENT COORDINATOR

July 2018

Continuing Projects

Tennis Courts Lights Project: This project began in July and is delayed due to shipment of necessary parts. The anticipated project completion is by mid-August.

Future Projects

FY 18-19 Environmental Reviews: The environmental reviews for the Rochester Housing Authority Charles St. Elevator Project, Spaulding High School Chairlift Replacement Project, Maple St. Magnet School Chairlift Installation Project, and Strafford CAP Weatherization Assistance Program have been completed, and the Request for the Release of Funds was submitted to HUD in mid July. The HUD release of funds was received on August 6th.

FY 2017-2018 CDBG Consolidated Annual Performance and Evaluation Report

Attached is the draft Consolidated Annual Performance and Evaluation Report (CAPER) for FY 2017-2018. The City of Rochester is required to submit this report to HUD within 90 days of the end of the program year, or by September 30th.

A public comment period for public review of the draft CAPER must also occur before the finalized report is submitted to HUD, and the public comment period notice was published and posted on July 27th.

CDBG Program

JOB Loan Program: Distinctive Forest has agreed to raise its monthly repayment amount from \$100/month to \$260/month. The Community Development Coordinator and Economic Development Specialist have collected updated financial information from DFC, and the JOB Loan Committee has approved the revised repayment plan.

Assessment of Fair Housing: The Community Development Coordinator has continued to draft the Assessment of Fair Housing. The Community Development Coordinator has met with RHA staff to discuss AFH progress and the submission timeline. The AFH will be due in 2020, and the City of Rochester is on track for submission by the HUD deadline.

Workforce Housing Charrette: Initial publicity for the September charrette has started. Strafford Regional Planning Commission published a blurb about the event in its recent weekly e-newsletter. This initial publicity will include flyers for the downtown and a news release.

Tri-City Homelessness Task Force: The Community Development Coordinator has continued to attend meetings of the tri-city homelessness task force and to share information with non-profit contacts on the task force's activities.

CAPER Training: The Community Development Coordinator attended a HUD-hosted webinar training for preparation and submission of Consolidated Annual Performance and Evaluation Reports.

Non-CDBG Grant Activities

Bridging the Gaps: The Community Development Coordinator worked with the Bridging the Gaps coalition coordinator to draft and submit a no-cost extension on the current SAMHSA Drug Free Communities grant. If granted, the no-cost extension will also Bridging the Gaps to use prior year unexpended funds to pay for coalition activities for one more year. Unfortunately, Bridging the Gaps did not receive an award for the U.S. Office of Juvenile Justice and Delinquency Prevention's Mentoring Opportunities for Youth Initiative grant that it applied for in June.

Fire Department EMPG Grant: The Community Development Coordinator met with the Fire Chief to discuss applying for a NH Emergency Management Performance Grant to fund technology purchases. The Community Development Coordinator has drafted most of the application narrative and has taken photographs of the installation sites for the technology.

VOCA Grant: The Community Development Coordinator drafted and submitted the FY 17-18 quarter 4 financial report for the program. The Community Development Coordinator also reviewed the quarter 4 progress report submitted by the victim-witness advocate.

Riverwalk Committee: The Community Development Coordinator met with Riverwalk Committee members to view a potential project site on Holy Rosary property and to discuss possible future grant applications.

Report Attachments

- Ø FY 2017-2018 CAPER – *DRAFT*
- Ø JOB Loan Program Report – FY 2018-2019 Q4



Governor and Executive Council – Rochester, NH Visit

DATE: Wednesday, August 8, 2018

TIME: 8:00 AM – 1:30 PM

All sites are handicapped accessible and open to the public.

Breakfast – Agenda

Location: Advanced Technology & Academic Center, 5 Milton Rd, Suite 32, Rochester, NH 03867

8:00 AM – 9:30 AM

- § 8:00 AM – 8:20 AM: Welcome & Breakfast
 - Recognition of SAFRAN & Albany, Proclamations - Don Jones, General Manager, Albany SAFRAN Composites & Sean Hoeing, Human Resource Manager, SAFRAN Aerospace Composites
 - 8:20 AM – 8:40 AM: Great Bay ATAC Presentation - Karen Pollard, City Economic Development Manager, Dr. Susan Huard, President, Advanced Technology & Academic Center (ATAC), Debra Mattson, ATAC Director, Sean Clancy, ATAC Associate Vice President of Corporate & Community Education, Michele Halligan-Foley, RW Creteau Technology Center Director & Dean Graziano, Spaulding High School, Extended Learning Opportunities (ELO) Coordinator
- § 8:40 AM – 9:15 AM: Governor's Pre-Meeting
- § 9:15 AM – 9:40 AM: ATAC Tour
- § 9:40 AM – 9:50 AM: Travel to Rochester Opera House/City Hall
- § 9:50 AM – 10:00 AM: Break

Morning – Agenda

Location: Rochester Opera House, Second Floor, 31 Wakefield Street, Rochester, NH 03867

10:00 AM – 12:30 PM

- § 10:00 AM – 10:15 AM: Welcome, Pledge, Recognition of Police Chief Paul Toussaint & Fire Chief Mark Klose, Mayor, Department Heads/Dignitaries
- § 10:15 AM – 10:25 AM: Katie O'Connor, Poet Laureate & Eloise and Madeline Ellis, Musical Duet, "The Rose" by Bette Midler, Students from Rochester Performance & Art Center (RPAC)
- § 10:25 AM – 10:30 AM: Matt Wyatt, Rochester Museum of Fine Art, Arts & Culture Commission Proclamation
- § 10:30 AM – 12:30 PM: Executive Council Business Meeting, Agenda TBD

Lunch – Agenda

Location: City Hall Annex, 33 Wakefield Street, Rochester, NH 03867

12:30 PM – 1:30 PM

- § 12:30 PM – 12:55 Lunch, Welcome to the Annex
- § 12:55 PM – 1:00 PM: Karen Pollard, Economic Development Manager, Economic Development Brief Presentation
- § 1:00 PM – 1:30 PM: Networking
- § 1:30 PM: Event Concludes

**Community Development
Block Grant Program**

Consolidated Annual Performance and Evaluation Report (CAPER)



**City of Rochester, New Hampshire
July 1, 2017—June 30, 2018**

Prepared for the US Department of Housing and Urban Development

September XX, 2018

*Prepared by:
Community Development Division
The City of Rochester
31 Wakefield St.
Rochester, NH 03867
(603) 335-7522*

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CR-05 - Goals and Outcomes

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

This FY 2017-2018 Consolidated Annual Performance Evaluation Report (CAPER) summarizes the accomplishments and financial expenditures of Year 3 of the FY 2015-2020 Consolidated Action Plan (FY 2017-2018 Annual Action Plan) of the City of Rochester. The City of Rochester develops the Five-Year Consolidated Plan, annual Action Plan, and annual CAPER to provide a strategy for investment of federal Community Development Block Grant (CDBG) funds and review of program achievements, as required by the U.S. Department of Housing and Urban Development (HUD). The Consolidated Plan is a living document designed to identify the needs of the community, especially the low- to moderate-income residents of the City. The Consolidated Plan is the result of an eighteen-month collaborative process that includes extensive public outreach, multiple public hearings, and consultation with community agencies, neighborhood groups, and other relevant organizations. The Annual Action Plan is developed each fiscal year to describe the projects that have been funded for that year as they relate to the five-year Consolidated Plan program goals.

The Consolidated Plan under which this year's CAPER falls started July 1, 2015 and will end June 30, 2020, comprising five Annual Action Plan years (or program years). Programs and activities described in this report were intended to primarily benefit low- and moderate-income residents of the City of Rochester, neighborhoods with high concentrations of low- and moderate-income residents, and the City as a whole. The Community Development Block Grant award for the City of Rochester for FY 2017-2018 was \$265,965.

All Annual Action Plans must address the needs of the community, with primary benefits addressing the needs of low- to moderate- income persons (defined as those with household incomes below 80% of the area median income). For FY 2017-2018, the median income for the Portsmouth-Rochester Metropolitan Fair Market Rent Area was \$90,700. In addition, Consolidated Plans and Annual Action Plans must address the three national objectives set forth by HUD: (1) to provide decent housing, (2) to provide a suitable living environment, or (3) to expand economic opportunities.

All CDBG activities undertaken during FY 2017-2018 advanced one or more of these three national HUD objectives. Public service activities (non-construction funding for social service agencies) included funding for two of the region's three homeless shelters, rental assistance for low-income families and for residents with mental illnesses or developmental disabilities, and educational programs for low-income residents. Most of these activities were aimed at providing a suitable living environment or to provide decent and affordable housing for low- and moderate-income residents.

Economic development activities included a loan to a Rochester business through the CDBG-funded Job Opportunity Benefit (JOB) revolving loan fund, which promotes the retention and creation of jobs for low- and moderate-income residents. Several JOB Loan Program loan recipients

from previous fiscal years reported several jobs created that were made available to and occupied by lower income residents during FY 2017-2018, as well. The JOB Loan Program is aimed at expanding economic opportunities.

Housing rehabilitation funding supported the Community Action Partnership for Strafford County's weatherization assistance program, which weatherizes the homes of low-income residents. This activity is aimed at providing decent, affordable housing.

Public facilities funding was awarded to install night lights at the tennis courts at the Rochester Community Center, which is located in a low-moderate income census tract. This project was delayed until June 2018 to accommodate the needs of the Rochester School District and Rochester Recreation Department related to use of the tennis courts. The project is anticipated to be complete early in FY 2018-2019. This project is aimed at providing a suitable living environment.

This past fiscal year also saw a number of new community development initiatives undertaken by the City of Rochester's Community Development Coordinator, as well as renewal of previous community development initiatives. These include continued coordination with the Rochester Housing Authority to draft and submit a joint Assessment of Fair Housing, attendance of the statewide New Hampshire Conference on Homelessness, partnership with the NH Department of Health and Human Services to host a lead poisoning prevention summit, and partnership with the Workforce Housing Coalition of the Greater Seacoast to plan a workforce housing charrette planned to take place in September 2018.

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

As in previous years, CDBG priorities favored public services and facilities projects serving homeless residents, rental assistance and housing rehabilitation to preserve affordable housing stock, and activities and projects located in low- to moderate-income city census tracts, as these are the areas of continued greatest need. FY 2017-2018 funding reflected these priorities.

In most categories of funding, goals were met or exceeded, such as "Affordable Housing for Homeless Persons," "Increase Access to Quality Facilities and Services," and "Retention of Affordable Housing Stock." The one exception is the category of "Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit," which is the Rochester Community Center tennis court lights project. The project has not yet reached full completion so performance data has not been reported yet for this activity. It is anticipated that the performance goal will be met once the project is complete. Overall, significant and substantial progress was made across all funding categories to provide decent housing, to provide a suitable living environment, and to expand economic opportunities for residents of the City of Rochester.

Two corrections have been made to the IDIS performance data. For the "Public Services Concerned with Employment" goal, the goal set up in IDIS was 290 but this was in error. The performance goal should have been 180, representing a goal of 30 clients served by MY TURN and 150

clients served by Dover Adult Learning Center. This has been corrected in the table below. Also, the IDIS data reported for Community Action Partnership of Strafford County's weatherization assistance program represents individual clients served, which was 40 individuals for FY 2017-2018. The number of homes that have been rehabilitated (31 homes for FY 2017-2018) has been provided in the table below.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordable Housing for Homeless Persons	Affordable Housing Homeless	CDBG: \$0.00	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	0	0	N/A	N/A	N/A	N/A
Affordable Housing for Homeless Persons	Affordable Housing Homeless	CDBG: \$19,000.00	Homeless Person Overnight Shelter	Persons Assisted	126	344	273.02%	98	104	106.12%
Affordable Housing for Homeless Persons	Affordable Housing Homeless	CDBG: \$0.00	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0	N/A	N/A	N/A	N/A
Affordable Housing for Homeless Persons	Affordable Housing Homeless	CDBG: \$0.00	HIV/AIDS Housing Operations	Household Housing Unit	0	0	N/A	N/A	N/A	N/A
Improving the Safety/Livability of Neighborhoods	Non-Housing Community Development	CDBG: \$0.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	4720	8878	188.09%	N/A	N/A	N/A

Improving the Safety/Livability of Neighborhoods	Non-Housing Community Development	CDBG: \$0.00	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	185	156	84.32%	N/A	N/A	N/A
Improving the Safety/Livability of Neighborhoods	Non-Housing Community Development	CDBG: \$0.00	Facade treatment/business building rehabilitation	Business	0	0	N/A	N/A	N/A	N/A
Increase Access to Affordable and Quality Housing	Affordable Housing Non-Homeless Special Needs	CDBG: \$8,852.85	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	60	87	145.00%	15	16	106.67%
Increase Access to Affordable and Quality Housing	Affordable Housing Non-Homeless Special Needs	CDBG: \$0.00	Rental units constructed	Household Housing Unit	0	0	N/A	N/A	N/A	N/A
Increase Access to Quality Facilities and Services	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$122,877.25	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	1371		1100	0 (in progress)	0.00%

Increase Access to Quality Facilities and Services	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$2,000.00	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0	0/00%	75	76	101.33%
Increase Access to Quality Facilities and Services	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$0.00	Facade treatment/business building rehabilitation	Business	0	0	N/A	N/A	N/A	N/A
Increasing the Supply of Supportive Housing	Affordable Housing Non-Homeless Special Needs	CDBG: \$0.00	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	0	0	N/A	N/A	N/A	N/A
Increasing the Supply of Supportive Housing	Affordable Housing Non-Homeless Special Needs	CDBG: \$0.00	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	8	N/A	N/A	N/A	N/A
Public Services Concerned with Employment	Non-Housing Community Development Economic Development	CDBG: \$10,041.90	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	270	241	89.26%	180	210	116.67%

Public Services Concerned with Employment	Non-Housing Community Development Economic Development	CDBG: \$0.00	Jobs created/retained	Jobs	0	1	N/A	N/A	N/A	N/A
Public Services Concerned with Employment	Non-Housing Community Development Economic Development	CDBG: \$0.00	Businesses assisted	Businesses Assisted	0	1	N/A	N/A	N/A	N/A
Reducing Substance Abuse (Especially Heroin)	Non-Homeless Special Needs Non-Housing Community Development Substance abuse	CDBG: \$0.00	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	0	N/A	N/A	N/A	N/A
Retention of Affordable Housing Stock	Affordable Housing	CDBG: \$50,000.00	Homeowner Housing Rehabilitated	Household Housing Unit	50	113	226.00%	20	31	155.00%
Small Business Establishment and Expansion	Non-Housing Community Development Economic Development	CDBG: \$0.00	Jobs created/retained	Jobs	0	0	N/A	3	7	233.33%
Small Business Establishment and Expansion	Non-Housing Community Development Economic Development	CDBG: \$75,000.00	Businesses assisted	Businesses Assisted	2	3	150.00%	1	1	100.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date
FY 2017-2018 Consolidated Annual Performance and Evaluation Report

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

As in previous years, CDBG priorities favored public services serving homeless residents, rental assistance and housing rehabilitation to preserve affordable housing stock, and activities and projects located in low- to moderate-income city census tracts, as these are the areas of continued greatest need. FY 2017-2018 funding reflected these priorities. The greatest amount of public service funding went to two of the region's homeless shelters, Cross Roads House (\$12,000 for FY 17-18) and My Friend's Place (\$7,000 for FY 17-18). In addition, general city funding in the amount of \$16,000 was awarded to the Homeless Center for Strafford County in FY 17-18 to support its homeless services.

For maintaining affordable housing for low-moderate income residents, \$5,852.85 was spent by the SHARE Fund to provide rental assistance to lower income residents and \$3,000.00 was spent by Community Partners to provide rental assistance for residents with mental illnesses and/or developmental disabilities. Such rental support represents an important affordable housing strategy of the city's CDBG program, as the rental market remains a large provider of affordable housing for Rochester residents. Also in FY 2017-2018, \$50,000.00 was spent by the Community Action Partnership of Strafford County to provide weatherization for homes owned by low-moderate income residents. For most residents, this greatly reduces energy costs for the home, thereby keeping the home affordable for the owner.

Other priorities, aligned with the needs identified in the FY 2015-2020 Consolidated Plan and FY 2017-2018 Annual Action Plan, focused on providing for the basic needs of Rochester residents and addressing the continuing opioid addiction crisis in the region. Such activities included support for Court-Appointed Special Advocates of New Hampshire, which has seen a significant rise in child abuse and neglect cases related to the opioid epidemic; High School Equivalency Testing assistance offered through the Dover Adult Learning Center, which provides for a basic level of education for low-moderate income residents; and vocational and other supportive assistance offered through the Rochester MY TURN location.

The public facilities project for FY 17-18, the installation of night lights at the Rochester Community Center tennis courts, is still in progress. This project is located in a low-moderate income census tract just outside the city's main downtown and will serve mostly low- to moderate-income residents in that area.

CR-10 - Racial and Ethnic composition of families assisted

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

	CDBG
White	428
Black or African American	14
Asian	17
American Indian or American Native	2
Native Hawaiian or Other Pacific Islander	0
Total	461
Hispanic	21
Not Hispanic	440

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

Narrative

During FY 2017-2018, approximately 93% of the residents of the City of Rochester served were white, and approximately 7% of the residents served were of non-white races and/or ethnicities (predominantly Black or African-American and Asian). According to U.S. Census data, the City of Rochester is 95.4% white, 0.8% Black or African-American, 0.3% American Indian or Alaska Native, 1.2% Asian, 0.1% Native Hawaiian or other Pacific Islander, 1.8% Hispanic, and 1.7% two or more races. There have not been disproportionate services provided to white residents over residents belonging to racial/ethnic minorities.

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

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	396,775	
Other	Other	539,625	\$10,000.00

Table 3 - Resources Made Available

Narrative

In the adopted FY 2017-2018 Action Plan, \$298,469 in CDBG grant funds, which includes the \$265,965 grant allocation for FY 2017-2018 as well as program income from the JOB Loan Program, were made available to the City of Rochester. The adopted FY 2017-2018 Annual Action Plan is available on the City of Rochester's website at <https://www.rochesternh.net/community-development-division/pages/action-plans>.

During FY 2017-2018, \$89,894.75 was expended on programs and activities, and \$38,439.12 was spent on planning and administration of the CDBG program, for a total expenditure of \$128,333.87 for FY 2017-2018.

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

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Rochester Low-Moderate Income Census Tracts	79	73	HUD-determined census tracts of 51% or greater low-moderate income residents

Table 4 – Identify the geographic distribution and location of investments

Narrative

In FY 2017-2018, \$193,995 was spent on activities in <51% low-moderate income census tracts, and \$72,000 was spent on activities in >51% low-moderate income census tracts. All activities in non-low-moderate income census tracts, however, were based on served clients' actual low-income or presumed low-income status (e.g., persons who are homeless or have severe disabilities).

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

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

The publically owned Rochester Community Center was used during FY 2017-2018, for the project to install night lights at the tennis courts.

DRAFT

Leveraging

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

During FY 2017-2018, \$4,414,975.99 was also made available in leveraged funds provided by the public service agencies that received CDBG funding. The source of these leveraged funds is various and includes non-CDBG federal grants, state grants, municipal-level funding, and private donations received by the public service agency CDBG subrecipients. The Community Action Partnership of Strafford County's weatherization assistance program, for example, receives leveraged funds through regional utility companies and the state Department of Energy. The United Way of the Greater Seacoast also provides significant funding for multiple public service agencies that receive Rochester CDBG funds, especially the three regional homeless services providers.

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

For the downtown density planning project, a grant of \$10,000 was provided by Planning New Hampshire, and \$2,500 in CDBG administration and planning funds were used to serve as the city's matching funds.

CDBG Activity	CDBG Funding	Leveraged Funds
Downtown Density Planning Project	\$2,500.00	\$10,000.00 (NH Municipal Technical Assistance Grant)
Court-Appointed Special Advocates of New Hampshire	\$2,000.00	\$1,898,000.00
Community Partners	\$3,000.00	\$7,500.00
Cross Roads House	\$12,000.00	\$918,000.00
Dover Adult Learning Center	\$5,000.00	\$1,139,977.00
My Friend's Place	\$7,000.00	\$95,912.00
MY TURN	\$5,041.90	\$188,564.24
SHARE Fund	\$5,852.85	\$32,500.00
Community Action Partnership of Strafford County – Weatherization Assistance Program	\$50,000.00	\$110,000.00
Rochester Recreation Department – Tennis Court Lights	\$122,877.25	\$14,522.75

CR-20 - Affordable Housing 91.520(b)

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

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	98	104
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
Total	98	104

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	15	16
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	20	0
Number of households supported through Acquisition of Existing Units	0	31
Total	35	47

Table 6 – Number of Households Supported

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

Performance for FY 2017-2018 slightly exceeded the anticipated goals for the year. The goal for rental assistance and housing rehabilitation was exceeded, while the goal for homeless households felt very slightly under the set goal. Cross Roads House, in particular, reported that it operated over its official capacity for about 80% of the year.

Performance goals were slightly exceeded for rental assistance and home rehabilitation. For rental assistance, most households were extremely low income, and the remainder were low income. All rental assistance provided by Community Partners was provided to extremely low income residents, and 77% of rental assistance provided by the SHARE Fund was provided to extremely low income residents. For home rehabilitation, 44% of households were extremely low income, and the remainder were low income.

Discuss how these outcomes will impact future annual action plans.

Since the Seacoast region has transitioned to a Coordinated Entry system for managing intakes into the regional homeless services system, the three individual homeless shelters that receive Rochester CDBG or general city funding (Homeless Center for Strafford County, My Friend's Place, and Cross Roads House) have found it challenging to accurately estimate how many clients will be served within the any given year since all homeless clients are now funneled through the same organizational point of contact. It is also difficult sometimes to establish what the most accurate residency for a homeless individual or family might be, as many of these individuals and families are frequently moving between various cities and towns in the Seacoast region. Thus, while a shelter may be serving the same or greater number of clients overall, the specific percentage of Rochester residents may decline.

Over the last few years, Cross Roads House has exceeded its estimates, while the Homeless Center for Strafford County and My Friend's Place have fallen short of their estimates. Prior to the next CDBG grant application period, the Community Development Coordinator will consult with all three homeless shelters to discuss current client trends and to provide directives on how to accurately estimate projected goals for the next fiscal year.

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

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	460	0
Low-income	41	0
Moderate-income	7	0
Non-low-moderate income	6	0
Total	514	0

Table 7 – Number of Households Served

Narrative Information

The majority (89.5%) of Rochester residents assisted with CDBG funds during FY 2017-2018 was extremely low income, and an overwhelming majority was low income/extremely low income (97.5%). The non-low-moderate income residents assisted were Dover Adult Learning Center students and new hires resulting from JOB Loan Program business loans.

For CDBG purposes, "extremely low income" is defined as 30% of the area median income, "low income" is defined as 50% of the area median income, and "moderate income" is defined as 80% of the area median income. For FY 2017-2018, the area median income for the Portsmouth-Rochester Metropolitan Fair Market Rent Area was \$90,700.

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

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

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

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

Activities to address homelessness in FY 2017-2018 included public service agency grants to two of the region's homeless shelters that provide services to Rochester residents (My Friend's Place and Cross Roads House), rental assistance for families who are threatened by homelessness via funding the SHARE Fund's rental assistance program and Community Partner's rental assistance program for residents with mental illnesses or developmental disabilities, and participation by Community Development staff in multiple events and coalitions addressing homelessness issues. The Community Development Coordinator attended most Balance of State Continuum of Care meetings, continued participation on the steering committee of the Greater Seacoast Coalition to End Homelessness, and engaged in extensive consultations with homeless services and allied providers.

In addition, in FY 2017-2018, the City of Rochester provided \$16,000 in local funding to the Homeless Center for Strafford County, which is located within the City of Rochester.

The region's three homeless shelters, along with Coordinated Entry staff housed within the Community Action Partnership of Strafford County, provide individual assessment for each homeless person or family, or each person or family at risk for homelessness. Based on these assessments, the person or family is placed with a homeless shelter that best fits their needs, referred to an organization that can provide rental assistance, or provided other relevant referrals. The continued implementation of the Coordinated Entry system for the entire Seacoast region has formalized this intake process and ensured that the provided resources are a good match for the individual's particular situation and needs.

Addressing the emergency shelter and transitional housing needs of homeless persons

During FY 2017-2018, CDBG public service agency operating grants were awarded to two of the region's homeless shelters that provide services to Rochester residents, and local funding was provided to a third homeless shelter that is located within the City of Rochester. Almost half of the available public service agency operating grant funds awarded for FY 2017-2018 went to funding homeless shelters and their services. All three shelters (My Friend's Place, Cross Roads House, and the Homeless Center for Strafford County) provide emergency shelter and supportive services to residents, including financial counseling, educational and vocational training, child care, and health clinics. Two of the three shelters have transitional housing units available. Cross Roads House, the regional homeless shelter with the largest capacity, also runs a Housing First program.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that

address housing, health, social services, employment, education, or youth needs

During FY 2017-2018, CDBG funds supported two rental assistance programs for families who are threatened by homelessness, via public service grants to the SHARE Fund and Community Partners, and housing rehabilitation for low-income homeowners via funding for the Community Action Partnership of Strafford County's weatherization assistance program. Without this assistance, it is likely that these Rochester residents would have been placed at risk of losing their current housing and becoming homeless.

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

In addition, the Community Development Coordinator has been active in multiple coalitions and groups through FY 2017-2018, including the Greater Seacoast Coalition to End. The Greater Seacoast Coalition to End Homelessness has continued its Community Care Teams initiative, which particularly supports residents who are chronically homeless and/or have a mental illness and/or substance use disorder, and has formed several work groups to focus on social services, housing availability, and public outreach. The Community Development Coordinator serves on the steering committee that provides leadership oversight for the Greater Seacoast Coalition to End Homelessness.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

During FY 2017-2018, CDBG public services grants were awarded to two regional homeless shelters, My Friend's Place and Cross Roads House, which provide services to Rochester residents. These shelters have transitional housing units available, provide supportive services to residents, including financial counseling, educational and vocational training, child care, and health clinics. Cross Roads House also has implemented a Housing First initiative and established a housing stability/eviction prevention program to assist former shelter residents in maintaining housing once they have left the shelter. Cross Roads House reports that it has provided post-housing case management for 25 clients and has prevented eight evictions in FY 2017-2018 for former shelter residents who are now in permanent housing.

The City of Rochester also funded a third shelter, the Homeless Center for Strafford County, through general city funding. The Homeless Center for Strafford County provides both emergency and transitional housing and supportive services.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The most recent Five Year Plan prepared by the Rochester Housing Authority (RHA) reports its goals and objectives as including reduction of public housing vacancies, increase in affordable housing units, the creation of workforce housing, and the promotion of economic opportunities and an increase in affordable healthcare access to low-income families.

During FY 2017-2018, CDBG funding supported two rental assistance programs for low-income residents, including residents with mental illnesses or developmental disabilities, via public service grants to the SHARE Fund and Community Partners. CDBG funding also helped fund housing rehabilitation for low-income homeowners via funding for the Community Action Partnership of Strafford County's weatherization assistance program. Two Job Opportunity Benefit loans were also awarded to a local business with an anticipated five new jobs to be created for low-income Rochester residents.

Addressing affordable and workforce housing creation, in early 2018, the Community Development Coordinator successfully applied with the Workforce Housing Coalition of the Greater Seacoast to host a workforce housing charrette in September 2018. The Community Development Coordinator has worked with coalition staff, city Planning and Economic Development staff, elected officials, and various non-profit partners (such as Rochester Main Street) to plan the charrette.

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

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

The Rochester Housing Authority maintains a Resident Advisory Board, including representatives from each of the RHA's housing locations, that meets to review the RHA annual and five-year plans. The Resident Advisory Board also provides input on general RHA operations. During the FY 2017-2018 Annual Action Plan citizen participation plan and the Assessment of Fair Housing citizen participation process, the City of Rochester's Community Development collaborated with RHA staff on identifying how to increase homeownership opportunities for lower-income residents, especially residents who are racial/ethnic minorities. This planning is currently being incorporated into the draft Assessment of Fair Housing that will be submitted to HUD in 2020.

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

Actions taken to provide assistance to troubled PHAs

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

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

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The City of Rochester's Community Development staff has assisted the Planning Department in planning projects funded through technical assistance grants. The Certified Local Government grant, which was awarded and has been accepted by the City, funded consultant work to create design guidelines for the historic district that will help streamline the process to receive approval to renovate buildings within the historic district. The historic district and downtown district largely overlap, and it is hoped that streamlining the historic review process will assist downtown property owners in either marketing properties for sale or reducing the costs for necessary renovations. Many of the downtown buildings would be suitable for redevelopment into rental housing.

The New Hampshire Municipal Technical Assistance Grant, which was also awarded in FY 2017-2018 and for which CDBG administrative/planning funds were used as matching funds, funded consultant work to review and revise downtown land use regulations to increase allowed density for buildings in the downtown region. There is considerable vacant space in the upper stories of many downtown buildings, which would be ideal for redevelopment into residential housing units, but the City's former low-density limits for the downtown have prevented this redevelopment. **The draft downtown recommendations are included as an attachment to this Consolidated Annual Performance and Evaluation Report.**

The Community Development Coordinator has also continued to carefully monitor proposed City ordinances and legal actions that might impact affordable housing. This has included ongoing consultation with city staff, non-profit partners, and others in the community regarding (1) litigation involving a facility originally zoned as a campground but used as a permanent residence by many low-income Rochester residents and (2) a city ordinance passed in March 2018 that prohibits people from sleeping in tents or vehicles on city-owned property.

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

Some of the top underserved needs within the City of Rochester continue to be supportive services and affordable housing for residents with mental illnesses and/or substance use disorders. The main obstacles to serving these underserved needs are lack of funding and lack of organizational capacity. These obstacles have been addressed through a variety of means. CDBG public service agency funding was awarded in FY 2017-2018 to two regional homeless shelters, My Friend's Place and Cross Roads House, whose clients disproportionately serve residents with mental illnesses or substance use disorders. CDBG funds were also awarded to Community Partners to provide rental assistance for lower-income clients with mental illnesses and/or developmental disabilities.

Throughout FY 2017-2018, the Community Development Coordinator has also continued to remain active in the Greater Seacoast Coalition to End Homelessness as a steering committee member. The coalition has continued facilitation regional Community Care Teams, which support residents who are chronically homeless, many of whom have mental illness and/or substance use disorders, and also has

set up work groups to address various homeless-related subtopics. These topics include affordable housing, supportive social services, and public outreach, as prior coalition work has identified these areas as the areas of greatest need in reducing and eliminating homelessness in the Seacoast region.

In addition, throughout FY 2017-2018, the City of Rochester continued its fiscal agent responsibilities for Bridging the Gaps: The Rochester Community Coalition for Alcohol and Drug Prevention. Bridging the Gaps receives federal funding through the Substance Abuse and Mental Health Services Administration (SAMHSA) to enact community-level change and reduction in substance abuse by the City's youth population. Community Development staff is involved in the fiscal management of the federal grant, identification of future and concurrent funding opportunities, and in coalition planning and programming.

During FY 2017-2018, the focus was on sustainability, as this was the final year of Bridging the Gaps' SAMHSA grant. The Community Development Coordinator assisted the Bridging the Gaps coalition coordinator in applying for a no-cost extension with SAMHSA and in applying for two federal grants that would continue funding for the coalition.

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

The Community Action Partnership for Strafford County's weatherization assistance program, which received \$50,000.00 in CDBG funding during FY 2017-2018, provides weatherization assistance to low-income residents of the City of Rochester. This includes updating heaters and boilers, replacing inadequate insulation, and other related rehabilitation activities. While performing this rehabilitation work, the weatherization assistance program also provides lead evaluation, containment, and/or abatement services when circumstances, such as the age of the home in question, indicate the need for such. In FY 2017-2018, a total of 31 housing units received housing rehabilitation assistance, including 25 units constructed prior to 1978.

In addition, in May 2018, the City of Rochester partnered with the NH Department of Health and Human Services to host a successful lead poisoning prevention summit. The summit was attended by city staff, NHLA staff, DHHS staff, local elected officials, local property owners, and local non-profit housing providers.

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

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

A second prong involves investment in activities and programs that will help prevent poverty and/or address poverty in the longer term. This includes funding for educational and vocational services, such as MY-TURN and the Dover Adult Learning Center's High School Equivalency Testing program. Dover

Adult Learning Center provides High School Equivalency testing preparation services to lower-income residents, as well as English as a Second Language classes for Rochester's growing immigrant population. MY-TURN provides vocational training and supportive services, such as class tuition, housing stipends, paid internships, and childcare assistance, for lower-income adults aged 18 to 24.

A third prong involves investing funds to create and broaden economic opportunities within the City of Rochester. The City maintains a revolving loan fund, the Job Opportunity Benefit (JOB) loan program, to provide funding to local businesses that commit to retaining at-risk jobs or creating new jobs specifically for low- to moderate-income residents. Two JOB loans were entered into during FY 2017-2018, with an anticipated five jobs to be created for low- and moderate-income residents.

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

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

In addition, the Community Development Coordinator regularly participates in the Balance of State Continuum of Care as a Rochester and as a steering committee member of the Greater Seacoast Coalition to End Homelessness. The involvement of Community Development staff in these organizations and coalitions provides for the development and strengthening of cross-agency relationships and projects, especially those related to reducing and eliminating homelessness, one of the top community concerns.

Finally, FY 2017-2018 saw the Community Development Division partner with municipal and state staff for several important planning projects. In FY 2017-2018, the Community Development Coordinator assisted Planning Department staff assisted the Planning Department in planning projects funded through two technical assistance grants. One project has resulted in the creation of draft design guidelines for the historic district that will help streamline the process to receive approval to renovate buildings within the historic district, and the second project reviewed and proposed revisions to downtown land use regulations to increase allowed density for buildings in the downtown region. The Community Development Coordinator also worked with NH Department of Health and Human Services staff to host a lead poisoning prevention summit for Rochester, which involved city staff from the Department of Building, Zoning, and Licensing Services.

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

The Community Development Division has engaged in a broad range of outreach and networking activities throughout FY 2017-2018, which have included regularly relaying relevant HUD, New Hampshire Bureau of Homeless and Housing Services, New Hampshire Housing Finance Authority, and

other housing- and homelessness-related training opportunities to public service agencies and other regional contacts who might be interested. The Community Development Coordinator also participates as a member of the Balance of State Continuum of Care and a steering committee member of the Greater Seacoast Coalition to End Homelessness.

Also, in early 2018, the Community Development Coordinator successfully applied with the Workforce Housing Coalition of the Greater Seacoast to host a workforce housing charrette in September 2018. The Community Development Coordinator has worked with coalition staff, Rochester Housing Authority staff, city Planning and Economic Development staff, elected officials, and various non-profit partners (such as Rochester Main Street) to plan the charrette.

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

Throughout FY 2017-2018, the Community Development Coordinator has continued to collaborate with the Rochester Housing Authority to finish the consultation process for the joint Assessment of Fair Housing and to begin drafting the assessment. Consultations have included discussions with City staff, municipal staff from neighboring jurisdictions, mental health agencies, civil rights organizations, local housing services providers, and residents of all six City wards. The Rochester Housing Authority and the City of Rochester are currently in the planning phase for several actions that are being designed to address potential impediments to fair housing choice, which include addressing rental housing discrimination against residents with disabilities and improving access to homeownership for lower-income residents.

In addition, the Community Development Coordinator continues to attend and participate in relevant trainings of fair housing-related topics, such as a November 2017 fair housing training hosted by New Hampshire Legal Assistance's Housing Justice Project. The Community Development Coordinator also continues to share information on fair housing issues, such as HUD bulletins and training information, with its CDBG subrecipients as well as other public service agency contacts.

CR-40 - Monitoring 91.220 and 91.230

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

During the FY 2017-2018 and FY 2018-2019 subrecipient CDBG grant application processes, the City of Rochester required information as to the applicant organization's experience with federal grant requirements, prior CDBG funding history, and capacity and readiness to comply with federal and local regulations. Previously funded organizations were analyzed for any prior compliance issues. As part of the application process, all applicants certified that they would comply with the City of Rochester's anti-displacement and relocation policy and that they would not award any subcontracts, commit any funds, or begin any construction prior to a HUD Release of Funds.

The City of Rochester continues to collect both quarterly and annual reports from its subrecipients. These reports include racial/ethnic, sex, income, and other demographical information of clients served, as well as expense details. In June 2018, the Community Development Coordinator performed annual site monitoring visits to the offices of all FY 2017-2018 CDBG grant subrecipients. During each visit, Community Development staff interviewed key agency personnel, reviewed program and financial documents, and discussed performance successes and challenges. There were no performance issues identified during any of the FY 2017-2018 subrecipient site visits.

Community Development staff also performed environmental reviews for all CDBG-funded projects and Davis-Bacon Act wage rate compliance monitoring for all CDBG-funded construction projects. For environmental reviews, this included field site visits to project sites and consultations with the New Hampshire Division of Historical Resources for projects not already covered under the Programmatic Agreement between the City of Rochester and the Division of Historical Resources. Community Development staff also discussed environmental review procedures with all FY 2017-2018 CDBG subrecipients prior to the beginning of the fiscal year to ensure that all subrecipients understood that work on the projects could not begin until the completion of the environmental review.

For Davis-Bacon Act compliance, this will include site visits to the Rochester Community Center tennis court lights installation project and interviews with project workers. The project's start date was delayed to early July, so the project and Davis-Bacon Act monitoring have not been completed yet. The Community Action Partnership of Strafford County's weatherization assistance program is exempt from Davis-Bacon Act requirements, as work occurs on single-family and duplex homes.

In addition, Community Development staff has maintained regular contact with the City's HUD representatives and has maintained active membership on all relevant HUD email list-servs. Relevant updates and notices from HUD have been forwarded to CDBG subrecipients as applicable.

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

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

The final draft of the Consolidated Annual Performance and Evaluation Report (CAPER) is made available to the public through a variety of means. Hard copies of the report are provided for public viewing at City Hall, the Rochester Public Library, and the Office of Economic and Community Development. An electronic copy of the report is provided for public viewing and download on the City of Rochester's Community Development Division webpage at <https://www.rochesternh.net/community-development-division/pages/annual-reports>. Notice of the public comment opportunity on the draft CAPER is posted in a local newspaper of general circulation, *Foster's Daily Democrat*, as well as at City Hall, the Rochester Public Library, the Rochester Community Center, and on the Community Development Division webpage.

Notice of the public comments period regarding the draft FY 2017-2018 CAPER was posted more than 30 days prior to the submission of this CAPER to HUD. No public comments were received by the City of Rochester.

CR-45 - CDBG 91.520(c)

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

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

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

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

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

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

Summary of Job Loan Principal Balances												
As of JUNE 30, 2018												
Recipient Name	Loan Amount	Original Interest %	Original Term Months	Original Loan Date	Final Payment MO/YR	Pmts Up To Date ?	FY17 FYE Principal		FY18 Principal Collected	FY18 Jun-18 Principal Bal	FY18 Payment Amount	Notes
							Date	Balance				
Active Job Loans												
Distinctive Forest Creations	\$30,000	5.06%	60	Nov-05	04/12/12	Yes	06/30/2017	\$13,758.91	\$1,200.00	\$12,558.91	\$100.00	no interest paid since Jun 2014, @ \$100 per month will be paid off Dec 2028
Blue Oasis	\$50,000	2.44%	120	Apr-10	05/12/20	Yes	06/30/2017	\$15,861.93	\$5,312.01	\$10,549.92	\$469.99	
Country Tire & Service Center	\$40,000	2.44%	84	Aug-11	07/12/18	Yes	06/30/2017	\$6,645.21	\$6,128.07	\$517.14	\$518.50	
Thompson Tool Company	\$70,000	2.44%	84	Oct-12	09/12/19	Yes	06/30/2017	\$23,815.01	\$10,423.40	\$13,391.61	\$907.37	
P1T2	\$50,000	2.81%	84	Feb-17	03/12/24	Yes	06/30/2017	\$49,327.59	\$17,979.28	\$31,348.31	\$340.80	Payments begin April-17
Rochester Eye Care	\$60,000	2.62%	240	Feb-16	03/12/36	Yes	06/30/2017	\$57,099.01	\$2,390.09	\$54,708.92	\$321.46	Payments begin April-16
Seacoast Gymnastics	\$30,000	2.63%	84	Mar-16	09/15/23	Yes	06/30/2017	\$27,042.70	\$4,034.63	\$23,008.07	\$391.35	Payments begin Oct-16
White Birch Ammo	\$75,000	3.19%	84	Oct-18	11/12/24	Yes		\$0.00	\$866.63	\$74,133.37	\$1,065.86	Principal payments begin 6/12/18
Flexographic Print Solutions LLC	\$75,000	3.56%	84	May-18	06/12/25	N/A		\$0.00	\$0.00	\$75,000.00	\$1,011.92	Payments begin 7/12/18
Totals								\$193,550.36	\$48,334.11	\$295,216.25	\$5,127.25	
Grand Total								\$193,550.36	\$48,334.11	\$295,216.25		

June 30, 2018 Cash-Balance

\$45,748.40 Citizens Bank Balance including INT on Account
 -\$860.61 MUNIS INT on account due to IDIS

Available to Lend \$44,887.79
 CDBG Grant Funds Reallocated \$0.00
 Grand Total Available to Lend \$44,887.79

25374.77 - Council approved funds in April, and then released them per Julian's request 1/9/18 because we must use Program Income prior to CDBG Entitlement Funds per IDIS, Amy Yuhasz

FINANCE COMMITTEE

Agenda Item

08/16/2018

Agenda Item Name: Monthly Financial Statements Summary – as of July 31, 2018.

For the full detail report, click here: [July 2018 Financial Detail Report](#)

Revenues Summary – General Fund, Enterprise Funds

ACCOUNT DESCRIPTION	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE	% COLL
11031 CITY CLERK REVENUE	\$ 113,210.00	\$ 12,657.25	\$ 100,552.75	11.2
11061 BUSINESS OFFICE REVENUE	\$ 100,000.00	\$ -	\$ 100,000.00	0.0
11062 BUSINESS OFFICE REVENUE	\$ 1,000.00	\$ -	\$ 1,000.00	0.0
11071 TAX COLLECTOR REVENUE	\$ 31,147,131.00	\$ 13,365,153.58	\$ 17,781,977.42	42.9
11081 GENERAL OVERHEAD REVENUE	\$ 3,759,605.00	\$ 743,213.76	\$ 3,016,391.24	19.8
11082 GENERAL OVERHEAD REVENUE	\$ 1,547,810.00	\$ -	\$ 1,547,810.00	0.0
11101 PLANNING	\$ 16,250.00	\$ -	\$ 16,250.00	0.0
11201 REV LEGAL OFFICE	\$ 50,000.00	\$ 8.00	\$ 49,992.00	0.0
12011 POLICE CITY REVENUE	\$ 277,850.00	\$ 10,783.49	\$ 267,066.51	3.9
12021 FIRE CITY REVENUE	\$ 23,000.00	\$ 254.50	\$ 22,745.50	1.1
12022 FIRE STATE REVENUE	\$ 52,668.00	\$ -	\$ 52,668.00	0.0
12031 DISPATCH CENTER	\$ 60,290.00	\$ -	\$ 60,290.00	0.0
12041 CODE ENFORCEMENT REVENUE	\$ 394,025.00	\$ 29,365.00	\$ 364,660.00	7.5
13011 PUBLIC WORKS REVENUE	\$ 33,700.00	\$ 1,721.50	\$ 31,978.50	5.1
13012 STATE HIGHWAY SUBSIDY	\$ 610,000.00	\$ 190,383.51	\$ 419,616.49	31.2
14011 WELFARE REVENUE	\$ 5,000.00	\$ -	\$ 5,000.00	0.0
14021 RECREATION REVENUE	\$ 122,000.00	\$ 74,603.79	\$ 47,396.21	61.2
14031 LIBRARY REVENUE	\$ 16,050.00	\$ 947.55	\$ 15,102.45	5.9
1000 GENERAL FUND	\$ 38,329,589.00	\$ 14,429,091.93	\$ 23,900,497.07	37.6
ACCOUNT DESCRIPTION	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE	% COLL
5001 WATER ENTERPRISE FUND	\$ 6,937,368.00	\$ 429,538.93	\$ 6,507,829.07	6.2
5002 SEWER ENTERPRISE FUND	\$ 8,759,805.00	\$ 355,901.74	\$ 8,403,903.26	4.1
5003 ARENA ENTERPRISE FUND	\$ 393,979.00	\$ 676.76	\$ 393,302.24	0.2

Note: Water and Sewer Fund Revenues Collected appear to fall short by one quarter each fiscal year until final quarterly billings are posted in September of the following fiscal year.

Expenditures – General Fund, Enterprise Funds

ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
11000051 CITY MANAGER	\$ 438,369.00	\$ 50,831.60	\$ 51,828.96	\$ 335,708.44	23.40
11012351 ECONOMIC DEVELOPMENT	\$ 480,918.00	\$ 44,008.30	\$ 56,406.01	\$ 380,503.69	20.90
11020050 MUNICIPAL INFORMATION	\$ 634,414.00	\$ 54,767.91	\$ 35,808.18	\$ 543,837.91	14.30
11030051 CITY CLERK	\$ 307,946.00	\$ 20,359.22	\$ 23,676.55	\$ 263,910.23	14.30
11040050 ELECTIONS	\$ 49,277.00	\$ 1,575.00	\$ 5,584.00	\$ 42,118.00	14.50
11050070 ASSESSORS	\$ 438,675.00	\$ 30,422.29	\$ 12,247.00	\$ 396,005.71	9.70
11060051 BUSINESS OFFICE	\$ 532,313.00	\$ 52,202.72	\$ 1,838.88	\$ 478,271.40	10.20
11063151 HUMAN RESOURCES	\$ 179,129.00	\$ 10,641.13	\$ 20,560.00	\$ 147,927.87	17.40
11070070 TAX COLLECTOR	\$ 352,603.00	\$ 29,671.47	\$ 11,390.10	\$ 311,541.43	11.60
11080050 GENERAL OVERHEAD	\$ 900,352.00	\$ 9,680.34	\$ 86,983.00	\$ 803,688.66	10.70
11090050 PB CITY WIDE 50	\$ 655,952.00	\$ 42,831.41	\$ 4,426.54	\$ 608,694.05	7.20
11090051 PB CITY HALL 51	\$ 60,635.00	\$ 2,828.31	\$ 9,311.06	\$ 48,495.63	20.00
11090052 PB OPERA HOUSE 52	\$ 44,815.00	\$ 2,729.21	\$ 18,271.54	\$ 23,814.25	46.90
11090054 PB CENTRAL FIRE 54	\$ 10,959.00	\$ 1,377.25	\$ 4,871.75	\$ 4,710.00	57.00
11090055 PB GONIC FIRE 55	\$ 10,544.00	\$ 1,651.06	\$ 5,365.85	\$ 3,527.09	66.50
11090056 PB LIBRARY 56	\$ 18,920.00	\$ 3,542.50	\$ 12,806.79	\$ 2,570.71	86.40
11090057 PB DPW GARAGE 57	\$ 11,874.00	\$ 2,337.25	\$ 7,431.75	\$ 2,105.00	82.30
11090059 PB ER FIRE STATION 59	\$ 750.00	\$ -	\$ -	\$ 750.00	0.00
11090061 PB HISTORICAL MUSEUM	\$ 1,440.00	\$ -	\$ 915.20	\$ 524.80	63.60
11090063 PB HANSON POOL 63	\$ 5,005.00	\$ 378.13	\$ 151.87	\$ 4,475.00	10.60
11090064 PB GONIC POOL 64	\$ 7,380.00	\$ 139.87	\$ 92.63	\$ 7,147.50	3.20
11090065 PB EAST ROCHESTER POO	\$ 2,650.00	\$ 206.57	\$ 160.93	\$ 2,282.50	13.90
11090068 PB GROUNDS 68	\$ 9,285.00	\$ 521.44	\$ 336.37	\$ 8,427.19	9.20
11090069 PB DOWNTOWN 69	\$ 17,000.00	\$ -	\$ 4,500.00	\$ 12,500.00	26.50
11090070 PB REVENUE BUILDING 7	\$ 22,170.00	\$ 2,388.26	\$ 7,853.50	\$ 11,928.24	46.20
11090071 PB PLAYGROUNDS 71	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.00
11090075 PB NEW POLICE STATION	\$ 21,160.00	\$ 2,890.75	\$ 11,048.24	\$ 7,221.01	65.90
11090077 PB OLD POLICE STATION	\$ 29,022.00	\$ -	\$ 905.80	\$ 28,116.20	3.10
11102051 PLANNING	\$ 388,048.00	\$ 27,012.07	\$ 7,060.00	\$ 353,975.93	8.80
11200051 LEGAL OFFICE	\$ 569,274.00	\$ 35,584.74	\$ 4,611.01	\$ 529,078.25	7.10
12010053 PD ADMINISTRATIVE SER	\$ 1,906,242.00	\$ 130,367.69	\$ 53,873.47	\$ 1,722,000.84	9.70
12012453 PD PATROL SERVICES	\$ 4,825,787.00	\$ 328,221.23	\$ -	\$ 4,497,565.77	6.80
12012553 PD SUPPORT SERVICES	\$ 413,351.00	\$ 28,666.67	\$ -	\$ 384,684.33	6.90
12020054 FIRE DEPARTMENT	\$ 4,552,980.00	\$ 320,473.47	\$ 26,455.74	\$ 4,206,050.79	7.60
12020055 FIRE DEPT 55 GONIC SU	\$ 28,735.00	\$ -	\$ -	\$ 28,735.00	0.00
12020754 CALL FIRE	\$ 31,207.00	\$ -	\$ -	\$ 31,207.00	0.00
12023354 EMERGENCY MANAGEMENT	\$ 56,168.00	\$ -	\$ -	\$ 56,168.00	0.00
12030153 DISPATCH CENTER	\$ 746,982.00	\$ 73,745.49	\$ 3,517.47	\$ 669,719.04	10.30
12040051 CODE ENFORCEMENT	\$ 580,962.00	\$ 52,358.00	\$ 7,111.50	\$ 521,492.50	10.20
12050050 AMBULANCE	\$ 59,874.00	\$ -	\$ -	\$ 59,874.00	0.00
13010057 PUBLIC WORKS	\$ 2,131,690.00	\$ 129,701.90	\$ 608,809.66	\$ 1,393,178.44	34.60
13010957 WINTER MAINTENANCE	\$ 507,413.00	\$ -	\$ -	\$ 507,413.00	0.00
13020050 CITY LIGHTS	\$ 243,000.00	\$ 53.51	\$ 59,237.39	\$ 183,709.10	24.40
14010051 WELFARE	\$ 483,357.00	\$ 30,338.94	\$ 7,319.30	\$ 445,698.76	7.80
14022072 RECREATION ADMINISTRA	\$ 619,037.00	\$ 40,862.80	\$ (1,298.95)	\$ 579,473.15	6.40
14022150 RECREATION PLAYGROUND	\$ 98,265.00	\$ 37,257.86	\$ 3,108.03	\$ 57,899.11	41.10
14022250 RECREATION POOLS	\$ 81,025.00	\$ 28,471.69	\$ (104.15)	\$ 52,657.46	35.00
14030056 LIBRARY	\$ 1,233,378.00	\$ 112,872.22	\$ 45,350.27	\$ 1,075,155.51	12.80
15000051 COUNTY TAX	\$ 6,551,172.00	\$ -	\$ -	\$ 6,551,172.00	0.00
17010051 TRANSFERS/PAYMENTS DE	\$ 4,295,199.00	\$ 390,380.55	\$ -	\$ 3,904,818.45	9.10
17030050 OVERLAY	\$ 92,256.00	\$ 37,214.14	\$ -	\$ 55,041.86	40.30
17040051 TRANSFER TO CIP & OTH	\$ 2,589,630.00	\$ -	\$ -	\$ 2,589,630.00	0.00
1000 GENERAL FUND	\$ 38,329,589.00	\$ 2,171,564.96	\$ 1,219,823.24	\$ 34,938,200.80	8.80
ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
5001 WATER ENTERPRISE FUND	\$ 6,937,368.00	\$ 206,427.54	\$ 94,244.59	\$ 6,636,695.87	4.30
5002 SEWER ENTERPRISE FUND	\$ 8,759,805.00	\$ 1,417,314.08	\$ 226,029.90	\$ 7,116,461.02	18.80
5003 ARENA ENTERPRISE FUND	\$ 393,979.00	\$ 24,648.57	\$ 21,926.70	\$ 347,403.73	11.80



Planning Board
Conservation Commission
Historic District Commission
Arts & Culture Commission

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

PLANNING & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR JULY 2018

The Planning Board, Conservation Commission, and Historic District Commission (HDC) held their regular meetings in July. The Arts & Culture did not meet for their regular meeting but continue to work on the Annual Arts Awards on August 13, 2018 at 5:30 pm at the Governors Inn. The discussions/agenda items from the meetings of the Planning Board, Conservation Commission, and HDC are summarized below. As in the previous years, the Planning Board did not schedule a workshop for July.

In addition to the meetings listed within this report, the Planning Staff attended a variety of other meetings throughout the month. These include, but are not limited to the following: City Council; the Strafford Metropolitan Planning Organization's Technical Advisory Committee; the City's Technical Review Group; Life Safety Committee; a meeting with Planning staff and SRPC on Amending the Conservation Subdivision Ordinance; Rotary; a conference call with the consultants working on the Downtown Density and Design Guidelines; several meetings with the EPA; various webinars; and various meetings with consultants, developers, citizens, and other City staff. Michelle Mears attended a national Historic Preservation Conference in Des Moines, Iowa. The Planning Board agenda for the August's regular meeting will have several applications on it and should be a long night. We continue to process quite a few project narratives and new applications. As always, we continue to work on applications that are currently before the Planning Board. The Planning and Development Department is staying very busy.

APPLICATIONS REVIEWED BY THE PLANNING BOARD

M3 Development, LLC, 4 Main Street (by Berry Surveying & Engineering) 2-Lot subdivision. Case # 103 – 94 – R2 – 18 **APPROVED**

Loretta Flynn, 62 Meaderboro Road (by Berry Surveying & Engineering) 2-Lot subdivision. Case # 232 – 6 – A – 18 **APPROVED**

Edith Holley Revocable Trust, 626 Pickering Road (by McEneaney Survey Assoc.) 2-Lot subdivision. Case# 265 – 7 – A – 18 **CONTINUED TO 8/20/2018**

174 Milton Road, LLC, 174 Milton Road (by Berry Surveying & Engineering) Site plan to re-open a gas station. Case# 205 – 127-1 – HC – 18 **APPROVED**

Village at Clark Brook, Old Dover Road/Athenian Drive (by Bedford Design) Amendment to revise the unit types, number of units allowed, Master Plan, and Notice of Decision. Case# 256 – 66/264 – 23 – A – 18 **APPROVED**

SDJ Development of Rochester, LLC, Fillmore Boulevard (by Hillside Design Group) 24-Lot subdivision. Case # 237 – 3&8 – PUD – 18 **CONTINUED TO 8/6/2018**

APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION

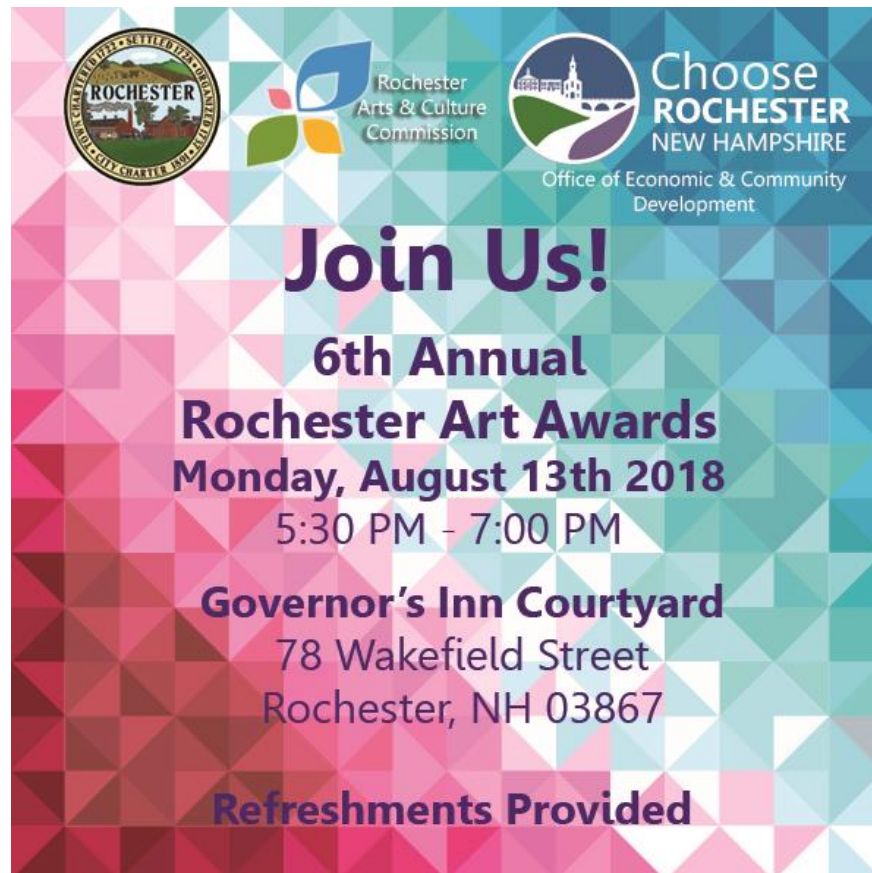
1. **Minutes:** The meeting minutes of June 27, 2018. were reviewed, edited, and approved.
2. **Discussion:** General discussion was had.
3. **Conservation Overlay District:** David & Destiny Groen, 138 Chesley Hill Road (by Berry Surveying & Engineering) 2-Lot subdivision. Proposed wetland buffer impacts for new driveway.
4. **NH DES Wetland Impact Application:** None.
5. **Reports:**
 - a) Technical Review Group: A summary of recent, not yet approved, Planning Board applications were reviewed.
 - b) Planning Board: No update was given due to Staff's absence.
6. **Non-Public Session pursuant to RSA 91-A:3 II(d):** Discussion of acquisition of real property and/or recent site walks and LACE sheets was had.

APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION

The Historic District Commission met on July 13, 2018. They discussed the Design Guidelines and changes to the Historic District Commission's ordinance changes. There was a discussion about the review process, consolidate review, demolition by neglect, and no negative effect. The HDC will be working on the design guidelines and ordinance changes at the next meeting. There were no new applications for July 2018.

ARTS AND CULTURE COMMISSION ACTIVITIES

The Arts and Culture Commission will be holding the Annual Arts Awards on August 13, 2018 at 5:30 pm at the Governors Inn.



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

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City Clerk's Office

Memorandum

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

From: Lauren Krans, Recreation & Arena
Date: August 8, 2018
Re: July Department Report

July 2018 Participation	
Adult Open Gym 30+	5
Adult Volleyball	131
Concert on the Common	300
Restorative Meditation	11
Senior Art	31
Senior Breakfast/Cookout	65
Senior Dance Lessons	18
Senior Pickleball	40
Senior Power Hour	15
Senior Table Tennis	2
Senior Yoga Chair	10
Senior Yoga Gentle	21
Summer Camp	154
Teen Travel Camp	20
Youth Tennis Green 9-11	8
Youth Tennis Orange 7-9	2
Youth Tennis Red 5-7	5
July Total	838

Public Pools

Our Public Pools have been open since late June. Hanson Pines continues to be a popular location for Public Swim and East Rochester's Senior Swim continues to draw a steady crowd. Based on staff observations, Public Swim at Gonic has been much slower than in year's past.

Our Pool Attendant position at the Hanson Pines Pool has proven to be very helpful. Being so centrally located, this location gets a lot of foot traffic. Our Pool Attendants have helped to eliminate additional stresses from our lifeguards, including managing crowds, enforcing general pool rules, answering questions and light first aid assistance.

Because pools require around the clock attention to water quality and troubleshooting, we have been fortunate to have three Certified Pool Operators, Ryan Trepanier, Larry Ciccotelli and Llew Millete working diligently to maintain our high level of water quality. As of August 8th, we have yet to close the pools for any water quality related issues. This is a direct result of the professionalism and attention to detail of our CPOs.

Camp

Summer Camp and Teen Travel Camp are in full swing. Our Teen Travel Campers have visited Portland, gone on a deep sea-fishing trip and taken a bike tour of Portsmouth. The collaboration with the Rochester PD is invaluable. School Resource Officers Jackson and Ball as well as Community Engagement Officer Danie have been assets to this program. Juvenile Diversion Coordinator Nicole Rodler has also been a key player in this program. These relationships will serve both the community and RPD well in the future.

Our Summer Camp for ages 6-13 is going well, with the expected trials and tribulations that come along with any day camp program. Planning for this summer, we worked closely with our Recreation & Arena Advisory Commission to review and revise some of our Summer Camp policies pertaining to camper behavior expectations. Each year we have experienced an increase in campers who require additional supports and resources in order to be successful in a day camp setting. This has been a huge challenge for us, as we do not always have the resources necessary to manage the behaviors and needs of some of our campers like the school department may have. We feel confident we train our staff well and respond to each camper's situation uniquely, however there have been multiple instances in past summers and this summer where we have exhausted all options and have had to remove children from camp. As usual, we will be debriefing at the end of the summer to reflect and strategize for the following summer.



We love running into our friends at Potter's House Café!

Our Mount Major Campers took a tour of RFD Central Station!



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City Clerk's Office

Forthcoming: Fire Department Report...

City Clerk's Office

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City Clerk's Office



PAUL R. TOUSSAINT
Chief of Police

ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127
FAX (603) 330-7159
www.rochesterpd.org

"Dedication, Pride, Integrity"

POLICE COMMISSION

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



August 13, 2018

TO: City Manager Blaine Cox

RE: Monthly Report – July 2018

OPERATIONS: Ward 6 was the only Ward to meet this period. Most of the wards are going to a quarterly schedule and will meet in September. To improve quality of life issues and increased activity we have increased our presence in the downtown corridor. Topics discussed at the Ward 6 meeting included expenses on mental health and the opioid crisis in the State, ward activity for the month, aggressive panhandling and upcoming elections.

The investigations bureau had 50 cases sent up from patrol for review or investigation. There are currently 75 cases assigned. There were 25 cases presented to the Grand Jury all with true bills. Four phones analyzed with the Cellebrite machine. Compliance checks completed at three pawnshops and for two sex offenders. There was one evidence callout and two detective calls outs for a bank robbery and a homicide. There were 300 pieces of evidence logged in and 81 pieces returned to owners. There were two detective call outs. Both for suspected overdose deaths.

CEO/ COMMUNITY ENGAGEMENT OFFICER: Officer Danie had another busy month. In addition to his regular duties, he participated in an event for the deaf, is assisting with firearms training for new officers, attended the senior BBQ and breakfast and is working on updating the crime line policy.

COMP STAT: There was a decrease in proactive activity, but it has improved from this same time last year. The decline can be attributed to staffing, seasonal demand and increase priority 1 and 2 calls. Motor vehicle enforcement has been focused in the downtown and major travel route corridors. Property crime is trending to the good; however, there was one evening of three separate small restaurants being broken into. At least two of them are related.

DIVERSION: The Teen Travel camp is winding down for the summer. WE have had a lot of success with this program and will look for additional ways to improve upon it. Nicole in her role as Chair of the NH Juvenile Diversion Network has been working on a statewide Diversion and prevention summit inviting local police departments, judges and prosecutors for a day of planning and collaboration to improve diversion in this state. Nicole also presented at the Governor's Opiate Task Force on juvenile impacts from the opiate crisis and needs in the juvenile system.

HOUSING: There were 37 police related calls at the housing complexes; several were for welfare checks relating to a mental health issue at one of the complexes. Activity in general has increased with the warm weather, but no significant patterns have emerged. We have received information regarding drug activity that is being monitored and shared with the drug unit.

K9: There were five calls for service. There were two tracks and three drug calls. The unit attended community events including a fundraiser for the Working Dog Foundation.

PROSECUTION: In adult court this period, there were 301 new cases with 412 charges. Of those there were 156 guilty pleas, 86 not guilty pleas and 62 failed to appear. Of the cases that went before the court there were 30 administrative guilty findings, 38 charges nol prossed as part of plea agreements, and 26 cases were dismissed by the Court. 12 cases were continued and 2 were placed on file.

Juvenile prosecution had seven arraignments and four violation hearings, two review hearings, and two trials resolved by plea. One investigation for contempt charges against a juvenile. Lt. Gould also staffed the cadet-training academy in the last week of June.

The Explorers will wind down for the summer and become active again with the new school year.

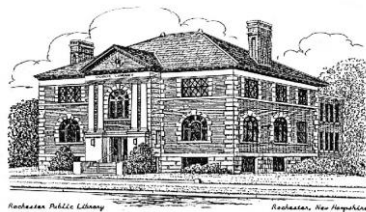
RENTAL PROPERTY OWNERS ASSOCIATION: Lt. Bossi attended the July meeting. He spoke to property owners regarding the police contacting them where there are multiple calls at their properties. The goal is to foster communication and to rectify problems quickly.

FORFEITURE SPENDING: There was no forfeiture spending this period.

EMD USE: There was one Taser deploy and no displays this period.

Respectfully Submitted,

Paul R. Toussaint
Chief of Police



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

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

MONTHLY REPORT

July 2018

There were a total of 19,781 items circulated with 12,069 people visiting the library in the month of July. Two hundred-ten patrons used the library's Internet computers for 606 hours. Current number of patron registrations is 38,621. Interlibrary loan activity included 107 materials borrowed from other libraries and 228 loaned to other libraries.

The month of July was full of fun Summer Reading Program activities. The Children's Room transformed into a Polar wonderland full of interesting creatures related to the "Polar Reading" theme for this year's Summer Reading Program.

Over 356 children signed up for this year's Summer Reading Program. Two entertaining Story Times were made available for children age 2-5 with a total of Forty-two children in attendance. One hundred twenty children participated in three craft programs available for those 2 and older including "Polar Bear Chalk Drawing" with a buttermilk chalk technique, "Spirograph Art" and a "Build-It Workshop" using Legos, Lincoln Logs, Marble Runs and other building supplies to create temporary structures. Over fifty children attended two "Stories Under the Stars" programs. These evening story programs were for children 3-7 held next to the Children's Room Igloo with Polar stories, songs and treats to bring home.

Monday, July 9th the Children's Room welcomed Wildlife Encounters. One hundred thirty children and adults enjoyed meeting a variety of the creatures you may encounter locally and a few that would be at home in a Polar environment.

July 18th, the Children's Room was proud to present NH Dog Sledder Lara Renner. This past winter, 15-year-old Lara became the first person from NH to participate in the 150 mile Junior Iditarod Dog Sled Race in Alaska. Lara, along with her dog Storm shared their amazing story, pictures of their journey and a dog sled for the children attending to explore.

Library patrons and staff collected 32 bags of food for Gerry's Food Pantry in July.

In addition to the print versions of available books, 299 of our library

patrons downloaded 1,483 e-books to media devices through the library's web site this month. The RPL website also enabled 58 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 368 digital downloads from Hoopla.

City of Rochester Tax Collector's Office
July 31, 2018

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2018	Semi Warrant	31,229,773	28,935,917.09	92.65%	2,293,855.91	7.35%
2017	Warrant	60,524,791	59,676,846.38	98.60%	847,944.62	1.40%
2016		58,196,003	57,558,860.89	98.91%	637,142.11	1.09%
2015		56,938,119	56,526,360.86	99.28%	411,758.14	0.72%
2014		55,068,779	54,888,617.24	99.67%	180,161.76	0.33%
2013		53,324,262	53,192,449.61	99.75%	131,812.39	0.25%
2012		50,952,912	50,867,559.10	99.83%	85,352.90	0.17%
2011		48,856,892	48,794,014.80	99.87%	62,877.20	0.13%
2010		47,308,832	47,257,526.42	99.89%	51,305.58	0.11%
2009		46,898,827	46,856,864.55	99.91%	41,962.45	0.09%
2008		46,522,769	46,490,415.55	99.93%	32,353.45	0.07%
2007		42,964,450	42,942,026.04	99.95%	22,423.96	0.05%
2006		40,794,160	40,781,341.02	99.97%	12,818.98	0.03%
2005		38,024,453	38,016,988.87	99.98%	7,464.13	0.02%
2004		36,065,496	36,057,439.13	99.98%	8,056.87	0.02%
2003		33,310,579	33,304,598.44	99.98%	5,980.56	0.02%
2002		29,725,878	29,720,193.92	99.98%	5,684.08	0.02%
2001		26,943,136	26,937,802.91	99.98%	5,333.09	0.02%
2000		25,415,248	25,411,043.45	99.98%	4,204.55	0.02%
1999		22,973,308	22,969,992.33	99.99%	3,315.67	0.01%
1998		30,592,529	30,587,901.82	99.98%	4,627.18	0.02%
1997		29,835,914	29,831,457.52	99.99%	4,456.48	0.01%
1996		27,726,424	27,722,073.99	99.98%	4,350.01	0.02%
1995		27,712,029	27,709,191.61	99.99%	2,837.39	0.01%
1994		26,989,803	26,987,206.62	99.99%	2,596.38	0.01%
1993		25,611,050	25,608,622.48	99.99%	2,427.52	0.01%
1992		24,746,736	24,744,940.64	99.99%	1,795.36	0.01%
1991		24,296,285	24,294,507.32	99.99%	1,777.68	0.01%
					4,876,676.40	

Tax Collector,
Doreen Jones, CTC



CITY OF ROCHESTER, NH
Tax Collectors's Office
 19 Wakefield Street
 Rochester, New Hampshire 03867-1915
 Phone (603) 332-1136
 Fax (603) 335-7580

Here are the totals for July for the citizens using the Online Citizen Self Service to pay their tax bills.

	CSS Totals FY 19	
Month	Total \$\$	Total # Payments
July	\$ 70,642.36	32

Doreen Jones, CTC
 Certified Tax Collector

*Forthcoming:
Welfare
Department
Report...*

City Clerk's Office

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City Clerk's Office

Resolution Authorizing a Grant to SOS Recovery in the amount of \$25,000.00

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

That the City Council approves a grant to SOS Recovery in the amount of Twenty Five Thousand Dollars (\$25,000.00) to be used in connection with rehabilitation and counseling services provided by SOS Recovery within the City of Rochester. The amount shall be derived in its entirety from existing appropriated funds in the Fiscal Year 2019 General Fund General Overhead operating budget Contingency Account.

Further, to the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to identify, 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

Resolution Authorizing a Supplemental Appropriation to the City Clerk's Operating Budget in an Amount not To Exceed \$7,000.00 to Purchase Dog Licensing Software

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

That City Council hereby authorizes a supplemental appropriation in an amount not to exceed Seven Thousand Dollars (\$7,000.00) to the City Clerk's Fiscal Year 2019 Operating Budget for the purpose of purchasing Dog Licensing Software. The source of funds for this supplemental shall be derived in its entirety from the General Fund Unassigned Fund Balance.

Further, to the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to identify, 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

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

LEGAL AUTHORITY

SUMMARY STATEMENT

RECOMMENDED ACTION