



Regular City Council Meeting  
May 3, 2016  
Council Chambers  
7:00 PM

Agenda

1. Call to Order
2. Pledge of Allegiance
  - 2.1. **Presentation of the Colors and Pledge of Allegiance:** The Sons of the American Legion Post 7 Color Guard
3. Opening Prayer
  - 3.1. **Opening Prayer:** Gordon Oliver
  - 3.2. **Announcements:** Bob Hoitt, Commander
  - 3.3. **Proclamation:** Memorial Day P. 7
4. Roll Call
5. Acceptance of Minutes
  - 5.1. April 5, 2016: Regular City Council Meeting P. 9
  - 5.2. April 19, 2016: Special City Council Meeting P. 37
6. Communications from the City Manager
  - 6.1. Employee of the Month Award P. 44
  - 6.2. City Manager's Report P. 43
7. Communications from the Mayor
  - 7.1. **Proclamation:** "National Economic Development Week" [May 8<sup>th</sup> – May 14<sup>th</sup>] and "Year of the Economic Developer" [2016] P. 89
  - 7.2. **Proclamation:** "Drinking Water Week" [May 1<sup>st</sup> – May 7<sup>th</sup>] P. 91
  - 7.3. **Proclamation:** "National Department of Public Works Week" [May 15<sup>th</sup> – May 21<sup>st</sup>] P. 93



This page has  
been  
intentionally left  
blank.

8. Presentations of Petitions and Council Correspondence
  - 8.1. **Correspondence:** Meeting Minutes of the Tri-City Coalition – March 17, 2016 P. 95
9. Nominations, Appointments, Resignations, and Elections
10. Reports of Committees:
  - 10.1. Community Development Committee P. 99
  - 10.2. Entertainment Zone Committee - *Forthcoming* P. 117
  - 10.3. Finance Committee P. 111
  - 10.4. Government Channel Committee P. 113
  - 10.5. Public Safety Committee P. 119
  - 10.6. Public Works Committee P. 123
11. Old Business
12. New Business
  - 12.1. **AB 149** Resolution Authorizing Supplemental Appropriation to the 2016-2017 Operating Budget of the City of Rochester Recreation Department for Service Related to the Teen Travel Camp **First Reading, Second Reading, and Adoption** P. 131
  - 12.2. **AB 148** Renewal of the Economic Revitalization Zone for the Granite State Business Park **Motion to Approve** P. 139
  - 12.3. **AB 135 – B** Resolution Adopting A 2016-2017 Rochester CDBG “Action Plan for the City of Rochester, New Hampshire” and Approving and Appropriating the 2016-2017 Community Development Budget for the City of Rochester **Second Reading and Adoption** P. 145
  - 12.4. **AB 145** Resolution Accepting Reimbursement from the Police Standards & Training Council and Approve a Supplemental Appropriation Thereof **First Reading, Second Reading, and Adoption** P. 249
  - 12.5. **AB 146** Resolution Authorizing the City of Rochester to Apply for a United States Department of Housing and Urban Development (HUD) Grant for Lead Abatement **First Reading and Adoption** P. 255



This page has  
been  
intentionally left  
blank.





- 12.6. **AB 147** Resolution Authorizing the City of Rochester to Participate in the University of New Hampshire's First Impressions Program **First Reading and Adoption** P. 259
- 12.7. **AB 151** Resolution Authorizing Accepting of Victims of Crime Act (VOCA) Grant Award and Appropriation of Grant Funds to the FY 2016-2017 Legal Department Budget **First Reading, Second Reading, and Adoption** P. 263
- 12.8. **AB 154** Resolution Authorizing Supplemental Appropriation to the Department of Public Buildings Capital Improvement Plan (CIP) Fund for the Columbus Avenue Parking Lot Project **First Reading, Second Reading, and Adoption** P. 269
- 12.9. **AB 155** Resolution Accepting Department of Commerce Grant for Gonic Dams Removal Project and Supplemental Appropriation Thereof **First Reading, Second Reading, and Adoption** P. 279
- 12.10. **AB 156** House Bill 1534 and Amendment 1514s Electronic Poll Book **Motion to Send a Letter of Support to the Representatives to the General Court** P. 285
- 12.11. **AB 157** Resolution Authorizing a Supplemental Appropriation in Support of the Partnership Between Frisbie Memorial Hospital, SOS Recovery Community Center and Other Local Organizations in Connection with a Proposed Addictive Disorders Recovery Facility Project **First Reading, Second Reading, and Adoption** P. 293
- 12.12. **AB 152:** Resolution Approving the 2016-2017 Operating Budget for the City of Rochester **First Reading and Refer to a Public Hearing to be held on May 31, 2016** P. 299
- 12.13. **AB 153** Resolution Authorizing and Approving 2016-2017 Capital Budget for the City of Rochester and Authorizing Borrowing in Connection Therewith **First Reading and Refer to a Public Hearing to be held on May 31, 2016** P. 301
13. Other
14. Non-Public Session
  - 14.1. Non-Public Session, Labor Negotiations, per RSA 91 –A:3, II (a)
  - 14.2. Non-Public, Land, RSA 91-A: 3, II (d)
15. Adjournment



This page has  
been  
intentionally left  
blank.





## *City of Rochester, New Hampshire*

OFFICE OF THE MAYOR

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

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

### **PROCLAMATION**

**WHEREAS,** **Memorial Day** was originally known as Decoration Day because it was a time set aside to honor the nation's Civil War dead by decorating their graves; and

**WHEREAS,** since our Nation's founding, America's sons and daughters have given their lives in service to our country, they departed our world as heroes and gave their lives for a cause greater than themselves; and

**WHEREAS,** on **Memorial Day** we pay tribute to those who have paid the ultimate price to defend the United States and the principles upon which America was founded; and

**WHEREAS,** today, Americans from all backgrounds and corners of our country serve with valor, courage, and distinction in the United States Armed Forces. Many of today's warriors know what it means to lose a friend too soon, and all our service members and their families understand the true meaning of sacrifice; and

**WHEREAS,** we express our deepest appreciation to the men and women in uniform who gave their last full measure of devotion so we might live in freedom; and

**WHEREAS,** it is our sacred duty to preserve the legacy of these brave Americans, and it remains our charge to work for peace, freedom, and security; and

**WHEREAS,** in honor of their dedication and service to America, and calling on the Rochester community to observe each **Memorial Day** as a day of prayer for permanent peace and designating a period on that day when the people of the United States might unite in prayer.

**NOW THEREFORE,** I, Caroline McCarley by the authority vested in me as Mayor of the City of Rochester, in the State of New Hampshire do hereby proclaim that **Memorial Day**, May 30, 2016, is a day of prayer for permanent peace and ask that community members observe and honor the sacrifices of these brave citizens.

IN WITNESS WHEREOF, I have set my hand and caused to be affixed the Seal of the City of Rochester this the 3<sup>rd</sup> Day of May in the year of our Lord, Two Thousand and Sixteen.

Caroline McCarley  
Mayor



This page has  
been  
intentionally left  
blank.



**Regular City Council Meeting  
April 5, 2016  
Council Chambers  
7:05 PM**

**COUNCILORS PRESENT**

Councilor Abbott  
Councilor Barnett  
Councilor Bogan  
Councilor Gates  
Councilor Gray  
Councilor Hamann  
Councilor Keans  
Councilor Lachapelle  
Councilor Lauterborn  
Councilor Torr  
Councilor Varney  
Councilor Willis  
Mayor McCarley

**OTHERS PRESENT**

City Manager Daniel Fitzpatrick  
Deputy City Manager Blaine Cox  
City Attorney Terence O'Rourke  
Members of the Jr. Civil Air Patrol  
Commissioner John Storer  
Julian Long, Community Development  
Coordinator/Grant Manager

**MINUTES**

**1. Call to Order**

Mayor McCarley called the Regular City Council meeting to Order at 7:05 PM.

**2. Pledge of Allegiance**

**2.1. Presentation of the Colors: Roland E. Patnode Jr.  
American Legion Post 7 Color Guard**

The Roland E. Patnode Jr. American Legion Post 7 Color Guard presented the Colors to the City Council and led the Pledge of Allegiance.

**3. Opening Prayer**

**3.1. Opening Prayer: Harry Twitchell, Post 7 American  
Legion Chaplain**

Harry Twitchell, Post 7 American Legion Chaplain, gave the opening prayer.

**4. Roll Call**

Kelly Walters, City Clerk, called the roll. All Councilors were present.

5. **AB 131 Resolution Authorizing Supplemental Appropriation to the 2015-2016 Capital Improvements Budget of the City of Rochester, Department of Public Works, for the So-Called Salmon Falls Road EDA Sewer Extension Project – First Reading, Refer to a Public Hearing First Reading and Refer to the Public Hearing**

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

**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION TO THE 2015-2016 CAPITAL IMPROVEMENTS BUDGET OF THE CITY OF ROCHESTER, DEPARTMENT OF PUBLIC WORKS FOR THE SO-CALLED SALMON FALLS ROAD EDA SEWER EXTENSION PROJECT**

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

That the sum of Eight Hundred Sixty Five Thousand Dollars (\$865,000.00) be, and hereby is, appropriated as a supplemental appropriation to the 2015-2016 capital improvements (CIP) budgets of the City of Rochester, Department of Public Works as follows: Two Hundred Fifteen Thousand Dollars (\$215,000.00) to the General Fund CIP fund; Three Hundred Seventy Three Thousand Dollars (\$373,000.00) to the Water CIP fund; and Two Hundred Seventy Seven Thousand Dollars (\$277,000.00) to the Sewer CIP fund. The purpose of this supplemental appropriation is to provide sums necessary to pay costs and/or expenditures with respect to the so-called Salmon Falls Road EDA Sewer Extension Project (the "Project"), and provided further that such appropriation shall be drawn in its entirety from the proceeds of bonding/borrowing to be undertaken by the City of Rochester.

**Further**, that the Mayor and City Council of the City of Rochester hereby resolve that, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Eight Hundred Sixty Five Thousand Dollars (\$865,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), for the purposes of funding the expenditures incident to the implementation of the Project outlined, and referred to, in the preceding paragraph, such borrowing to be on such terms and

conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate.

**Further**, the Mayor and City Council hereby determine that the expected useful life of each element of the Project to be at least twenty (20) years.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. **CC FY 16 04-05 AB 131**

Councilor Lachapelle **MOVED** to refer the matter to a Public Hearing. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

## **6. Recess to Public Hearing**

Mayor McCarley recessed the Regular City Council Meeting at 7:10 PM.

## **7. Reconvene Regular City Council Meeting**

Mayor McCarley reconvened the Regular City Council Meeting at 7:12 PM.

## **8. Acceptance of Minutes**

### **8.1. [March 1, 2016 Regular City Council Meeting](#)**

Councilor Lachapelle **MOVED** to **ACCEPT** the Regular City Council meeting minutes of March 1, 2016. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

### **8.2. [March 15, 2016 Special City Council Meeting](#)**

Councilor Lachapelle **MOVED** to **ACCEPT** the Special City Council meeting minutes of March 15, 2016. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

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

### **9.1. Employee of the Month Award**

City Manager Fitzpatrick announced that Karen Bonneau, Utility Billing, could not attend this evening's meeting due to a family emergency and she would be invited back for the April 19, 2016, City Council Workshop meeting.

## **9.2. City Manager's Report**

City Manager Fitzpatrick gave the following report:

### **Management Team Meeting minutes:**

- February 22, 2016
- February 29, 2016
- March 7, 2016
- March 14, 2016
- March 21, 2016

### **Contracts and documents executed since last month:**

- City Clerk
  - Codification Bid Award – General Code
- City Manager's Office
  - Council Chambers Rental Agreement – Rochester Opera House
- Department of Public Works
  - DMR (Discharge Monthly Report) Agreement
  - Salmon Falls Road Highway Safety Improvement Project – Engineering Services Agreement – Contract Amendment #3
- Economic & Community Development
  - Accessibility for New England contract - SHS elevator
  - Victims of Crime Act Assistance grant application
- Finance Department
  - Ambulance Dispatching Service Agreement update
  - Century Bank Collateralization Agreement
  - Franklin Pierce University – MOU
  - MIS/IT – Professional Services Agreement - MRI Assessment
- Fire Department
  - FY17 Seabrook Power Plant Budget request



- Legal Department
  - Waterstone Phase II Development Agreement – date amendment
- Police Department
  - Highway Safety Grant – Bicycle and Pedestrian Safety Patrols
  - Highway Safety Grant – Motorcycle Lease Grant
  - Rochester Housing Authority Contract amendment – previous memo explanation
- Recreation Department
  - Ice Rate Information – previous memo explanation
- Rochester Main Street
  - Letter of Support to NH Liquor Commission

Computer Lease/Tuition Reimbursement have been approved:

- Tuition Reimbursement – Rodgerson, S

Additional information that has been received:

- In car video policy
- Metrocast Franchise Payment letter

Standard reports:

- City Council Request & Inquiry Report
- Permission & Permits Issued
- Personnel Action Report Summary

Councilor Varney asked about the Waterstone Phase II bonding. He gave reasons why the City Council discussed seeking ten-year bonds rather than twenty-year bonds. The bonds should be paid off as soon as possible in order to benefit the taxpayers. Councilor Torr gave reasons why he agreed. Deputy City Manager Cox said it is anticipated that the bonds would be paid off much sooner than twenty years. He confirmed that the Waterstone Phase II has not yet been through the bonding process. City Manager Fitzpatrick suggested referring this matter to the Finance Committee for further discussion.

Councilor Lauterborn questioned the memorandum received by the Rochester Recreation and Arena Department. She questioned why the figures in the memorandum do not match the figures listed on the spreadsheet. City Manager Fitzpatrick agreed to have the Director of the Rochester Recreation

and Arena report back to the City with clarification.

Councilor Varney referred to the memorandum from the City Attorney regarding an amendment to the Waterstone Agreement relative to the specific date required for Waterstone to obtain the title of the property. He questioned if this is the only change to the agreement. Attorney O'Rourke replied yes.

## **10. Communications from the Mayor**

### **10.1. Proclamation: Arbor Day [April 29<sup>th</sup>]**

Mayor McCarley read the Proclamation for Arbor Day and stated this proclamation would be to the Department of Public Works.

### **10.2. Proclamation: Week of the Young Child [April 10<sup>th</sup> April 16<sup>th</sup>]**

Mayor McCarley read the proclamation and stated that a Week of the Young Child Celebration is planned for April 13, 2016, at the Rochester Common.

### **10.3. Announcement: The 2016-2017 Dog Licenses are now Available**

Mayor McCarley announced that the 2016-2017 Dog Licenses are now available at the City Clerk's office.

### **10.4. Announcement: Rabies Clinic [April 16, 2016, Rochester Fair Grounds]**

Mayor McCarley announced that the City Clerk's office will host a Rabies Clinic on April 16, 2016, and on May 21, 2016, at the Rochester Fair Grounds. For more information contact the City Clerk's office.

### **10.5. Announcement: Rochester Pride Day**

Mayor McCarley announced that the Rochester Pride Day is to be held on Saturday, April 23, 2016. For more information contact the Rochester Recreation Department.

Mayor McCarley announced that the Ward 1 Neighborhood Committee is scheduled to meet on April 9, 2016, at Tara Estates, at 7:00 PM.

## **11. Presentations of Petitions and Council Correspondence**

**11.1. Letter from the City of Rochester School Department – School Calendar Adjusted for all Schools for the September 13, 2016, State General Primary Election Day and the November 8, 2016, Presidential Election Day**

Mayor McCarley said the City Clerk received a letter from the Rochester School Department relative to the 2016-2017 School Calendar as it relates to the upcoming Elections. The Ward Three polling location is to be discussed under New Business.

**12. Nominations, Appointments, Resignations, and Elections**

**12.1. Resignation: James P. Gray, Moderator, Ward 6**

Councilor Varney **MOVED** to **ACCEPT** the resignation of James P. Gray, Moderator of Ward 6. Councilor Willis seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**13. Reports of Committees:**

**13.1. Appointments Committee**

Councilor Gray gave a brief overview of the proposed appointments and the Appointments Committee meeting.

Mayor McCarley **NOMINATED** Robert Gates, to serve on the Zoning Board of Adjustment with a term to expire on January 2, 2019. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nominations cease. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Gates has been appointed to the Zoning Board of Adjustment by a ballot vote of 12 to 0.

Mayor McCarley **NOMINATED** Jonathan Shapleigh to serve on the Rochester Economic Development Commission with a term to expire on January 2, 2019. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nominations cease. Councilor Abbott seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Shapleigh has been appointed to the Rochester Economic Development Commission by a ballot vote of 12 to 0.

Mayor McCarley **NOMINATED** Molly Meulenbroek to serve on the

Historic District Commission with a term to expire on January 2, 2019. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nominations cease. Councilor Willis seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Ms. Meulenbroek has been appointed to the Historic District Commission by a ballot vote of 12 to 0.

Mayor McCarley **NOMINATED** Randy Lavallee, to serve on the Zoning Board of Adjustment with a term to expire on January 2, 2019. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nominations cease. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Lavallee has been appointed to the Zoning Board of Adjustment by a ballot vote of 12 to 0.

Councilor Gray stated that the Committee discussed the possibility of perhaps adding an addendum page to the Statement of Interest for "re-appointments." He encouraged the City Council to read the material over and report back to the Committee if they had any questions/concerns.

### **13.2. Codes and Ordinances Committee**

Councilor Lachapelle stated that the action for the March 3, 2016, Codes and Ordinances Committee meeting are to be taken up under New Business. He said the Codes and Ordinances Committee scheduled for April 7, 2016, has been canceled. He added that the next Codes and Ordinances Committee Meeting will be held on May 5, 2016.

### **13.3. Community Development**

Councilor Lauterborn said the Committee reviewed the CDBG applications. She said the First Reading is listed under New Business and that the Public Hearing is scheduled for April 19, 2016. She said the Committee is scheduled to meet next Monday, April 11, 2016. One of the topics for discussion is the Lead Paint Abatement Grants. She said the City Council turned down this grant last year; however, the Committee is going to take a second look at these types of grants.

### **13.4. Finance Committee Meeting**

Mayor McCarley said one of the action items coming from the Finance Committee is the acceptance of a grant. It has been determined that this vote is going to require a first and second reading. She entertained a motion to start that process.

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

**Resolution Accepting the NH Highway Safety Grant for the Replacement of Police Vehicle Video Cameras in the Amount of \$5,600 and to Appropriate said Funds to the FY 2016 Police Department Budget**

Councilor Lachapelle **MOVED** to suspend the Rules of Order and read the resolution by title only for the second time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. *It was later determined that this resolution had been adopted on March 15, 2016.*

Mayor McCarley gave a brief overview of the rest of the items on the Finance Committee report. She said more information relative to the Civil Air Patrol Lease Agreement is needed. City Manager Fitzpatrick informed the City Council that the Civil Air Patrol has been invited to attend the April 12, 2016, Finance Committee meeting for further discussion.

Councilor Lachapelle requested a copy of the City Council Budget Workshops. Deputy City Manager Cox agreed to provide the list to the full City Council through email.

**13.5. Government Channel Committee**

Councilor Willis gave a brief overview of the topics discussed at the Government Channel Committee meeting. He said the Committee is working on a draft policy for programming. This is expected to be presented to the full City Council for adoption soon. He added that it is unknown if the previous policy had ever been formally adopted by the City Council.

**13.6. Public Safety Committee**

Councilor Lachapelle gave a brief overview of the items left in the Committee. He said there are no action items to report.

**13.7. Public Works Committee**

Councilor Torr gave a brief overview of the Committee report. He **MOVED** to change the proposed cedar fencing for the City Hall Annex to

vinyl fencing. Councilor Varney seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Torr gave reasons why he supports applying for the Transportation Investment Generating Economic Development Grant [TIGER]. It was determined that this would be taken up under New Business.

Councilor Lachapelle said a resident of Gonic addressed the Public Works Committee meeting regarding a utility billing matter. Councilor Lachapelle questioned if this matter had been sent to the appeal process at the Utility Advisory Board yet. Councilor Willis replied that the next Utility Advisory Board meeting is scheduled for April 13, 2016, at 5:30 PM. Councilor Lachapelle stated that he would attend that meeting.

Councilor Torr added that homeowners should check their meters more often to avoid such a situation.

Councilor Varney asked if the early paving plan would be sent to the Finance Committee for review. Deputy City Manager Cox replied that the Finance Department has reviewed the financing with Commissioner Storer and it would be sent back to the Public Works Committee for discussion.

#### **14. Old Business**

No discussion.

#### **15. Consent Calendar**

Councilor Lachapelle **MOVED** to **APPROVE** the Consent Calendar. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

#### **15.1. AB 136 Resolution De-Authorizing Funds from the FY 2011 Ballistic Vest Grant Account for the Rochester Police Department First Reading, Second Reading, and Adoption**

#### **RESOLUTION DEAUTHORIZING FUNDING FROM THE BALLISTIC VEST GRANT**

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

**WHEREAS**, by virtue of a certain resolution adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated funds to the Rochester Police Department Operating Budget derived from the Department of Justice Fiscal Year 2011 Ballistic Vest Grant, and

**WHEREAS**, Fourteen and 32/100 Dollars (\$14.32) of the original appropriation remains unexpended and the Grant is now closed;

**NOW THEREFORE**, in light of the above, the Mayor and City Council of the City of Rochester hereby withdraw and deauthorize the sum of Fourteen and 32/100 Dollars (\$14.32) of previous appropriation of funds. The amount of reimbursement sought from the Ballistic Vest Grant will be reduced by said amount.

**To the extent not otherwise provided for in this Resolution**, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. **CC FY 16 04-05 AB 136**

**16. New Business**

- 16.1. AB 142 Resolution Support of S.2423 Entitled the "Opioid and Heroin Epidemic Emergency Supplemental Appropriations Act, 114<sup>th</sup> Congress, 1<sup>st</sup> Session First Reading and Adoption**

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

**RESOLUTION SUPPORT OF S.2423 ENTITLED THE**  
**"OPIOID AND HEROIN**  
**EPIDEMIC EMERGENCY SUPPLEMENTAL APPROPRIATIONS ACT",**  
**114<sup>th</sup> CONGRESS, 1<sup>st</sup> SESSION**

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

**WHEREAS:** The opioid and heroin abuse epidemic is national public health emergency, which is having a direct and serious impact in the State of

New Hampshire; and

**WHEREAS:** New Hampshire residents are dying and families and communities are being devastated by this epidemic; and

**WHEREAS:** Local public health and safety officials, including those within the City of Rochester, are on the front lines of addressing this ever growing emergency; and

**WHEREAS:** New Hampshire Senator Jeanne Shaheen has introduced legislation in the United States Senate (S.2423) entitled the "Opioid and Heroin Epidemic Emergency Supplemental Appropriations Act," which would allocate \$600 million in emergency funding to address this national emergency; and

**WHEREAS:** This emergency funding would greatly assist public health and safety officials across the country, and in New Hampshire, in combating opioid and heroin abuse; and

**WHEREAS:** Increased funding from the Federal Government is imperative if this epidemic is to be addressed on both a local and national level.

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

**The United States Congress pass S.2423, the Opioid and Heroin Epidemic Emergency Supplemental Appropriations Act, without further delay.**

Councilor Lachapelle **MOVED** to **ADOPT** the Resolution. Councilor Bogan seconded the motion. Councilor Gray **MOVED** to **AMEND** the motion by including language that he provided to the City Council that evening. The City Council briefly discussed the matter. The **MOTION** to **AMEND CARRIED** by a unanimous voice vote. Mayor McCarley spoke in favor of the amendment and the motion on the floor and called for a vote on the resolution as amended. The **MOTION CARRIED** by a unanimous voice vote.

The amended Resolution is as follows:

**RESOLUTION SUPPORT OF S.2423 ENTITLED-~~THE~~**  
**~~"OPIOID AND HEROIN~~**  
**~~EPIDEMIC EMERGENCY SUPPLEMENTAL APPROPRIATIONS ACT~~**  
**"A BILL MAKING APPROPRIATIONS TO ADDRESS THE HEROIN AND**



**OPIOID DRUG ABUSE EPIDEMIC FOR THE FISCAL YEAR ENDING  
SEPTEMBER 30, 2016, AND FOR OTHER PURPOSES"**

**114<sup>th</sup> CONGRESS, 1<sup>st</sup> SESSION**

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

**WHEREAS:** The opioid and heroin abuse epidemic is national public health emergency, which is having a direct and serious impact in the State of New Hampshire; and

**WHEREAS:** New Hampshire residents are dying and families and communities are being devastated by this epidemic; and

**WHEREAS:** Local public health and safety officials, including those within the City of Rochester, are on the front lines of addressing this ever growing emergency; and

**WHEREAS:** New Hampshire Senator Jeanne Shaheen has **sponsored and New Hampshire Senator Kelly Ayotte and 15 other Senators have co-sponsored legislation in the United States Senate (S.2423) entitled** ~~introduced legislation in the United States Senate (S.2423)~~ **entitles the "A Bill Making Appropriations to Address the Opioid and Heroin and Opioid Drug Abuse Epidemic for the Fiscal Year Ending September 30, 2016, and for other Purposes", Epidemic Emergency Supplemental Appropriations Act,** which would allocate \$600 million in emergency funding to address this national emergency; and

**WHEREAS:** This emergency funding would greatly assist public health and safety officials across the country, and in New Hampshire, in combating opioid and heroin abuse; and

**WHEREAS:** Increased funding from the Federal Government is imperative if this epidemic is to be addressed on both a local and national level.

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

**The United States Congress pass S.2423, the Opioid and Heroin Epidemic Emergency Supplemental Appropriations Act, without further delay.**

**16.2. AB 128 Resolution Adopting a 2016-2017  
Rochester CDBG "Action Plan for the City of**

**Rochester, NH and Approving and Appropriating  
the 2016-2017 Community Development Budget  
for the City of Rochester **First Reading and Refer  
to a Public Hearing****

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

**RESOLUTION ADOPTING A 2016-2017 ROCHESTER CDBG  
"ACTION PLAN FOR THE CITY OF ROCHESTER, N.H." AND  
APPROVING AND APPROPRIATING THE 2016-2017  
COMMUNITY DEVELOPMENT BUDGET FOR THE CITY OF ROCHESTER**

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

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the one-year 2016-2017 "Action Plan for the Community Development Division for the City of Rochester, N.H.," as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic and Community Development, in connection with the City's Community Development Block Grant (CDBG) program, including the goals, objectives, and concepts set forth therein;

II. **Further**, that a twelve (12) month Community Development Block Grant budget for the Office of Economic and Community Development for the City of Rochester in the total amount of Two Hundred Forty-One Thousand and Fifty-Two Dollars (\$241,052.00) be, and hereby is, approved and appropriated for fiscal year 2016-2017. Included in said approval and appropriation are expenditures set forth in the one-year action plan of the Office of Economic & Community Development for the City of Rochester for the Community Development Block Grant program, in the following categories and amounts:

Administration and Planning	\$ 48,210.40
Public Service Agencies	\$ 36,157.80
<u>Housing/Public Facilities/Infrastructure</u>	<u>\$156,683.80</u>

**Total** **\$241,052.00**

This budget and the one-year action plan for 2016-2017 may be reconsidered if federal funding is changed or if it is inconsistent with the total 2016-2017 budget adopted for the Office of Economic & Community

Development.

The sums necessary to fund the above appropriation in the amount of Two Hundred Forty-One Thousand and Fifty-Two Dollars (\$241,052.00) shall be drawn in their entirety from the above-mentioned 2016-2017 fiscal year Community Development Block Grant from the federal government to the City of Rochester. The Finance Director is hereby authorized to create such line item accounts as shall be necessary to implement this Resolution.

**Furthermore**, in the event that federal funding for the above Community Development Block Grant budget is less than the total appropriation amount provided for in this Resolution, then, and in such event, the City Manager, or his designee in the Office of Economic and Community Development, is authorized to proportionately reduce the amounts for the budgetary categories stated above, as well as for any planned grants and/or other expenditures made from within such budgetary categories. **CC FY 16 AB 128**

Councilor Lachapelle **MOVED** to refer the matter to a Public Hearing to be held on April 19, 2016. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**16.3. AB 137 Resolution Approving a Historic Restoration Grant Application to the New Hampshire Division of the Historical Resources First Reading and Adoption**

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

**RESOLUTION**  
**APPROVING A HISTORIC RESTORATION GRANT APPLICATION TO**  
**THE NEW HAMPSHIRE DIVISION OF HISTORICAL RESOURCES**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the submission by the Office of Economic and Community Development of a grant application in an amount up to Fifty Seven Thousand Dollars (\$57,000.00) to the New Hampshire Division of Historical Resources in order to fund necessary historic restoration of the façade of the City Hall Annex building. **CC FY16 04-05 AB 137**

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

**16.4. AB 127 City of Rochester, New Hampshire – A Resolution Authorizing the Issuance of Refunding Bonds Second Reading and Adoption**

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

**CITY OF ROCHESTER, NEW  
HAMPSHIRE  
A Resolution  
Authorizing the Issuance of Refunding Bonds**

**WHEREAS**, the City of Rochester, New Hampshire (the "City") has issued certain \$18,710,000 General Obligation Bonds, 2008 Series A (Tax Exempt) dated February 15, 2008 and which closed on February 28, 2008 (the "2008 Bonds"), which 2008 Bonds that mature on February 15 of the years 2019 through 2028, inclusive, in the aggregate principal amount of \$7,550,000 are eligible to be refunded at par on any interest payment date on or after February 15, 2018 (the "Refunded Bonds"); and

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

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

**NOW THEREFORE, BE IT RESOLVED** that the City, acting by and through its City Council, hereby authorizes the issuance of Refunding Bonds pursuant to the provisions of RSA 33:3-d, the proceeds of which shall be utilized to current refund or advance refund the Refunded Bonds, to pay the redemption premium, if any, applicable thereto, any principal and interest coming due on the Refunded Bonds prior to any redemption date, and to pay the costs of issuance of the Refunding Bonds, including any costs of credit enhancement; provided, however, that such refunding is only authorized to the extent that the same will

achieve a net present value debt service savings in an amount equal to at least three percent (3%) of the outstanding principal amount of the Refunded Bonds; and

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

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

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

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

**16.5. AB 131 Resolution Authorizing Supplemental Appropriation to the 2015-2016 Capital Improvements Budget of the City of Rochester, Department of Public Works, for the So-Called Salmon Falls Road EDA Sewer Extension Project – Second Reading and Adoption**

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

**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION TO THE 2015-2016 CAPITAL IMPROVEMENTS BUDGET OF THE CITY OF ROCHESTER, DEPARTMENT OF PUBLIC WORKS FOR THE SO-CALLED SALMON FALLS ROAD EDA SEWER EXTENSION PROJECT**

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

That the sum of Eight Hundred Sixty Five Thousand Dollars (\$865,000.00) be, and hereby is, appropriated as a supplemental appropriation to the 2015-2016 capital improvements (CIP) budgets of the City of Rochester, Department of Public Works as follows: Two Hundred Fifteen Thousand Dollars (\$215,000.00) to the General Fund CIP fund; Three Hundred Seventy Three Thousand Dollars (\$373,000.00) to the Water CIP fund; and Two Hundred Seventy Seven Thousand Dollars (\$277,000.00) to the Sewer CIP fund. The purpose of this supplemental appropriation is to provide sums necessary to pay costs and/or expenditures with respect to the so-called Salmon Falls Road EDA Sewer Extension Project (the "Project"), and provided further that such appropriation shall be drawn in its entirety from the proceeds of bonding/borrowing to be undertaken by the City of Rochester.

**Further**, that the Mayor and City Council of the City of Rochester hereby resolve that, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Eight Hundred Sixty Five Thousand Dollars (\$865,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), for the purposes of funding the expenditures incident to the implementation of the Project outlined, and referred to, in the preceding paragraph, such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate.

**Further**, the Mayor and City Council hereby determine that the expected useful life of each element of the Project to be at least twenty (20) years.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. **CC FY 16 04-05 AB 131**

Councilor Lachapelle **MOVED** to **ADOPT** the Resolution. Councilor Bogan seconded the motion. Councilor Willis questioned if the figures in the resolution are consistent with what the bid figures were for this particular project. He recalled a discussion of discrepancies at the Public Works Committee meeting. Commissioner Storer replied that he provided

an explanatory spreadsheet to the City Council on page 63 of the packet. He briefly reviewed the spreadsheet for the City Council. The **MOTION CARRIED** by a unanimous voice vote.

**16.6. AB 129 Resolution Authorizing Supplemental Appropriation to the Arena Department Enterprise Fund – First Reading, Second Reading and Adoption**

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

**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION  
TO THE ARENA DEPARTMENT ENTERPRISE FUND**

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

That the sum of Seventy Thousand Four Hundred Ninety Eight Dollars (\$70,498.00) be, and hereby is, appropriated as a supplemental appropriation to the City of Rochester Arena Department Enterprise Fund, for the purpose of providing funds necessary to pay costs and/or expenditures associated with the FY15 deficit in said Enterprise Fund and provided further that funds for such supplemental appropriation shall be derived in their entirety from the General Fund unassigned fund balance.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. **CC FY16 04-05 129**

Councilor Lachapelle **MOVED** to read the Resolution by title only for the second time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the Resolution by title only for the second time. Councilor Lachapelle **MOVED** to **ADOPT** the Resolution. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**16.7. AB 138 Resolution Authorizing the Rochester Department of Public Works (DPW) to Apply for a Transportation Investment Generating Economic Development (TIGER) Grant First Reading and Adoption**



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

**RESOLUTION AUTHORIZING THE ROCHESTER DEPARTMENT OF  
PUBLIC WORKS (DPW) TO APPLY FOR A TRANSPORTATION  
INVESTMENT GENERATING ECONOMIC DEVELOPMENT (TIGER)  
GRANT**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the submission of a grant application by DPW to the United States Department of Transportation TIGER Grant program in order to fund a connector road between North Main Street and Wakefield Street.  
**CC FY16 04-05 AB 138**

Councilor Lachapelle **MOVED** to **ADOPT** the Resolution. Councilor Bogan seconded the motion. Commissioner Storer explained that the Department of Public Works recently became aware of this grant through the Strafford Regional Planning Commission and the deadline for submission is April 29, 2016. The project needed to be in excess of \$5,000,000 for submission. The Department of Public Works staff sent the idea of the old connector road back to the Public Works Committee for discussion. The application itself is a complex process. He added that there is only a slim chance that the City of Rochester would be awarded the grant; however, every effort would be made to obtain the grant. Councilor Keans expressed concern that this grant could have been focused on Glenwood Avenue, especially with the work which is being accomplished on Washington Street. He agreed that Glenwood Avenue could have been considered and would be taken that into consideration if the opportunity arises again.

Julian Long, Community Development Coordinator/Grant Manager, informed the City Council that if the City is awarded the grant there is a requirement for matching funds of twenty percent of the project cost. The estimated cost of the project is \$5,000,000 so the City's match would be \$1,000,000. City Manager Fitzpatrick said if the City is awarded the grant, it would need to come back to the City Council for adoption. The **MOTION CARRIED** by a unanimous voice vote.

**16.8. AB 98 Resolution De-Authorizing Funding From  
the Green Infrastructure Grant – *This Resolution***



*had been pulled from the February 2, 2016, Meeting and has been reviewed and resubmitted  
**First Reading, Second Reading, and Adoption***

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

**RESOLUTION DEAUTHORIZING FUNDING FROM  
THE GREEN INFRASTRUCTURE GRANT**

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

**WHEREAS**, by virtue of a certain resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated funds to the City of Rochester Capital Project General Fund account, of which, Sixteen Thousand Dollars (\$16,000) was to be derived from the Green Infrastructure Grant and Four Thousand Dollars (\$4,000) was derived from the General Fund unassigned fund balance, and

**WHEREAS**, Three Thousand Eight Hundred Ninety Four and 02/100 Dollars (\$3,894.02) of the original appropriation remains unexpended;

**NOW THEREFORE**, in light of the above, the Mayor and City Council of the City of Rochester hereby withdraw and deauthorize the sum of Three Thousand Eight Hundred Ninety Four and 02/100 Dollars (\$3,894.02) of the previous appropriation of funds.

**FURTHER**, that the Mayor and City Council authorize the transfer of Three Thousand Eight Hundred Ninety Four and 02/100 Dollars (\$3,894.02) back to the General Fund unassigned fund balance.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. **CC FY 16 02-02 AB 98**

Councilor Lachapelle **MOVED** to read the Resolution by title only for the second time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Lachapelle **MOVED** to **ADOPT** the Resolution. Councilor Bogan seconded the motion. Councilor Lauterborn stated that this resolution had been pulled from the February 3, 2016, Regular City Council meeting agenda for further review. She

questioned if the City is still in compliance as to what the grant required. Mr. Long said that the grant stipulated that the matching funds could be up to \$4,000; however, it was not a grant requirement to spend any funds for a match. The City is in compliance with the grant and the funds can now be de-authorized. The **MOTION CARRIED** by a unanimous voice vote.

**16.9. AB 132 Amendment to Chapter 11 of the General Ordinances of the City of Rochester Regarding Economic Development Special Reserve Fund First Reading and Adoption**

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

**AMENDMENT TO CHAPTER 11 OF THE GENERAL ORDINANCES OF THE CITY OF ROCHESTER REGARDING ECONOMIC DEVELOPMENT SPECIAL RESERVE FUND**

**THE CITY OF ROCHESTER ORDAINS:**

That subsections 11.20 of Chapter 11 of the General Ordinances of the City of Rochester regarding the Economic Development Special Reserve Fund and currently before the Rochester City Council, be amended as follows:

**11.20 City of Rochester Economic Development Special Reserve Fund.**

~~**(a) City of Rochester Economic Development Special Reserve Fund – Statement of Purpose.**~~ The City of Rochester currently serves as the “Host Community” for the Turnkey Recycling and Environmental Enterprises Waste Disposal Facility (“TREE”) currently operated by Waste Management of New Hampshire, Inc., and located on the Rochester Neck Road. By virtue of its status as Host Community for TREE, the City of Rochester, in addition to incurring significant expenses in connection with such facility, receives significant financial benefits in the form of real property taxes, users fees (in the form of so-called “Host Community Fees”) and various other benefits relative to the cost to the City and its inhabitants of the disposal and/or recycling of various solid waste, including reduced and/or eliminated fees for the disposal and/or recycling of solid waste generated within the City of Rochester. It is currently estimated that the permitted capacity of the TREE Waste Disposal Facility (TLR-III) will be reached in approximately the year 2023. When such facility is filled to its permitted capacity, it is anticipated that the City will experience a loss in revenues, and the City and its inhabitants will

~~experience increased costs associated with the disposal and/or recycling of solid waste, particularly in the form of reduced and/or lost users fees and reduced property tax revenues, as well as increased costs associated with the disposal and/or recycling of solid waste. Therefore, in an effort to offset the expected loss of revenues and increased costs occurring to the City as a result of the anticipated filling of the TREE Waste Disposal Facility to its permitted capacity and to promote the general fiscal strength and well being of the City, it is necessary that economic development in the City of Rochester be promoted and/or maintained to insure the existence and/or expansion of a vibrant economic base for the City and its inhabitants. Therefore, the City Council of the City of Rochester, pursuant to the authority granted by RSA 47:1-b and RSA 47:1-c, hereby establishes a special revenue reserve fund from the specific source identified in subsection (b) of this Section 11.20 for the specific purpose of paying expenditures associated with the promotion of new, and maintenance of current sources and levels of economic development within the City of Rochester. The special reserve fund established in subsection (b) of this Section 11.20 shall be known as the "City of Rochester Economic Development Special Reserve Fund." No expenditure from the said City of Rochester Economic Development Special Reserve Fund shall be made without an appropriation of such funds having been adopted by the Rochester City Council, which appropriation shall provide that such appropriation is for economic development purposes and shall contain a statement and/or finding by the City Council indicating the manner in which it is anticipated that such appropriation is related to the economic development of the City of Rochester.~~

**~~(b) City of Rochester Economic Development Special Reserve Fund.~~**

~~There is hereby created a non-lapsing budgetary account within the City of Rochester, pursuant to the authority granted to the City by the provisions of RSA 47:1-b, such special reserve fund to be known as the 'City of Rochester Economic Development Special Reserve Fund'. Such fund shall be funded on an annual basis by the appropriation by the City Council to such special reserve fund of an amount not less than \$100,000 from the funds annually payable to the City of Rochester by Waste Management of New Hampshire, Inc. from the so-called "Host Community Fees" payable to the City pursuant to the provisions of the "Host Agreement" between the City and Waste Management of New Hampshire, Inc., or of any successor to such Agreement. In addition to such minimum funding level, the City Manager may, during any fiscal year of the City, upon written notification to, and appropriation by, the City Council, transfer to said 'City of Rochester Economic Development Special Reserve Fund' unappropriated 'Host Community Fees' in an amount not to exceed the difference between the total amount of Host Community Fees received from Waste Management of New Hampshire, Inc. during such fiscal year and the amount of such 'Host Community Fees' previously appropriated by the Rochester City Council during such fiscal year (having in mind the minimum funding/appropriation~~

~~requirement provided for herein and any other appropriation of such fiscal year's 'Host Community Fees' by the City Council during such fiscal year). The 'City of Rochester Economic Development Special Reserve Fund' shall, upon appropriation by the City Council to such fund, include funds currently in Account #1501-324400, in the amount of \$1,537,613.54, as of the date of adoption of this ordinance, and such funds shall be expended only for the specific purpose set forth in subsection (a) of this Section 11.20 and shall be expended only in accordance with the provisions of subsection (a) of such Section.~~

**The effective date of these amendments shall be upon passage.**

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

**16.10. AB 133 Amendment to Chapter 44 of the General Ordinances of the City of Rochester Regarding Local Ordinance Citations: Pleas by Mail First Reading and Adoption**

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

**AMENDMENT TO CHAPTER 44 OF THE GENERAL ORDINANCES OF THE CITY OF ROCHESTER REGARDING LOCAL ORDINANCE CITATIONS; PLEAS BY MAIL**

**THE CITY OF ROCHESTER ORDAINS:**

That Chapter 44 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

**CHAPTER 44  
LOCAL ORDINANCE CITATIONS; PLEAS BY MAIL**

**SECTION ANALYSIS**

- 44.1 Purpose and Objectives
- 44.2 Authority
- 44.3 Fine Schedule

**44.1 Purpose and Objectives.**

In addition to any other enforcement procedure authorized by law, any City official with authority to prosecute an offense under any municipal code, ordinance, bylaw, or regulation, if such offense is classified as a violation under applicable law, may issue and serve upon the defendant, in addition to a summons to appear in the Circuit Court, a local ordinance citation as set forth in this section. A defendant receiving such a citation may plead guilty or *nolo contendere* by mail by entering that plea as provided herein. If such a plea is accepted by the Circuit Court and the prescribed fine is paid with the plea by mail, the defendant shall not be required to appear personally or by counsel; otherwise the defendant shall appear as directed by the court.

#### **44.2 Authority.**

This Ordinance is adopted pursuant to the authority vested in the City by RSA 31:39-d.

#### **44.3 Fine Schedule.**

Any defendant issued a local ordinance citation may plead guilty or *nolo contendere* by mail within ten (10) days of receipt of the local ordinance citation consistent with the following violation fine schedule:

Category	1st Offense	2nd offense
Permits	\$50.00	\$100.00
Garbage, Rubbish, & Debris	\$75.00	\$150.00
Infestation	\$100.00	\$200.00
Interior, Building Elements	\$125.00	\$250.00
Exterior, Building Elements	\$150.00	\$300.00
Exterior, Motor Vehicles	\$200.00	\$400.00
All other violations	\$100.00	\$275.00

**The effective date of these amendments shall be upon passage.**

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

#### **16.11. AB 134 Amendment to Chapter 40 of the General Ordinances of the City of Rochester Regarding Penalties First Reading and Adoption**

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

#### **AMENDMENT TO CHAPTER 40 OF THE GENERAL ORDINANCES OF THE**

**CITY OF ROCHESTER REGARDING PENALTIES**

**THE CITY OF ROCHESTER ORDAINS:**

That subsections 40.12 of Chapter 40 of the General Ordinances of the City of Rochester regarding Penalties and currently before the Rochester City Council, be amended as follows:

**40.12 Penalties.**

(a) Any person who shall violate any provisions of any code adopted herein, or fails to comply therewith or with any requirements thereof, or who shall erect, construct, alter, or repair or has erected, constructed, altered, or repaired a building or structure or portion thereof in violation of a detailed statement or plan submitted and approved thereunder, or of a permit or certificate issued thereunder, shall be punished by a civil penalty of ***\$275 for the first offense, and \$550 for subsequent offenses***, for each day that such violation is found by a court to continue after the conviction date or after the date on which the violator receives written notice from the City that he/she is in violation thereof, whichever date is earlier. ***Each day that a violation continues shall be a separate offense.*** The owner of a building or structure or portion thereof, or of the premises where anything in violation of this code shall be placed or shall exist, and an architect, building contractor, agent, person or corporation employed in connection therewith and who may have assisted in the commission of such violation shall be guilty of a separate offense and upon conviction thereof shall be punishable by a civil penalty of ***\$275 for the first offense, and \$550 for subsequent offenses***, for each day that such violation is found by the court to continue after the conviction date or after the date on which the violator receives written notice from the City that he/she is in violation thereof, whichever date is earlier. ***Each day that a violation continues shall be a separate offense.***

**The effective date of these amendments shall be upon passage.**

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

**16.12. AB 139 Amendment to Chapter 26.10 of the General Ordinances of the City of Rochester Regarding Outdoor Dining on City Property First Reading and Adoption**

Councilor Lachapelle **MOVED** to read the Amendment by title only.

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

**AMENDMENT TO CHAPTER 26 OF THE GENERAL ORDINANCES OF THE  
CITY OF ROCHESTER REGARDING OUTDOOR DINING ON CITY  
PROPERTY**

**THE CITY OF ROCHESTER ORDAINS:**

That Chapter 26 of the General Ordinances of the City of Rochester regarding a Public License for outdoor dining on city property and currently before the Rochester City Council, be amended as follows:

**CHAPTER 26**

**PUBLIC LICENSE**

**26.10 Use of City Property for Outdoor Dining.**

\*  
\*  
\*  
\*

*21. **Exception:** Use of City property, other than sidewalks, for outdoor dining as defined in this Chapter and the terms of said use must be separately negotiated with the City outside of the above delineated permitting process.*

**This Ordinance shall take effect upon the passage by the City Council.**

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

**16.13. AB 140 Lease Agreement for Factory Court  
Motion to Approve**

Councilor Lachapelle **MOVED** to **APPROVE** the Lease Agreement for Factory Court. Councilor Bogan seconded the motion. Councilor Varney expressed concern that the City's sidewalks always remain open. City Manager Fitzpatrick agreed and said the sidewalks would always remain open. The **MOTION CARRIED** by a unanimous voice vote.

**16.14. AB 141 New Polling Location for Ward 3 Voters:  
Gonic School Motion to Approve**

Councilor Lachapelle **MOVED** to **APPROVE** the Ward 3 Polling Location as the Gonic School. Councilor Bogan seconded the motion. Councilor Lachapelle stated that the City Clerk's office should begin to advertize on the City's website, Government Channel, and the newspaper if possible. He added that more signage is needed at the polling locations. The **MOTION CARRIED** by a unanimous voice vote.

**17. Non-Public Session:**

**17.1. Non-Public Session, RSA 91-A:3,II (a) Personnel**

Councilor Lachapelle **MOVED** to enter the Non-Public Session, RSA 91-A:3, II at 8:10 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a 12 to 0 roll call vote. Councilors Bogan, Abbott, Varney, Willis, Lachapelle, Gray, Barnett, Torr, Gates, Keans, Lauterborn, and Mayor McCarley voted in favor of the motion. *Councilor Torr was excused from the meeting at 8:10 PM.*

Councilor Lauterborn **MOVED** to exit the Non-Public Session and seal the minutes indefinitely at 8:42 PM. Councilor Lachapelle seconded the motion.

**18. Other**

No discussion.

**19. Adjournment**

Councilor Gates **MOVED** to **ADJOURN** the Regular City Council Meeting at 8:43 PM. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC  
City Clerk



**Special City Council Meeting  
April 19, 2016  
Council Chambers  
7:48 PM**

**COUNCILORS PRESENT**

Councilor Abbott  
Councilor Barnett  
Councilor Bogan  
Councilor Gates  
Councilor Gray  
Councilor Hamann  
Councilor Keans  
Councilor Lachapelle  
Councilor Lauterborn  
Councilor Torr  
Councilor Varney  
Councilor Willis  
Mayor McCarley

**OTHERS PRESENT**

City Manager Daniel Fitzpatrick  
Deputy City Manager Blaine Cox  
City Attorney Terence O'Rourke  
Chief Michael Allen

**MINUTES**

**1. Call to Order**

Mayor McCarley called the Special City Council meeting to Order at 7:48 PM. Mayor McCarley took the roll call. All Council members were present.

**2. AB 131 Resolution Authorizing Supplemental Appropriation to the 2015-2016 Capital Improvements Budget of the City of Rochester, Department of Public Works, for the So-Called Salmon Falls Road EDA Sewer Extension Project Second Reading and Adoption**

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

**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION  
TO THE 2015-2016 CAPITAL IMPROVEMENTS BUDGET OF THE  
CITY OF ROCHESTER, DEPARTMENT OF PUBLIC WORKS  
FOR THE SO-CALLED SALMON FALLS ROAD EDA SEWER EXTENSION  
PROJECT**

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

That the sum of Eight Hundred Sixty-Five Thousand Dollars (\$865,000.00) be, and hereby is, appropriated as a supplemental appropriation to the 2015-2016 capital improvements (CIP) budgets of the City of Rochester, Department of Public Works as follows: Two Hundred Fifteen Thousand Dollars (\$215,000.00) to the General Fund CIP fund; Three Hundred Seventy-Three Thousand Dollars (\$373,000.00) to the Water CIP fund; and Two Hundred Seventy-Seven Thousand Dollars (\$277,000.00) to the Sewer CIP fund. The purpose of this supplemental appropriation is to provide sums necessary to pay costs and/or expenditures with respect to the so-called Salmon Falls Road EDA Sewer Extension Project (the "Project"), and provided further that such appropriation shall be drawn in its entirety from the proceeds of bonding/borrowing to be undertaken by the City of Rochester.

**Further**, that the Mayor and City Council of the City of Rochester hereby resolve that, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Eight Hundred Sixty-Five Thousand Dollars (\$865,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), for the purposes of funding the expenditures incident to the implementation of the Project outlined, and referred to, in the preceding paragraph, such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate.

**Further**, the Mayor and City Council hereby determine that the expected useful life of each element of the Project to be at least twenty (20) years.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. **CC FY 16 04-05 AB 131**

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

3. **AB 144 Resolution Authorizing Rochester Police Department to Apply for a Paul Coverdell Forensic Science Improvement Grant**

**First Reading and Adoption**

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

**RESOLUTION AUTHORIZING THE ROCHESTER POLICE DEPARTMENT  
TO APPLY FOR A PAUL COVERDELL FORENSIC SCIENCE  
IMPROVEMENT GRANT**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the submission of a grant application in an amount up to One Hundred Three Thousand One Hundred Forty-Three and 14/100 Dollars (\$103,143.14) to the Paul Coverdell Forensic Science Improvement Grant program in order to fund the attendance of the Evidence Collection Team at the Forensic Crime Scene Academy in Newton, Texas. **CC FY 16 04-19 AB 144**

Councilor Willis asked if any City funds would be needed for the program. Chief Allen said no.

Councilor Keans asked how the money would be paid and how many officers would it cover. Chief Allen said the grant would pay for overtime for five officers. They would still be paid their regular salary, but any extra time would be paid by the grant.

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

**4. AB 143 Resolution Accepting Highway Safety  
Bicycle/Pedestrian Patrol Grant and Making a Supplemental  
Appropriation in Connection Therewith First Reading, Second  
Reading, and Adoption**

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

**RESOLUTION ACCEPTING HIGHWAY SAFETY BICYCLE/PEDESTRIAN  
PATROL GRANT AND SUPPLEMENTAL APPROPRIATION THEREOF**

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

**WHEREAS**, that a Highway Safety Bicycle/Pedestrian Patrol Grant in the amount of Four Thousand Three Hundred Seventy-Two and 26/100 Dollars (\$4,372.26) to the City of Rochester Police Department is hereby accepted by the City of Rochester.

**WHEREAS**, the aforesaid grant requires a 20% match by the City of Rochester, which match will be accomplished by in-kind contributions, with a value of One Thousand Ninety-Three and 07/100 Dollars (\$1,093.07), through supplemental police patrols working in conjunction with grant funded patrols;

**FURTHER**, that the sum of Four Thousand Three Hundred Seventy-Two and 26/100 Dollars (\$4,372.26) be, and hereby is, appropriated as a supplemental appropriation to the City of Rochester Police Department Operating Budget, with such sums to be placed in a special non-lapsing reserve account to be established/designated by the Finance Director, such funds to be used exclusively for grant purposes. Further, that the source of the sums necessary to fund such appropriation shall be drawn, in their entirety, from the aforesaid grant.

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

CC FY16 04-19 AB 143

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

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

Councilor Willis asked if there would be an in-kind match. Chief Allen said no.

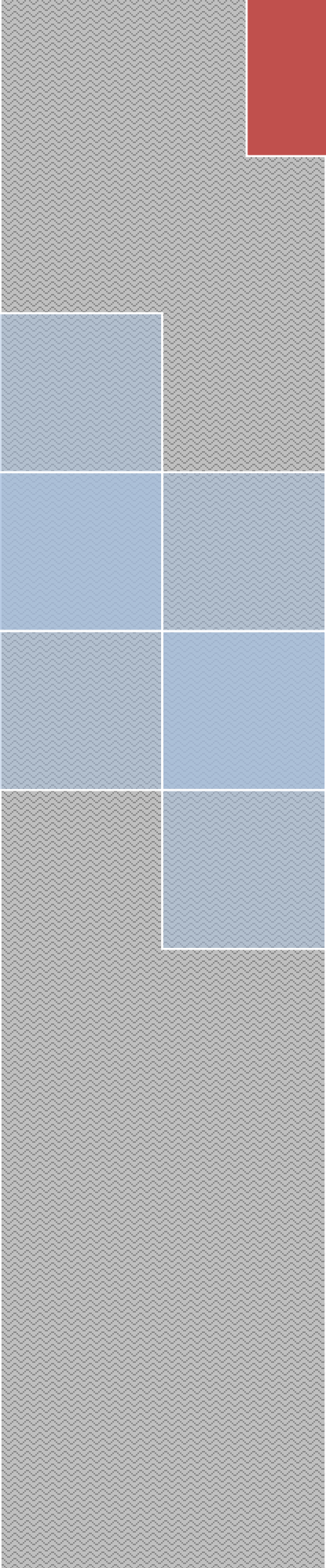
The **MOTION CARRIED** by unanimous voice vote.

5. **Adjournment**

Councilor Lachapelle **MOVED** to **ADJOURN** the Special City Council Meeting at 7:50 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by majority voice vote.

Respectfully submitted,

Marcia H. Roddy, NHCDCC  
Deputy City Clerk



This page has  
been  
intentionally left  
blank.





# *City of Rochester, New Hampshire*

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

## **CITY MANAGER'S REPORT May 3, 2016**

The Employee of the Month is: Kaitlyn Goodwin, Library **P. 44**

For your information, please see the enclosed Management Team Meeting minutes:

- March 28, 2016 **P. 45**
- April 4, 2016 **P. 48**
- April 11, 2016 **P. 51**
- April 18, 2016 **P. 54**

Contracts and documents executed since last month:

- City Manager's Office
  - Factory Court Lease Agreement – Revolution Taproom & Grill **P. 57**
- Department of Public Works **P. 64**
  - EDA Sewer Project – award docs **P. 64**
  - EDA Sewer Project – notice to proceed **P. 65**
  - Granite Ridge Phase II – design services – task order 10 **P. 66**
  - MS4 Annual Report **P. 67**
  - Salmon Falls HSIP Project Easement **P. 68**
- Economic & Community Development **P. 70**
  - Library Door installation - Berry's Electrical contract **P. 70**
  - Division of Historical Resources – CLG (Certified Local Government) Grant Application **P. 71**
  - RHA Environmental Review Statement – Supplemental **P. 72**
  - Moose Plate Grant Application approval – under \$10,000 **P. 73**
- Finance Department **P. 75**
  - Refunding of 2008 Bonds Agreement **P. 75**
- Police Department **P. 77**
  - Highway Safety Grant – Bicycle and Pedestrian Safety Patrols **P. 77**
  - Highway Safety Grant – DWI Grant **P. 80**
  - Highway Safety Grant – Sustained Traffic Enforcement **P. 82**
  - Forfeiture Fund Expenses – FY 09-FY16 YTD **P. 85**

The following standard reports have been enclosed: **P. 86**

- City Council Request & Inquiry Report **P. 86**
- Permission & Permits Issued **P. 87**
- Personnel Action Report Summary **P. 88**



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

4/28/16  
Main Desk: (603) 332-1428  
Reference: 335-7550  
Children's: 335-7549  
Fax: 335-7582  
[www.rpl.lib.nh.us](http://www.rpl.lib.nh.us)


Date: 3/28/16  
To: The Employee of the Month Nominating Committee  
From: Brian Sylvester, Library Director  
Re: Kaitlyn Goodwin

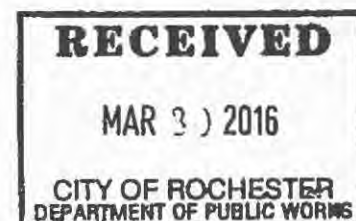
Kaitlyn Goodwin is a part time library assistant in the children's room of the library, where she has worked for just over one year. Kaitlyn brings considerable technological expertise to her position, and has been instrumental in adding digital innovations to the library's website.

Kaitlyn is responsible for creating and maintaining the children's library website's new Interactive Book Finder. Using links on our website (<http://rplchildrensrm.wix.com/bookfinder>), readers can select from several different categories such as science fiction, Newbury award winners, or historical fiction, and then answer a series of questions [EX: would you like to read a book about outer space?] which guides them to a unique title tailored to their reading interests. The final page of each quiz features a color image of the book cover, a description of the plot, and a link to the library's card catalog page for that title. Kaitlyn has worked very hard to create interesting and visually appealing quizzes for the website, and it now sports over 100 possible outcomes. I would encourage members of the committee to use the above link to try out the program.

In recognition of the extra effort she put in to creating this unique program in addition to her regular duties as a library assistant at a very busy service desk, I would like to nominate Kaitlyn Goodwin for the City of Rochester's Employee of the Month program.

Sincerely,

  
Brian Sylvester  
Library Director







*City of Rochester*  
OFFICE OF THE CITY MANAGER  
MANAGEMENT TEAM  
31 Wakefield Street • Rochester, NH 03867  
(603) 332-1167  
[www.RochesterNH.net](http://www.RochesterNH.net)

4/28/16

**MANAGEMENT TEAM MEETING**

**March 28, 2016  
9:00 A.M.**

**PRESENT:**

Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager  
John Storer, Director of City Services  
Samantha Rodgerson, Executive Assistant  
Mike Allen, Police Chief  
Norm Sanborn, Fire Chief

Terence O'Rourke, Attorney  
Jim Grant, Director BZLS  
Karen Pollard, Economic Develop Manager  
Lauren Colanto, Assistant Dir. of Recreation  
Brian Sylvester, Library Director  
Jim Campbell, Director of Planning

**MINUTES**

City Manager Fitzpatrick called the Management Team meeting to order at 9:03 A.M.

**1. Management Team Minutes – March 21, 2016**

Minutes were approved by general consensus.

**2. City Council Inquiry Report**

There is one outstanding item that staff will address.

**3. City Calendar for Week**

Reviewed the upcoming meetings and topics for the week.

**4. Right to Know Requests**

All requests are up to date.

**5. Other**

**Deputy City Manager Cox**

- Introduced Samantha Kelley, the new Accountant who will fill in at the City Manager's office while Samantha Rodgerson is on vacation.
- Advised that Council has been invited to attend the School Board meeting on Thursday to listen to budget discussion.
- Advised that MRI will be back to work with the IT SDWT this week to discuss a strategic plan.
- Asked if departments received an email from Verna Sharpe regarding records retention and that this information will be helpful when looking at electronic records.
- Asked if the Fairgrounds have paid the police detail from last year's fair. Chief Allen will look into.

**Director Campbell**

- Advised that they are working on several projects that will be going to the Planning Board.
- Advised that he is working with Julian Long on grants for the annex façade.

**Director Sylvester**

- Advised that they are looking at an online platform for the summer reading program.

- Advised that they have a Distrx box that is used in conjunction with the Distrx 4/28/16 of digital way finding) that Main Street recently rolled out.

### **Attorney O'Rourke**

- Advised that the accessory dwelling unit bill was signed by the Governor- staff will be looking at comparing our ordinance.
- Provided a litigation update.
- Advised that April 6 he will be meeting with the NH Board of Tax & Land Appeals regarding Club Victoire regarding their property and assessment as a fraternal organization.

### **Executive Assistant Rodgersen**

- Reminded staff that the Employee Appreciation Dinner was this Friday starting at 5:30pm at the Elks.

### **Chief Allen**

- Advised that there will be a meeting to discuss drug awareness on Wednesday.
- Advised that he had the crime analyst pull data regarding overdoses and deaths and that it has increased from the same time period of last year.
- Advised that there was a suspected heroin overdose resulting in death over the weekend.
- Advised that they interviewed the per diem dispatcher and feel comfortable making an offer to fill the full time position to be vacated.
- Advised that they will be conducting promotional interviewing and testing for the Deputy Chief and Captain position.
- Advised that he has a meeting with the Mayor and Frisbie Hospital tomorrow in preparation for Wednesday's meeting on drug awareness.
- Advised that two new officers would be starting on Monday.

### **Assistant Director Colanto**

- Advised that roller skating will start on Friday night and Teen Night is scheduled for Saturday.
- Advised that they are now hiring for summer staff.
- Advised that summer camp and swim registrations begin on April 11<sup>th</sup>.
- Advised that they will be participating on the forum to be held on April 16<sup>th</sup> at the middle school.
- Advised that Rochester Pride Day will be held on April 23<sup>rd</sup>. If you wish to work volunteer and work on a downtown project, to contact Mike Provost at Rochester Main Street. To work on roadside pickup, contact Lauren.
- Discussed the need to do some kind of PSA regarding proper needle disposal. Thinks public needs to be aware, but that we need to be sensitive to our approach of informing them.

### **Chief Sanborn**

- Advised that they held the final Seabrook reception drill and that early reports were that it went well. They will receive the final graded report within the next few months.
- Advised that firefighter Paul Haggemiller completed advanced EMT program and is the second in the department to receive this advanced certification.
- Advised that Lt. Dennis Dube was promoted to the Fire Prevention position.
- Advised that Steve Plante was promoted to the open slot.
- Advised that they would be having Lieutenants testing in April.

### **Director Storer**

- Advised that he has received 95% plans for the annex renovations. Will be setting up a meeting for the final check with departments.

- Advised that they will move on to the bid stage when they are ready to sign off 4/28/16 plans.
- Advised that he would like to include the façade restoration as part of the design bid.
- Advised that he would be doing a Factory Court walkthrough this week.
- Advised that the meeting scheduled at Senator Shaheen's office will now be quite large with several officials and members of EPA in attendance. There will be a smaller more Rochester specific meeting at a later date.

#### **Manager Pollard**

- Advised that five years ago they completed an Arts & Economic Prosperity survey and that it is time to update it. Staff will be looking for volunteers to help gather data and audience surveys.
- Advised that she has been asked to be on the Foster's Advisory Board and that they have already discussed a magazine, similar to the Pease Quarterly, to be done for Economic Development.
- Advised that the "Love and Lights" fundraiser for Sherry McSheehey will be held on Saturday.

#### **Director Grant**

- Advised that there would be an IT SDWT meeting on Wednesday and that MRI will be meeting with them.
- Advised that they have a preconstruction meeting at 105 Farmington Road on Thursday.
- Advised that they have a staff compliance meeting on Thursday to discuss their strategy for campgrounds and blighted areas in the City.
- Advised that tax cap season ends on Thursday and he will be working on the numbers after that time.
- Advised that it has been great working with Deputy Chief Wilder as he has been eager to take control and address issues.

The Management Team meeting adjourned at 9:59 AM.

Respectfully submitted,

Samantha Rodgerson  
Executive Assistant



*City of Rochester*  
OFFICE OF THE CITY MANAGER  
MANAGEMENT TEAM  
31 Wakefield Street • Rochester, NH 03867  
(603) 332-1167  
[www.RochesterNH.net](http://www.RochesterNH.net)

4/28/16

**MANAGEMENT TEAM MEETING**

**April 4, 2016  
9:00 A.M.**

**PRESENT:**

Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager  
John Storer, Director of City Services  
Samantha Rodgeron, Executive Assistant  
Mike Allen, Police Chief  
Norm Sanborn, Fire Chief

Terence O'Rourke, Attorney  
Jim Grant, Director BZLS  
Karen Pollard, Economic Develop Manager  
Lauren Colanto, Assistant Dir. of Recreation  
Brian Sylvester, Library Director  
Jim Campbell, Director of Planning

**MINUTES**

City Manager Fitzpatrick called the Management Team meeting to order at 9:03 A.M.

**1. Management Team Minutes – March 28, 2016**

Minutes were approved by general consensus.

**2. City Council Inquiry Report**

There is one outstanding item that staff will address.

**3. City Calendar for Week**

Reviewed the upcoming meetings and topics for the week. Advised that the Codes & Ordinances and Appointments Committee have been canceled.

**4. Right to Know Requests**

All requests are up to date.

**5. Sign Ordinance Education**

Deputy City Manager Cox had indicated that Councilor Varney requested that staff do further community education on the sign ordinance. After some brief discussion, staff will repeat the campaign done in the Fall and will discuss at the May sidewalk talk.

**6. Other**

**Director Grant**

- Advised that staff has a minor site review for a realty office tomorrow.
- Advised that there would be an annex review meeting on Wednesday.
- Advised that there would be a Granite Ridge project meeting on Thursday.

**Director Storer**

- Advised that the annex 95% design review meeting was on this week. He stated that the project should go out to bid within a few weeks.
- Wanted to commend Celeste Plaia on the Employee of the Year video she did.
- Advised that Engineer Bezanson would be meeting with Environmental Services staff to discuss all things water; such as funding and permitting.
- Advised that Primex would be doing valuations for insurance purposes on the Water Treatment Plant and the Wastewater Treatment Facility.

**Chief Allen**

- Advised that there were a couple of overdoses over the weekend. Both were revived with Narcan.
- Advised that he will be conducting an Active Shooter Training for Lydall staff and is geared up to do one for staff at Laars as well.
- Advised that two new officers start today and will be attending the academy in May. They are currently at full staff.
- Advised that they conducted Deputy Chief and Captain promotional interviews last week. Paul Toussaint will become the Deputy Chief and Jason Thomas will be Captain when official notice comes in from Deputy Chief Dumas.
- Advised that the Citizens Academy is in the second week and that they will be observing a monthly CompStat meeting.

**Chief Sanborn**

- Advised that the final EOC (Emergency Operations Center) FEMA graded drill is on Thursday and that will wrap up drills for the next few years.
- Advised that they provided mutual aid to Dover for a tree that came down on a large propane tank.
- Advised that the application period for firefighters closed on Friday and that they are hoping to do interviews and hire by the end of the month.

**Assistant Director Colanto**

- Advised that roller skating opened up on Friday and that Teen Night was held on Saturday with over 200 participants.
- Advised that the school would be presenting a Diversity and Cultural Day training and that they (Rec. Dept) would be attending on April 11 from 8am until noon and encouraged other staff to attend as well.
- Advised that they will be hosting a monthly Community Coffee meeting the Community Center as a way to have some further public interaction and to bring in training, etc.
- Advised that she will be attending the Community Anti-Drug Coalition of America meeting in Tampa with the Bridging the Gaps Coordinator.

**Manager Pollard**

- Advised that she attended the NH Economic Development Association quarterly meeting last week. They discussed the topic of workforce development and mentioned an agreement that they have with Southern New Hampshire University.
- Advised that there would be a Business After Hours at 120 Washington Street.

**Director Campbell**

- Advised that staff had a meeting tomorrow with Certified Local Government staff to discuss the annex grant possibilities.
- Advised that there would be a full agenda for tonight's Planning Board meeting.

**Attorney O'Rourke**

- Advised that the staff would be putting together some information on the accessory dwelling unit bill recently signed off on by the Governor and that it would be sent to the Planning Board for initial review.
- Advised that he would be attending the Intern Fest at UNH in the hopes of attracting interns to help out in the department.
- Advised that Wednesday he will be meeting with the NH Board of Tax & Land Appeals regarding Club Victoire and their request to be treated as a charitable organization.
- Provided a litigation update.

**Deputy City Manager Cox**

- Advised that the MRI consultant met with the IT SDWT (Self-Directed Work Team) and has sent a survey to the team members. She will use this to assist with setting department initiatives with the IT department for the next couple of years.
- Advised that the School Department met with the Council and that their budget currently meets the tax cap, however there are items they are requesting that will exceed the cap.
- Advised that staff is working with the Recreation department on new POS (Point of Sale) software and implementation.
- Advised that FY17 budget books are nearly complete, staff is working on the O & M
- Advised that net new construction totaled over \$34 million.
- City Manager Fitzpatrick discussed the possibility of overriding the tax cap and explained how it does not raise the ceiling for future years.

**Director Sylvester**

- Advised of the theft of library books and the article that was in the paper last week.
- Advised that a new handicap accessible entrance will be installed at the street entrance Wednesday.

The Management Team meeting adjourned at 9:38 AM.

Respectfully submitted,

Samantha Rodgerson  
Executive Assistant



*City of Rochester*  
OFFICE OF THE CITY MANAGER  
MANAGEMENT TEAM  
31 Wakefield Street • Rochester, NH 03867  
(603) 332-1167  
[www.RochesterNH.net](http://www.RochesterNH.net)

4/28/16

**MANAGEMENT TEAM MEETING**

**April 11, 2016  
9:00 A.M.**

**PRESENT:**

Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager  
John Storer, Director of City Services  
Samantha Rodgers, Executive Assistant  
Mike Allen, Police Chief  
Norm Sanborn, Fire Chief

Terence O'Rourke, Attorney  
Jim Grant, Director BZLS  
Karen Pollard, Economic Development Manager  
Chris Bowlen, Dir. of Recreation  
Brian Sylvester, Library Director  
Seth Creighton, Chief Planner

**MINUTES**

City Manager Fitzpatrick called the Management Team meeting to order at 9:00 A.M.

**1. Management Team Minutes – April 4, 2016**

Minutes were approved by general consensus.

**2. City Council Inquiry Report**

There is one outstanding item that staff will address.

**3. City Calendar for Week**

Reviewed the upcoming meetings and topics for the week.

**4. Right to Know Requests**

All requests are up to date.

**5. Old Wakefield Road property transfer request –follow-up**

Director Storer mentioned that staff has reviewed this property and the city has no interest in it. After a brief discussion, it was suggested that it be brought to the Public Works Committee with the Management Team recommendation to not pursue.

**6. Budget Calendar**

Deputy City Manager Cox reminded staff of the schedule for budget discussions and to let him know if the dates scheduled do not work.

**7. Other**

**City Manager Fitzpatrick**

Informed Director Bowlen to clarify his ice rental rates memo again, as the narrative isn't clear enough.

**Director Storer**

- Advised that there was a sewer backup at Jiffy Lube over the weekend. Their sewer does connect into the public sewer along Columbus Street/Route 125. Staff is looking into the cause.

- Advised that they will have some proclamation requests coming up for Drinking Water Week which is May 1-7 and Public Works Week which is May 15 – 21.
- Advised that they will be doing hydrant flushing starting May 1st. Public notice will be sent out ahead of time.
- Advised that the land disposition for the small tract of surplus land on Signal Street has been completed. This is a small piece of land that the city is not maintaining and is too small for development. The owner of the abutting Dynasty Plaza had made inquiry. Finance Committee and City Council previously approved the disposition of land per City Land Disposal Policy. The Assessing Department is working on it now.
- Advised that they will be meeting with Strafford Regional Planning Commission to discuss TIGER grant options. Ms. Pollard will get him contact information for Northcoast to discuss potential for a railroad crossing at Glenwood Street.
- Advised that crews will be out cutting trees along Salmon Falls Road this week.
- Advised that he would be attending a seminar this week to learn more about VEUWorks which is a software package for Asset Management.
- Advised that Engineer Bezanson would be attending a Complete Street meeting to discuss Rt. 108 improvements in conjunction with staff from Somersworth and Dover.
- Advised that he will work with Attorney O'Rourke about a tree hazard of a Wakefield Street homeowner.

#### **Director Sylvester**

- Advised that there is a Friends of the Library, Executive Board meeting tonight.

#### **Attorney O'Rourke**

- Provided a litigation update.
- Advised that he will be attending a Labor & Employment conference this week.

#### **Chief Allen**

- Advised that Deputy Chief Dumas' last day will be this Friday. They will be having a good bye celebration at Revolution on Thursday from 4-7pm.
- Advised that Senator Shaheen visited last Thursday and learned more about Bridging the Gaps and their prevention education.
- Advised that they swore in 2 new officers last week and have one more to go. All three will attend the Police Academy in May.
- Advised that they will be in contract negotiations with the police & dispatch unions this week.
- Advised that the Active Shooter training at Lydall went well.

#### **Chief Planner Creighton**

- Advised that he would be attending the Complete Street meeting with Engineer Bezanson as well.
- Advised that staff would be meeting with the developer looking to put in 110 housing units off of Chesley Hill Road. There was a brief discussion on housing development in the city.
- Advised that staff would be meeting with developers to work out details of projects that have gone before the Planning Board.
- Advised that he had been asked to speak about his experience as a planner to the senior class at Plymouth State.

#### **Manager Pollard**

- Advised that the Seacoast Manufacturing Exchange will be held on Thursday and that they have quite a few participants.
- Advised that staff is planning for the next Business Start-Up Competition to be held in the fall.



- Advised they completed the final Seabrook Station drills for the year. They had six drills over the last few months. They will have one more practice drill in 2017.
- Advised that the NH Fire Academy will be coming down next week to conduct lieutenant testing. They have 8 candidates that will be testing.
- Advised that they will be reviewing resumes for the open firefighter position.

**Director Bowlen**

- Advised that Summer Camp and Summer Programming registration has opened up.
- Advised that staff will be attending training for the new recreation management software. They are targeting an implementation date of July 1<sup>st</sup>.

**Deputy City Manager Cox**

- Advised that the CIP and Issues & Options budget books were in final draft and that the O&M book would be completed by Thursday.
- Advised that staff has completed the work on the 2008 bond refunding.
- Advised that he has 12 staff members that have requested Active Shooter Training, he will coordinate a date with Chief Allen.

**Director Grant**

- Advised that the Technical Review Group would be meeting on Tuesday and Thursday.
- Advised that he would be in court on Wednesday.
- Advised that the Zoning Board meeting is on Wednesday. They have 7 cases.

The Management Team meeting adjourned at 9:28 AM.

Respectfully submitted,

Samantha Rodgerson  
Executive Assistant



**MANAGEMENT TEAM MEETING**

**April 18, 2016  
9:00 A.M.**

**PRESENT:**

Daniel Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager  
Mike Bezanson, City Engineer  
Jim Grant, Director BZLS  
Mike Allen, Police Chief  
Norm Sanborn, Fire Chief

Terence O'Rourke, Attorney  
Samantha Kelley, Accountant (Sub Exec Assist)  
Karen Pollard, Economic Develop Manager  
Chris Bowlen, Dir. of Recreation  
Brian Sylvester, Library Director

**MINUTES**

City Manager Fitzpatrick called the Management Team meeting to order at 9:01 A.M.

**1. Management Team Minutes – April 11, 2016**

Minutes were approved by general consensus.

**2. City Council Inquiry Report**

There is one outstanding item that staff will address.

**3. City Calendar for Week**

Reviewed the upcoming meetings and topics for the week.

**4. Right to Know Requests**

All requests are up to date.

**5. Neighborhood Block Party – Fireworks Concerns**

A neighborhood off of Brock Street is looking to hold a block party. They are hoping to have fireworks but there is one neighbor who is against it. Fireworks in a neighborhood such as these don't meet the ordinance because of the distance to buildings, power lines, etc. It was decided that a copy of the ordinance would be given to the neighbor who is against the party. That way if the ordinance is violated he/she could contact authorities.

**6. Rochester Community Guide – City Welcome Page**

The Rochester Chamber of Commerce is preparing its new Community Guide to promote Rochester. Copies of the last Welcome Page were handed out and everyone was asked to review and make any needed updates/changes. A picture of Mayor McCarley is needed to include with the guide. Chief Sanborn was going to ask the Fire Captain about the recent pictures that he took of city council. It was questioned on whether we really want to include the education stats this time. Census numbers for 2010 were questioned; a few people brought up that they feel that the true number is quite a bit higher. It was mentioned we could contest the numbers but we would need to hire a consultant which would be quite costly. Different reasons why these census numbers fluctuate was discussed.

## 7. American Red Cross Teaming w/ Fire Department – Permit Needed?

Someone with the American Red Cross contacted the City Manager's office inquiring about whether or not they needed to apply for a permit. They will be teaming up with the Rochester Fire Department to get the word out about installing free smoke alarms to anyone that needs one. One day during the week of May 9<sup>th</sup>, a group of volunteers from Liberty Mutual will be going around to certain neighborhoods suggested by the Fire Department and distributing door hangers informing residents about the free smoke alarm installation service. Chief Sanborn was going to inquire with his department about this event and get back on whether a permit will be needed.

### Director Sylvester

- Getting ready for the Annual Photography Show, so far entries are fairly low but they are calling for more entries
- The AARP tax prep team is wrapping up for the season. They filed a total of 664 returns which is about 100 more than last year.
- There is a Library Trustees meeting Tuesday night
- New furniture for the 2<sup>nd</sup> floor has been ordered

### Deputy City Manager Cox

- Advised that they have finished up with the budget books
- Active Shooter training is scheduled for Tuesday, April 26<sup>th</sup> at 9am. Still waiting for an RSVP from a few of the staff that has signed up.
- Advised he is looking to schedule Microsoft Excel training with Great Bay College. If anyone has staff that is interested in attending please let him know.

### Attorney O'Rourke

- Provided a litigation update.

### Manager Pollard

- REDC – Meeting at Lydall to see their expansion
- Advised that the Seacoast CommuteSmart Challenge is approaching. This is a challenge where we compete against other employers to encourage walking, biking, carpooling and public transportation. We're hoping for more participants this year.
- Coop Extension – First Impressions – community exchange program where communities go visit another community and provide feedback and opinions. It looks like we will be exchanging with Littleton, NH.

### Chief Sanborn

- Friday night they helped battle a house fire in Barrington.
- While assisting with the Barrington house fire, there was a single car rollover accident near Exit 15 on the Spaulding Turnpike. There was one fatality and another person with severe injuries.
- This morning there was a structure fire in a vacant home on the corner of Gear Road and Hansonville Road.
- The fire hazard has been very high which hasn't allowed for any burning.
- Over the weekend there was a 50 acre fire on Moose Mountain
- Advised that the Lieutenant written test is at the library at 10am today.

- There were two overdoses over the weekend; both were revived with Narcan.
- Assisted with the fatal car accident on the Spaulding Turnpike Friday night.
- It Takes a Village had their third forum Saturday morning which had low attendance.
- Advised that he will be attending an awards ceremony on Wednesday night. Joe Russo will be receiving an Officer of the Year award and Scott Dumas will be given a Life-Saving award.
- Advised that on Friday, 4/22, they will be swearing in the third new officer.

**Director Bowlen**

- Advised that there is a Recreation & Arena Commission meeting tonight.
- Training is continuing for the new recreation management software.
- Advised that they are co-sponsoring Rochester Pride Day which is Saturday, April 23<sup>rd</sup>, 8:30-12pm.

**City Engineer Bezanson**

- Advised that they cut down several trees along Salmon Falls Road last week and will be finishing up today.
- In regards to the Salmon Falls Road HSIP project, there is a bid to DOT which typically has a two week turnaround time. Mid-May is the tentative start date.
- The design for the 2<sup>nd</sup> phase of Granite Ridge has started.
- The EDA Salmon Falls Road sewer extension project ground breaking is scheduled for late May
- John Storer is out on vacation but will be back for the Public Works Committee meeting Thursday evening.
- John attended a VEUWorks seminar last week and will be discussing pricing.

**Director Grant**

- Mentioned that he is sold on VEUWorks – has many great features but realizes it's probably also very costly
- Advised that he would be in the office part time today
- Advised there is an IT Self Directed Work Team meeting late Wednesday morning
- Advised that he has the Amazon deposition on Thursday afternoon
- Advised that he'll be attending the International Association of Electrical Inspectors monthly training at the Fire Academy in Concord Thursday evening

The Management Team meeting adjourned at 9:34 AM.

Respectfully submitted,

Samantha Kelley  
Accountant I (Sub Exec Assist)

**ARTICLE VIII**

**ASSIGNMENT AND SUB-LEASING**

The Lessee may not assign or sub-let this Lease in whole or in part.

**ARTICLE X**

**LIABILITY INSURANCE**

With respect to any use of the Premises, it shall be the responsibility of the Lessee to carry comprehensive public liability insurance for the benefit of the Lessor and Lessee as their interest may appear, naming the Lessor as an additional insured, in an amount not less than 1,000,000.00 per person and \$1,000,000.00 in the aggregate per occurrence; and to timely pay the premiums for such insurance and to furnish the Lessor certificates from the insurance companies for any such policies, naming the Lessor as an additional insured, such insurance companies to be acceptable to the Lessor. Proof of such insurance shall be presented to the City Manager prior to any use of the Premises and, in any case, no later than April 15th of each year of the lease.

**ARTICLE XI**

**TERMINATION**

The Lessor may terminate this Lease upon thirty (30) days written notice to the Licensee for good cause shown.

**ARTICLE XII**

**TAXES**

Property Taxes will not be assessed as this is seasonal lease.

**ARTICLE XIII**

**INDEMNIFICATION**

Lessee shall fully defend, indemnify, and hold harmless Lessor from any and all claims, lawsuits, demands and causes of action, liability, loss, damage and/or injury or any kind whatsoever (including without limitation all claims for monetary loss, property damage, equitable relief, personal injury, and/or wrongful death), whether brought by an individual or other entity, or imposed by a court of competent jurisdiction or by administrative action of any federal, state, or local government body or agency, arising out of, in any way whatsoever, any acts, omissions, negligence, or other misconduct related to Lessee's use of the Premises. This indemnification applies to and includes, without limitation, the payment of all penalties, fines,

areas being utilized as Outdoor Dining pursuant to City of Rochester Ordinance 26.10 during the Season.

## **ARTICLE V**

### **REPAIR AND MAINTENANCE**

The Lessee shall keep the Premises in good and orderly repair and shall not cause the same to suffer any unreasonable or unnecessary harm, waste, damage or neglect, other than normal wear and tear. The Lessee shall be responsible for maintaining the Premises in a neat, clean, and orderly condition. All tables within the Premises shall be cleared of food and alcoholic beverages by 11:00 p.m. Monday through Saturday and by 10:00 p.m. on Sunday.

## **ARTICLE VI**

### **IMPROVEMENTS BY LESSEE**

The Lessee may not make any material alterations, additions or improvements to the Premises without the prior written consent of Lessor acting through the City Manager of Rochester, New Hampshire (hereafter "City Manager"), such consent not to be unreasonably withheld. Any such work shall be done at the Lessee's expense and the Lessor will maintain possession and ownership of such improvements at the end of the Lease term. Lessee is responsible for all application fees and costs of improvements, with no expectation of reimbursement or other rewards, discounts or terms.

## **ARTICLE VII**

### **USE OF PREMISES**

The Lessee agrees that it will use the Premises for outdoor activities designed and intended to attract and/or entertain potential patrons and customers of the commercial, retail service, professional and/or restaurant establishments located in Rochester downtown. Lessee may use the Premises for Outdoor Dining consistent with the provisions of City of Rochester Ordinance 26.10. Outdoor live music will conclude each night by 10:00 p.m. and no amplified music will be allowed.

At the end of the Season, the enclosure system, tables, chairs, and all other materials related to Outdoor Dining shall, in their entirety, be removed from the Premises with the Premises left in an unobstructed, undamaged, clean and sanitary condition at no cost to Lessor.

Planters exceeding two hundred fifty pounds (250 lbs.) used as part of the enclosure system by be left in the Premises after the Season with permission of the City Manager. The Lessor shall accept no liability for said planters.

## LEASE AGREEMENT

This Lease is effective April 22, 2016, by and between the **CITY OF ROCHESTER**, a municipal corporation, with a principal place of business at 31 Wakefield Street, Rochester, County of Strafford, and State of New Hampshire, hereafter "Lessor," and **ABACUS RESTAURANT CORPORATION, d.b.a Revolution**, a New Hampshire corporation with a mailing address of 61 North Main Street, Rochester, New Hampshire 03867, hereafter "Lessee."

### ARTICLE 1

#### LEASED PREMISES

The Leased Premises (the "Premises") is brick patio portion of Factory Court as shown in Exhibit A.

### ARTICLE II

#### TERM OF LEASE

The term of this License shall be a period of one (1) year, which term will commence on March 1, 2016 and shall end on February 28, 2017. The Lessee may, at its option, renew the lease each year for a period of three additional years on the anniversary of this Agreement with sixty (60) days notice to the Lessee. The Lease may also be terminated in accordance with the provisions of Article XI herein.

### ARTICLE III

#### RENT

The rent shall be ONE THOUSAND DOLLARS (\$1,000.00) due immediately upon execution of this Agreement. Should Lessor exercises its options for additional years, the 2nd year rental fee shall be ONE THOUSAND DOLLARS (\$1,000.00, 3rd year rental fee shall be ONE THOUSAND FIVE HUNDRED DOLLARS (\$1,500.00) and the 4th year rental fee shall be TWO THOUSAND FIVE HUNDRED DOLLARS (\$2,500.00).

Further, the Lessee is responsible for the cost of all utilities.

### ARTICLE IV

#### QUIET ENJOYMENT

Lessee shall ~~not~~ have exclusive possession of the Premises from April 15th to October 16th (the "Season"). The Lessee shall occupy the Premises subject to the right of pedestrians to pass and repass through the Premises. The Lessee may exclude or restrict pedestrians from the Premises during the conduct of special events sponsored by or conducted by the Lessee and from

public sidewalk 59



judgments, awards, decrees, attorneys' fees, and related costs or expenses, and any reimbursements to Lessor for all legal fees, expenses, and costs incurred by it.

#### **ARTICLE XIV**

#### **ENTIRE AGREEMENT**

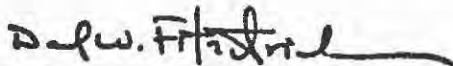
This Agreement constitutes the entire agreement between the Parties related to the matters specified herein, and supersedes all prior oral or written statements or agreements between the Parties related to such matter.

#### **ARTICLE XV**


#### **NOTICES**

All communications related to this Lease to Lessor shall be delivered to the Office of the City Manager, 31 Wakefield Street, Rochester, New Hampshire 03867. All communications related to this Lease to Lessee shall be delivered to Stacey or Mark Marchionni, 61 North Main Street, Rochester, New Hampshire 03867.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the date first written above.



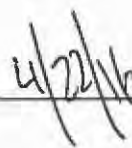
Daniel W. Fitzpatrick, City Manager  
City of Rochester

  
 Mark A. Marchionni, Duly Authorized  
 Abacus Restaurant Corporation

**APR 22 2016**

Date

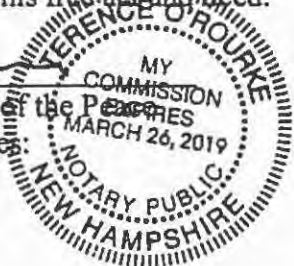
Date





STATE OF NEW HAMPSHIRE  
COUNTY OF STRAFFORD

On this 22nd day of April, 2016, before me personally appeared the above named Daniel W. Fitzpatrick, City Manager, known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument and acknowledged the same to be his free act and deed.

*Jan O'Rourke*  
Notary Public / Justice of the Peace  
My Commission Expires: 

STATE OF NEW HAMPSHIRE  
COUNTY OF STRAFFORD

On this 22nd day of April, 2016, before me personally appeared the above named Mark A. Marchionni, duly authorized, known to me or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument and acknowledged the same to be his free act and deed.

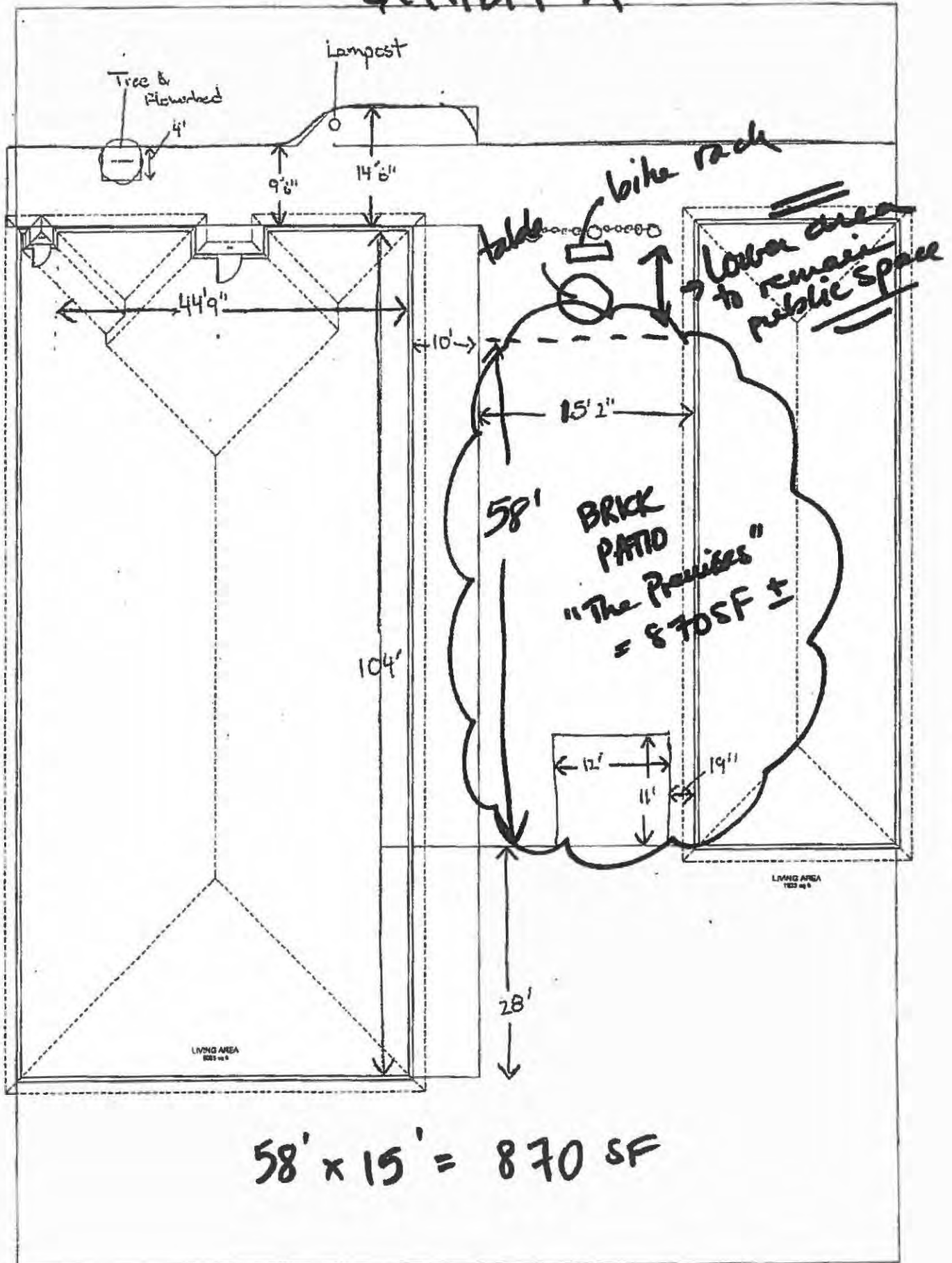
*Nancy M. Carignan*  
Notary Public / Justice of the Peace  
My Commission Expires:

NANCY M. CARIGNAN  
Notary Public - New Hampshire  
My Commission Expires May 9, 2017

# EXHIBIT A

# EXHIBIT A

4/28/16





## City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

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

---

### INTEROFFICE MEMORANDUM

---

**TO:** Dan Fitzpatrick, City Manager  
**FROM:** Lisa J. Clark, DPW Office Manager *AJC*  
**DATE:** April 20, 2016  
**SUBJECT:** EDA Sewer Extension Project – Award Documents

**CC:**

---

Attached please find (6) six copies each of the Notice of Award and the Agreement for the EDA Sewer Extension Project. SUR was low bidder and the City Council has appropriately funded the project as of the April 19, 2016 City Council Special Meeting.

Please sign the documents and forward to the DPW for Distribution.



## *City of Rochester, New Hampshire*

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

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

---

### INTEROFFICE MEMORANDUM

---

**TO:** Dan Fitzpatrick, City Manager  
**FROM:** Lisa J. Clark, DPW Office Manager  
**DATE:** April 20, 2016  
**SUBJECT:** EDA Sewer Extension Project –Notice to Proceed

**CC:**

---

Attached please find (3) three copies each of the Notice to Proceed for the EDA Sewer Extension Project. SUR as low bidder was given the notice of award and the City Council has appropriately funded the project as of the April 19, 2016 City Council Special Meeting.

Please sign the documents and forward to the DPW for Distribution.





## City of Rochester, New Hampshire

### PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

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

---

### INTEROFFICE MEMORANDUM

---

**TO:** Blaine M. Cox, Deputy City Manager  
**FROM:** Lisa J. Clark, DPW Office Manager  
**DATE:** April 6, 2016  
**SUBJECT:** Granite Ridge Phase II Design Services  
 Tighe and Bond Engineering  
 Severino Trucking Co. - Change #3  
**CC:** John B. Storer, PE, Director of City Services

---

Enclosed please find Task Order #10 for Tighe and Bond Engineers.

The City Engineers have reviewed this task order and find the scope and cost to be commensurate with the project and the level of work proposed. The cost includes engineering, permitting, bidding and construction administration and project construction oversight at a total cost of \$448,450.

The funds for this project were appropriated at the March 15, 2016 Special City Council Meeting.

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

Signature

Blaine M. Cox, Deputy City Manager

4/28/16



## City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

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

---

### INTEROFFICE MEMORANDUM

---

**TO:** Dan Fitzpatrick, City Manager  
**FROM:** Owen Friend-Gray, PE, Assistant City Engineer  
**DATE:** April 22, 2016  
**SUBJECT:** MS4 Annual Report to EPA and NHDES  
  
**CC:** Michael Bezanson, PE, City Engineer

Attached please find (2) two copies of the title page for the NPDES Stormwater Annual Report No. 13 – April 2015 to March 2016. This is annual report submitted to the USEPA and NHDES that updates them as to what stormwater activities and improvements the city has accomplished in the previous year and what is planned for the next reporting period.

Please sign the documents and forward to the DPW for Distribution.

CITY OF  
Received

APR 22 2016

City Manager  
ROCHESTER



4/28/16



**City of Rochester  
Dept of Public Works**

45 Old Dover Road  
Rochester, NH 03867  
Phone: (603) 332-4096  
Fax: (603) 335-4352

# Memo

CITY OF  
Received  
APR 14 2016  
City Manager  
ROCHESTER

**To:** Dan Fitzpatrick  
Finance Director/Deputy City Manager

**From:** Lisa J. Clark

**Date:** 4/14/2016

**Re:** Salmon Fall HSIP Project Easement Documents

The attached documents for signature are the final easement documents required for the Salmon Falls Highway Safety Improvement Program Project. The City Attorney will be registering the documents at the Strafford County Registry of Deeds. He will be seeking your signature on the document that states all easements are in place. This will allow for the DPW to move on with the bidding and construction of this NHDOT Grant funded project. Attached please for signature is the final easement document for signature. Also attached is a listing of all easements that your signature was necessary for.

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



Easements Associated with the Salmon Falls Road NHDOT HSIP Project				
Name	Address	Map/Lot	Perm or Temp	Amount
David & Marlys Joos	908 Salmon Falls Road, Rochester, NH 03868	227/21	Both	\$625.00
H & M Perry	896 Salmon Falls Road, Rochester, NH 03868	227/12	Perm	\$100.00
Lee Daudelin	727 Salmon Falls Road, Rochester, NH 03868	227/38	Perm	\$525.00
Donald Routhier	737 Salmon Falls Road, Rochester, NH 03868	227/37	Perm	\$100.00
Ivy Boggs	11 Hodgkins Way, Rochester, NH	240/17	Perm	\$1,000.00
Michelle and Troy Lajoie	759 Salmon Falls Road, Rochester, NH 03868	227/34	Temp	\$50.00
Samuel & Katherine Baker	749 Salmon Falls Road, Rochester, NH 03868	227/36	Temp	\$50.00
Elizabeth Cadieux & Candyee Carlo	3 Hodgkins Way, Rochester, NH	240/16	Temp	\$50.00
Susan Pelletier	178 Whitehall Road, Rochester NH	240/15	Temp	\$50.00
Jeff & Suzanne Mccutcheon	899 Salmon Falls Road, Rochester, NH 03868	240/19	Temp	\$50.00
Robert & Andrea Towle	750 Salmon Falls Road, Rochester, NH 03868	227/2	Temp	\$425.00
Franklin & Sharon Zumpfe	732 Salmon Falls Road, Rochester, NH 03868	227/1	Temp	\$150.00
				\$3,175.00

Date: April 12, 2016  
To: Dan Fitzpatrick  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received

APR 12 2016

Re: Berry's Electrical Service, LLC Contract

City Manager  
ROCHESTER

Please see attached the signed Community Development Block Grant (CDBG) contract between the City of Rochester and Berry's Electrical Service, LLC to install new accessible main doors at the Rochester Public Library. The City Council approved funding for the Rochester Public Library main doors project elevator project at the May 5, 2015 City Council meeting.

The contract requires the signature of the City Manager as the authorized City official. Please sign and return to Julian.

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

4/28/16

Date: April 27, 2016  
To: Dan Fitzpatrick  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
APR 27 2016  
City Manager  
ROCHESTER

Re: CLG Grant Application

Please see attached the Certified Local Government (CLG) grant application requesting funding to restore the historic façade of the City Hall Annex building. This application has been drafted in conjunction with the Planning Department and the Department of Public Works, and approval to submit this grant application was voted on at the April 5, 2016 City Council meeting. The application requires the signature of the City Manager as the certifying official for the City.

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

Date: April 19, 2015  
To: Dan Fitzpatrick  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

Re: Rochester Housing Authority Environmental Review Statement – Supplemental

Please see attached the supplemental Environmental Review Statement for the Rochester Housing Authority's remaining activities for FY 2015-2016. As per 24 CFR 58, the City of Rochester is the responsible entity for conducting environmental reviews for the Rochester Housing Authority. The environmental review statement requires the signature of the City Manager as the City of Rochester authority.

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

CITY OF  
Received  
APR 20 2016  
City Manager  
ROCHESTER

Date: April 20, 2016  
To: Dan Fitzpatrick  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

**Re: Moose Plate Grant Application**

Please see attached the Moose Plate Grant application requesting funding to restore the historic façade of the City Hall Annex building. This application has been drafted in conjunction with the Planning Department and the Department of Public Works, and an agenda bill for grants under \$10,000 has been completed and is submitted for signature by the City Manager. The application requires the signature of the City Manager as the certifying official for the City.

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

CITY OF  
Received

**APR 21 2016**

City Manager  
ROCHESTER





4/28/16

**City of Rochester Grant  $\leq$  \$10,000 Application****City Manager Approval**

GRANT SUBJECT & AMOUNT: Moose Plate Grant Application
--

TODAY'S DATE:	April 20, 2016
DEPT. HEAD SIGNATURE:	Karen Pollard, on file
APPLICATION DEADLINE:	April 25, 2016
ATTACHMENTS	Yes <input checked="" type="checkbox"/> X No <input type="checkbox"/>

**COMMITTEE SIGN-OFF**

COMMITTEE:	
CHAIR PERSON:	

**ADMINISTRATIVE APPROVALS**

CHIEF FINANCIAL OFFICER:	<i>Blair Cox</i>
CITY MANAGER:	

**MATCHING FUNDS BUDGET INFORMATION**

SOURCE OF MATCHING FUNDS (if required):	Matching funds are not required.
SOURCE ACCOUNT NUMBER:	N/A
MATCH AMOUNT:	N/A
APPROPRIATION REQUIRED No	Grants requiring City financial participation – funds must already be appropriated as part of existing budget.

**LEGAL AUTHORITY**

City Charter, Section 4: Except as herein provided otherwise, the City Council shall have all powers conferred by law upon City Councils, Boards of Mayor and Aldermen, and the Selectmen of Towns so far as applicable to cities.

**SUMMARY STATEMENT**

The New Hampshire Division of Historical Resources offers a Moose Plate Grant for the preservation and restoration of publicly-owned historic resources. In conjunction with the Planning Department and Department of Public Works, the Community Development Coordinator has drafted Moose Plate Grant application requesting funding in the amount of \$10,000 for façade restoration work to be performed on the City Hall Annex building.

**RECOMMENDED ACTION**

The Community Development Coordinator requests that the City Manager approve the submittal of a grant application in the amount of \$10,000 to fund façade restoration work to be performed on the City

4/28/16

# City of Rochester

OFFICE OF THE CITY MANAGER  
FINANCE OFFICE  
31 WAKEFIELD STREET  
ROCHESTER NH 03867

DANIEL FITZPATRICK  
VOICE 603.335.1167  
FAX 603.335.7589  
E-MAIL: Daniel.fitzpatrick@rochesternh.net

## LETTER OF TRANSMITTAL

TO: Daniel Fitzpatrick, City Manager  
FROM: Blaine Cox, Deputy City Manager *BMC*  
DATE: April 21, 2016

NUMBER of PAGES: (including this cover page)

I am sending you: 10 Attached      Under Separate Cover

The following items:

Refunding of 2008 Bonds Agreement & Supporting Information

These are transmitted as checked below:

<u>    </u>	For Approval	<u>  X  </u>	For Your Use/Information
<u>    </u>	As Requested	<u>    </u>	For Review & Reply
<u>    </u>	Approved as Submitted	<u>    </u>	Approved as Noted
<u>    </u>	Returned for Corrections		
<u>    </u>	Re-submit <u>    </u> Copies for approval		
<u>    </u>	Submit <u>    </u> Copies for distribution		
<u>    </u>	<u>    </u>		

### REMARKS:

The bid process for the refunding of the 2008 bonds has been completed. A total of 4 bids were received. TD Bank has been selected as the winning bidder. Total dollar amount of bonds refunded is \$8,135,000. The interest rate achieved is 1.94% and the total estimated savings to the City of this refunding will be \$746,382.10.

4/28/16



MICHAEL J. ALLEN  
Chief of Police

## ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127  
FAX (603) 330-7159  
[www.rochesterpd.org](http://www.rochesterpd.org)

*"Dedication, Pride, Integrity"*

### POLICE COMMISSION

DEREK J. PETERS  
Chairman  
BRUCE E. LINDSAY  
Vice Chairman  
LUCIEN G. LEVESQUE  
Commissioner



April 20, 2016

TO: Daniel Fitzpatrick  
City Manager

FROM: Michael J. Allen *MJA*  
Chief of Police

RE: Highway Safety Grants

CITY OF  
RECEIVED  
APR 27 2016  
City Manager  
ROCHESTER

Dear Mr. Fitzpatrick:

Attached please find three agenda bills that I am requesting your signature on. These are all for Highway Safety STEP (Sustained Traffic Enforcement Patrol) grants. The amount of the grants being less than \$10,000.00 require only your signature to apply. The deadline to apply for the grants is May 1, 2016. The grant period covered is in FY 17.

The grants are as follows:

Bicycle and Pedestrian Grant	\$4,506.37
DWI Grant	\$6,145.04
Sustained Traffic Enforcement	\$8,193.40

Please let me know if you have any questions in this regard.





## 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

Bicycle and Pedestrian Grant

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

AGENDA DATE	Next May 2016 meeting		
DEPT. HEAD SIGNATURE	<i>[Signature]</i>		
DATE SUBMITTED	4/20/16		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	4	

## COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

## DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	<i>[Signature]</i>

## FINANCE &amp; BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Federal through State
ACCOUNT NUMBER	TBD
AMOUNT	\$4,506.37
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

## LEGAL AUTHORITY

Council action required.

**SUMMARY STATEMENT**

Seeking approval from Council to apply for the Bicycle and Pedestrian Grant in the amount of \$4,506.37. These funds will be covering overtime shifts dedicated to Bicycle and Pedestrian patrols. There is a 20% in kind match. The total project amount is \$5,632.96. We will receive reimbursement up to \$4,506.37. The 20% in kind match is what the department will have to contribute to this project in order to receive the full reimbursement award amount of \$4,506.37. This in kind contribution will be accomplished through supplemental police patrols working in conjunction with the grant funded patrols. There is no cash match to this grant. See breakdown below.

Total hard cash award amount	\$4,506.37
In kind match amount	+\$1,126.59
Total project award amount	\$5,632.96

**RECOMMENDED ACTION**

Apply for grant funds.

4/28/16



MICHAEL J. ALLEN  
Chief of Police

## ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127  
FAX (603) 330-7159  
[www.rochesterpd.org](http://www.rochesterpd.org)

"Dedication, Pride, Integrity"

POLICE COMMISSION

DEREK J. PETERS  
Chairman  
BRUCE E. LINDSAY  
Vice Chairman  
LUCIEN G. LEVESQUE  
Commissioner



April 20, 2016

TO: Daniel Fitzpatrick  
City Manager

FROM: Michael J. Allen *MJA*  
Chief of Police

RE: Highway Safety Grants

CITY OF  
Received  
APR 27 2016  
City Manager  
ROCHESTER

Dear Mr. Fitzpatrick:

Attached please find three agenda bills that I am requesting your signature on. These are all for Highway Safety STEP (Sustained Traffic Enforcement Patrol) grants. The amount of the grants being less than \$10,000.00 require only your signature to apply. The deadline to apply for the grants is May 1, 2016. The grant period covered is in FY 17.

The grants are as follows:

Bicycle and Pedestrian Grant	\$4,506.37
DWI Grant	\$6,145.04
Sustained Traffic Enforcement	\$8,193.40

Please let me know if you have any questions in this regard.



## 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
DWI Patrols Grant

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

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

AGENDA DATE	Next May 2016 meeting		
DEPT. HEAD SIGNATURE	<i>[Signature]</i>		
DATE SUBMITTED	4/19/16		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	4	

## COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

## DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	<i>[Signature]</i>

## FINANCE &amp; BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Federal through State
ACCOUNT NUMBER	TBD
AMOUNT	\$6,145.04
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

## LEGAL AUTHORITY

Council action required.

**SUMMARY STATEMENT**

Seeking approval from Council to apply for the DWI Patrols Grant in the amount of \$6,145.04. These funds will be covering overtime shifts dedicated to DWI patrols. There is a 20% in kind match. The total project amount is \$7,681.30. We will receive reimbursement up to \$6,145.04. The 20% in kind match is what the department will have to contribute to this project in order to receive the full reimbursement award amount of \$6,145.04. This in kind contribution will be accomplished through supplemental police patrols working in conjunction with the grant funded patrols. There is no cash match to this grant. See breakdown below.

Total hard cash award amount	\$6,145.04
In kind match amount	+\$1,536.26
Total project award amount	\$7,681.30

**RECOMMENDED ACTION**

Apply for grant funds.



4/28/16



MICHAEL J. ALLEN  
Chief of Police

## ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127  
FAX (603) 330-7159  
[www.rochesterpd.org](http://www.rochesterpd.org)

"Dedication, Pride, Integrity"

### POLICE COMMISSION

DEREK J. PETERS  
Chairman  
BRUCE E. LINDSAY  
Vice Chairman  
LUCIEN G. LEVESQUE  
Commissioner



April 20, 2016

TO: Daniel Fitzpatrick  
City Manager

FROM: Michael J. Allen *MJA*  
Chief of Police

RE: Highway Safety Grants

CITY OF  
Received  
APR 27 2016  
City Manager  
ROCHESTER

Dear Mr. Fitzpatrick:

Attached please find three agenda bills that I am requesting your signature on. These are all for Highway Safety STEP (Sustained Traffic Enforcement Patrol) grants. The amount of the grants being less than \$10,000.00 require only your signature to apply. The deadline to apply for the grants is May 1, 2016. The grant period covered is in FY 17.

The grants are as follows:

Bicycle and Pedestrian Grant	\$4,506.37
DWI Grant	\$6,145.04
Sustained Traffic Enforcement	\$8,193.40

Please let me know if you have any questions in this regard.

"Equal Opportunity Employer"



# 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

Sustained Traffic Enforcement Patrol (STEP) Grant

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	Next May 2016 meeting	
DEPT. HEAD SIGNATURE	<i>[Signature]</i>	
DATE SUBMITTED	4/20/16	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	4

### COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

### DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	<i>[Signature]</i>

### FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Federal through State
ACCOUNT NUMBER	TBD
AMOUNT	\$8,193.40
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

### LEGAL AUTHORITY

Council action required.

**SUMMARY STATEMENT**

Seeking approval from Council to apply for the Sustained Traffic Enforcement Patrol (STEP) Grant in the amount of \$8,193.40. These funds will be covering overtime shifts dedicated to Speed patrols, Operation Safe Commute patrols and Join the NH Clique patrols. There is a 20% in kind match. The total project amount is \$10,241.74. We will receive reimbursement up to \$8,193.40. The 20% in kind match is what the department will have to contribute to this project in order to receive the full reimbursement award amount of \$8,193.40. This in kind contribution will be accomplished through supplemental police patrols working in conjunction with the grant funded patrols. There is no cash match to this grant. See breakdown below.

Total hard cash award amount	\$8,193.40
In kind match amount	+\$2,048.35
Total project award amount	\$10,241.74

**RECOMMENDED ACTION**

Apply for grant funds.



4/28/16



## ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127  
FAX (603) 330-7159  
[www.rochesterpd.org](http://www.rochesterpd.org)

*"Dedication, Pride, Integrity"*

### POLICE COMMISSION

DEREK J. PETERS  
*Chairman*  
BRUCE E. LINDSAY  
*Vice Chairman*  
LUCIEN G. LEVESQUE  
*Commissioner*

MICHAEL J. ALLEN  
*Chief of Police*

March 25, 2016



CITY OF  
Received

MAR 31 2016

City Manager  
ROCHESTER

TO: Daniel Fitzpatrick  
City Manager

FROM: Michael J. Allen *MJA*  
Chief of Police

RE: Forfeiture Fund Expenses FY 09 – FY 16 YTD

Dear Mr. Fitzpatrick:

The following list documents expenses made from forfeiture funds FY 09 – FY 16 year to date.

### Training

- Evidence Collection Course
- Field Training Officer
- International Association of Chiefs of Police Course Registration
- Interview and Interrogation Course
- Taser Recertification (instructor)

### Purchases

- 2- AR15 Rifles
- Ammunition
- Automated External Defibrillator
- Counterfeit money detector
- Cruiser Visor Light
- Damaged cell phone replacement
- Oleoresin Capsicum Spray (40 Cans)
- Photograph
- Radio microphone (in-ear)
- Secure online file storage/transfer subscription (Dropbox.com)
- Taser Cartridges and training supplies

### Other

- Strafford County Drug Task Force (shared start up costs)
- Drug Buy money (Strafford County Drug Task Force)

All funds that have been expended are permitted in accordance with the asset forfeiture guidelines. Please let me know if you need further in this regard.

## Council Inquiry report 20160427

NUMBER	COUNCIL MEMBER	FORUM	REQUEST/INQUIRY	ACTION
1	Gray	Public Works Committee 2/18/2016	Eastern Ave pavement markings - what are they for?	Director Storer sent email and followed up to Councilor Gray. Item closed.
2	Lachapelle	Public Safety Committee 3/16/16	bus stop sign posted on utility pole - is it legal?	Mr. Bezanson clarified at 4/20/2016 Public Safety Committee. Item closed.

4/28/16

Permits Issued report - April 2016

[illegible]

DEPT	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	STEP (CBA)	COLA (CBA)	MERIT PAY ADJ	NU PAY ADJ	PROMOTION	OTHER	MISC. INFO
ARENA	SHANNON COLSON	SUPPORT STAFF	1		X	X	X										
CODE	SHELDON PERKINS	COMPLIANCE OFFICER	1													X	
DPW	DAVID COPE	SEASONAL PLOW	1			X				X							
DPW	SEASONAL	SNOW PLOW	15			X				X							
DPW	KENNETH ST.PIERRE	WWTP LABORER	1	X						X							
PD	NEIL BAILEY	LEAD SPECIALIST	1	X						X							
PD	NEIL BAILEY	PER DIEM DISPATCHER	1		X			X									
PD	SARAH BAILEY	DISPATCHER	1	X				X									
PD	JENNIFER ARRAJJ	PATROL	1	X									X				
PD	DWAYNE HATCH	PATROL	1	X									X				
PD	JACOB BENJAMIN	PATROL	1	X									X				
PD	ANDREW JACKSON	PATROL	1	X									X				
PD	BRENDEN BENTZ	PATROL	1	X									X				
PD	SCOTT DUMAS	DEPUTY CHIEF	1						X								
PD	NICHOLAS ALEXANDER	PATROL	1	X			X										
PD	MARK BRAVE	PATROL	1	X			X										
PD	JEFFREY GAGNON	PATROL	1	X			X										
PD	PAUL TOUSSAINT	DEPUTY CHIEF	1	X											X		
PD	JASON THOMAS	POLICE CAPTAIN	1	X											X		
REC	HALEY WHITE	SUPPORT STAFF	1		X		X										
REC	JULIANA FERRO	JR COUNSELOR	1		X	X	X										
REC	BEAU BETZ	CAMP COUNSELOR	1		X	X										X	TRANSFER FROM ARENA
REC	MICHAEL PARE	STAFF	1			X				X							
REC	JAMES HUGHES	STAFF	1			X				X							
REC	AMANDA BRENNAN	STAFF	1			X				X							
REC	COURTNEY BERNIER	STAFF	1			X				X							



## *City of Rochester, New Hampshire*

OFFICE OF THE MAYOR

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

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

### **PROCLAMATION**

**WHEREAS**, the International Economic Development Council is celebrating its 90<sup>th</sup> anniversary in 2016; and

**WHEREAS**, the International Economic Development Council is the largest professional economic development organization dedicated to serving economic developers; and

**WHEREAS**, the International Economic Development Council provides leadership and excellence in economic development for communities, members, and partners through conferences, training courses, advisory services and research, in-depth publications, public policy advocacy, and initiatives such as the Accredited Economic Development Organization program and the Certified Economic Developer designation; and

**WHEREAS**, economic developers promote economic well-being and quality of life for their communities by creating, retaining, and expanding jobs that facilitate growth, enhance wealth, and provide a stable tax base; and

**WHEREAS**, economic developers stimulate and incubate entrepreneurship in order to help establish the next generation of new businesses, which is the hallmark of the American economy; and

**WHEREAS**, economic developers are engaged in a wide variety of settings including rural and urban, local, state, provincial, and federal governments, public-private partnerships, chambers of commerce, universities, and a variety of other institutions; and

**WHEREAS**, economic developers attract and retain high-quality jobs, develop vibrant communities, and improve the quality of life in their regions; and

**WHEREAS**, economic developers work in the City of Rochester within the State of New Hampshire; and

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and City Council of the City of Rochester do hereby—

- 1) commend the International Economic Development Council and its officers, staff, and members on its 90<sup>th</sup> anniversary;
- 2) recognize 2016 as “The Year of the Economic Developer”
- 3) recognize May 8-14, 2016 as Economic Development Week

in the City of Rochester and remind individuals of the importance of this profession in expanding career opportunities and improving quality of life.

**BE IT FURTHER RESOLVED** that the City Council is authorized and directed to transmit an appropriate copy of this proclamation to the Rochester Economic Development Department and the International Economic Development Council.

**IN WITNESS WHEREOF**, I have set my hand and caused to be affixed the Seal of the City of Rochester this the 3<sup>rd</sup> Day of May in the year of our Lord, Two Thousand and Sixteen.

Caroline McCarley  
Mayor



This page has  
been  
intentionally left  
blank.





*City of Rochester, New Hampshire*

OFFICE OF THE MAYOR

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

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

**PROCLAMATION**

**WHEREAS**, water is our most valuable natural resource; and

**WHEREAS**, only tap water delivers public health protection, fire protection, support for our economy and the quality of life we enjoy; and

**WHEREAS**, any measure of a successful society-low mortality rates, economic growth and diversity, productivity, and public safety-are in some way related to access to safe water; and

**WHEREAS**, we are all stewards of the water infrastructure upon which generations depend; and

**WHEREAS**, each citizen of our city is called upon to help protect our source waters from pollution, to practice water conservation, and to get involved in local water issues by getting to know their water;

**NOW, THEREFORE**, be it resolved that by virtue of the authority vested in me as mayor of our City, I, Caroline McCarley, Mayor, on behalf of the City Council and City of Rochester, do hereby proclaim the week of May 1-7, 2016 as “Drinking Water Week” in the City of Rochester.

**IN WITNESS WHEREOF**, I have set my hand and caused to be affixed the Seal of the City of Rochester this the 3<sup>rd</sup> Day of May in the year of our Lord, Two Thousand and Sixteen.

Caroline McCarley  
Mayor



This page has  
been  
intentionally left  
blank.







## *City of Rochester, New Hampshire*

OFFICE OF THE MAYOR

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

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

### **PROCLAMATION**

**WHEREAS**, Public Works infrastructure, facilities and services are of vital importance to the health, safety and well being of the people of this community; and

**WHEREAS**, the support of an understanding and informed citizenry is vital to the efficient operation of the many city systems and programs such as streets, public buildings, solid waste, recycling, parks, landscaping, public water system, public sewer system, and the general maintenance and operations of those; and

**WHEREAS**, the health, safety, economic vitality and comfort of this community greatly depends on these facilities and services; and

**WHEREAS**, the quality and effectiveness of these services, as well as their planning, design, and construction of public facilities and utilities, is vitally dependent upon the efforts and skills of public works personnel; and

**WHEREAS**, the efficiency of the qualified and dedicated personnel who staff the Public Works Department is materially influenced by the public's attitude and understanding of the importance of the work they perform,

**NOW, THEREFORE**, I, Caroline McCarley, Mayor, on behalf of the City Council and City of Rochester, do hereby proclaim the week of May 15-21, 2016 as "National Public Works Week" in the City of Rochester, and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing quality Public Works services and to recognize the contributions which Public Works representatives make every day to our health, safety, comfort, and quality of life, not only this week but throughout the year.

**IN WITNESS WHEREOF**, I have set my hand and caused to be affixed the Seal of the City of Rochester this the 3rd Day of May in the year of our Lord, Two Thousand and Sixteen.

Caroline McCarley  
Mayor



This page has  
been  
intentionally left  
blank.



**TRI-CITY COALITION  
MINUTES OF MEETING  
MARCH 17, 2016  
DOVER CITY HALL – CITY MANAGER’S OFFICE**

**MEMBERS PRESENT:** Mayor Dana Hilliard (Somersworth), Councilor David Witham (Somersworth), Councilor Dale Sprague (Somersworth), Mayor Karen Weston (Dover), Councilor Deborah Thibodeaux (Dover), Councilor Dennis Ciotti (Dover), Councilor Don Hammond (Rochester), Councilor Elaine Lauterborn (Rochester)

**OTHERS PRESENT:** City Manager Mike Joyal (Dover), City Manager Robert Belmore (Somersworth)

The meeting was called to order by Mayor Weston at 5:10pm. The Mayor announced that Councilor Thibodeaux (chair) was running late. Councilor Thibodeaux arrived at 5:15pm.

The group concluded that the County Commissioners, invitees to the meeting, had some last minute emergencies and would not be joining us. All agreed to extend an invitation for our next meeting. Mayor Weston (Dover) and Councilor Sprague (Somersworth) agreed to reach out to the Commissioners to reschedule. The focus will remain discussing with the Commissioners assessing services.

The group had a general discussion about similar ordinances in Somersworth and Rochester regarding the passing objects to a person from a motor vehicle. Mayor Weston (Dover) took the information under advisement and Councilor Lauterborn (Rochester) offered to send Rochester’s ordinance to Mayor Weston (Dover). The committee members then had continued conversations on other cooperative efforts.

There was then a robust discussion of pursuing cooperative efforts in the Tri-City fire departments, specifically, administrative functions. Committee members discussed if the respective Council’s should adopt resolutions to explore this area and all agreed it was not necessary as it falls within the work the committee is tasked with. The group agreed to task the respective City Managers to meet with the three fire chiefs to discuss. The focus of the conversation will be viability of shared services at the administrative level, service enhancements (if any) and projected general thoughts as to costs savings/increases.

**Next Meeting:** Thursday, April 21, 2016 at 5pm, Rochester City Hall.

Meeting adjourned at 6:35pm

Respectfully Submitted:




---

David A. Witham, Recording Secretary  
Tri-City Coalition



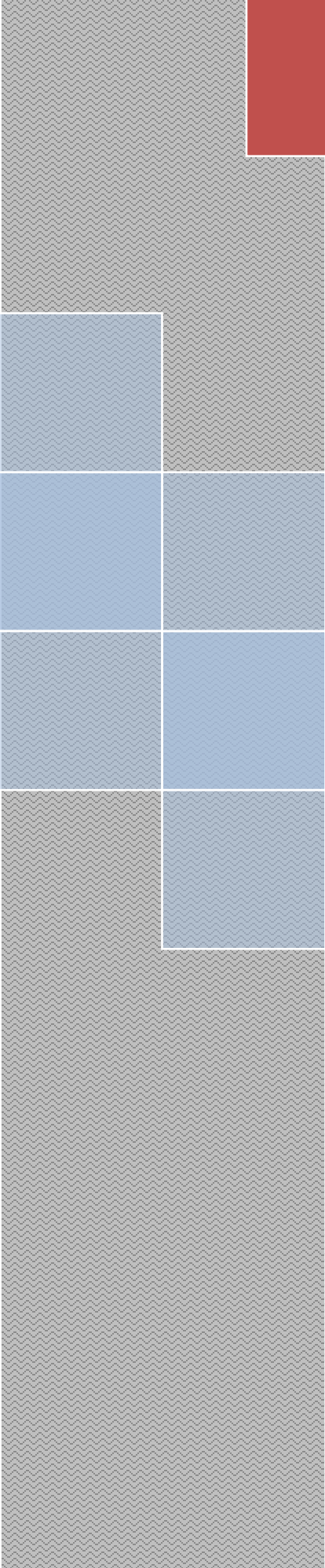
This page has  
been  
intentionally left  
blank.



## Reports of Committees

April 2016

- Community Development - 4/11/2016
- Finance Committee - 4/12/2016
- Government Channel Committee - 4/20/2016
- Mayors Zoning Committee - 4/27/2016 - Forthcoming
- Public Safety Committee – 4/20/2016
- Public Works and Building Committee – 4/21/2016



This page has  
been  
intentionally left  
blank.





# Rochester City Council

## Community Development Committee

### MEETING MINUTES

Elaine Lauterborn, Chairperson  
 Donna Bogan, Vice Chairperson  
 Tom Abbott  
 Ray Barnett  
 A. Raymond Varney, Jr.

<b>Meeting Date:</b>	Monday, April 11, 2016	
<b>Members Present:</b>	Councilor Abbott Councilor Barnett Councilor Bogan Councilor Lauterborn Deputy Mayor Varney	<b>Members Absent:</b> None
<b>Guests/Staff:</b>	Julian Long, Community Development Coordinator Jenn Marsh, Economic Development Specialist Susan DeRoy, Rochester Economic Development Commission Casey Hancock, University of New Hampshire Cooperative Extension Kate Kirkwood, Lead Abatement Consultant Gloria Paradise, New Hampshire Housing Finance Authority Steve Fleming, Elm Grove Realty	

Councilor Lauterborn called the meeting to order at 7:00 p.m. Motion was made by Councilor Bogan and seconded by Councilor Barnett to approve the March 14, 2016 minutes. The minutes were approved unanimously.

<b>Public Input</b>	There was no public input.
<b>Other Business</b>	<p>The agenda was rearranged to allow Ms. Marsh, Ms. DeRoy, and Ms. Hancock to present on the First Impressions program. Ms. Marsh stated that the University of New Hampshire approached City of Rochester officials about participating in the new First Impressions program. Ms. Hancock described the program, stating that two cities are paired, and the cities visit and evaluate one another's downtown areas. The City of Rochester, if it chooses to participate, would be paired with the Town of Littleton.</p> <p>Ms. Marsh stated that there would be no cost for the program except minimal expenses related to travel and meals for the team visiting Littleton.</p> <p>Councilor Lauterborn asked about the structure of the program. Ms. Hancock stated that the University of New Hampshire would provide background on the municipalities' assets. Deputy Mayor Varney asked how big the committees representing the two municipalities would be. Ms. Hancock stated each committee would be comprised of six to ten people. Ms. DeRoy added that the committee would include members of the Rochester Economic Development Commission as well as other, diverse sectors.</p>

	<p>Ms. Marsh added that the mayor approves of the proposed program.</p> <p><b><i>Motion was made by Deputy Mayor Varney and seconded by Councilor Bogan to recommend that the full City Council approve the City of Rochester's participation in the program. The motion passed unanimously.</i></b></p>
<b>Lead Paint Abatement Grants</b>	<p>Ms. Kirkwood provided an overview of the issues with lead-based paint, including the prevalence of lead, health effects on young children due to neurotoxicity, increased numbers of children in special education classes due to lead poisoning, and low levels of lead poisoning screening in the City of Rochester. Ms. Kirkwood also mentioned that a law passed in 2015 in the New Hampshire state legislature, SB 135, lowers the level of lead present in the blood that qualifies as "poisoned" and requires increased rates of lead poisoning screening.</p> <p>Deputy Mayor Varney noted that not all special education students are lead poisoning. Ms. Kirkwood agreed but mentioned it is hard to determine the percentage due to low levels of screening. Ms. Paradise stated that many lead-based paints used years ago, before they were banned, are just now starting to break down, resulting in contamination and poisoning.</p> <p>Ms. Kirkwood provided an outline for addressing lead poisoning that includes improved blood screening, improved testing for lead in housing, increased use of lead-safe work practices in renovation projects, and increased awareness of lead and its risks.</p> <p>Councilor Lauterborn asked who performs the blood screening tests. Ms. Paradise replied that doctors and WIC clinics perform the tests on children aged one and two, although ages one to six are the ages of concern.</p> <p>Councilor Bogan asked about links between income level and the chances of lead poisoning. Ms. Kirkwood stated that the big link is anyone who is remodeling an older home, which includes all income levels. Ms. Kirkwood also mentioned that, in a case of poisoning, the state can only put rental properties "under order" to be remediated. Owner-occupied homes are exempt.</p> <p>Deputy Mayor Varney asked about who is responsible for paying for abatement. Ms. Kirkwood replied that the property owner is responsible. Ms. Paradise added that, in such cases, property owners receive information on the available grant program and that thirty-six Rochester properties have been abated with assistance through the state lead abatement grant.</p> <p>Councilor Lauterborn asked if the grant money is paid directly to the property owner. Ms. Paradise replied that the grant money is paid directly to the contractors who perform the lead abatement work. She added that there is a required 90/10 minimum funding match required of property owners.</p>



	<p>Councilor Abbott asked about the cost of lead inspection. Ms. Kirkwood replied that it costs about \$200 for the most basic level of inspection but can cost \$1,000 for a more in-depth inspection. She added that it would cost about \$300 for a single-family home.</p> <p>Deputy Mayor Varney asked about the administrative overhead associated with the grant and length of the grant. Ms. Kirkwood explained that she would budget for a three-person team but not all three people would need to be full-time workers. She added that the City could use the administrative money to partly cover the salary costs of a code enforcement officer, and she suggested that \$50,000 to \$60,000 would be an appropriate salary for a grant program manager. Ms. Paradise stated that the grants are for a three-year period.</p> <p>Mr. Fleming stated that Elm Grove Realty has used the lead abatement grant funds to clean up properties purchased under order. He stated that the grants ultimately result in nicer properties and nicer neighborhoods.</p> <p>Councilor Lauterborn asked whether lead inspectors can determine whether a case of poisoning is the result of paint or water. Ms. Kirkwood replied that the lead inspection and investigation will be able to determine the ultimate source of the lead. Deputy Mayor Varney asked about who performs the inspections. Ms. Kirkwood replied that it is the City's choice, as long as the individual is properly certified.</p> <p>Ms. Kirkwood stated that, unlike last year, she is not available to write the entire grant application if the City is interested in applying for a grant. She added that she is available to assist in the preparation of a grant application, however. She also stated that the program manager of the grant must spend a minimum of 75% of his or her time working on the grant.</p> <p>Deputy Mayor Varney expressed concerns about the administrative costs of the grant program and suggested that, if an application is submitted, the program manager be a contractor rather than hired as a City employee. Councilor Abbott expressed support for hiring a contractor.</p> <p>Motion was made by Councilor Bogan and seconded by Councilor Abbott to recommend that the full City Council vote to approve submission of a lead abatement grant application to the U.S. Department of Housing and Urban Development, on the condition that no new City staff be hired to administer the program. The motion passed unanimously.</p>
<b>CDBG Projects Program Report</b>	<p>Mr. Long gave brief updates on the CDBG program, including the status of the Rochester Public Library accessible main doors project and the rescheduled landlord/tenant law conference hosted by the New Hampshire Legal Assistance's Housing Justice Project. Mr. Long also provided updates on the Job Opportunity Benefit (JOB) Loan program, funded through CDBG. The City of Rochester entered into two new loans, to Rochester Eye Care and Seacoast Gymnastics, since the last quarterly JOB Loan program report was provided to the Committee.</p> <p>Mr. Long also presented a sample Programmatic Agreement, between the</p>

	<p>state historic preservation office and the City of Portsmouth, to the Committee. He explained that Programmatic Agreements allow the municipality to forgo state consultation for certain categories of activities, which results in faster environmental reviews for CDBG-funded programs. He suggested that the City of Rochester enter into a Programmatic Agreement with the state, as well.</p> <p>Councilor Lauterborn asked Mr. Long to add the Programmatic Agreement topic to the May Committee agenda, to allow the Committee time to review the sample Programmatic Agreement. Mr. Long stated he would do so.</p>
--	--

Motion to adjourn was made by Councilor Bogan and seconded by Councilor Abbott. The vote to adjourn was unanimous. The meeting was adjourned at 8:35 p.m.

**Next Meeting** – Monday, May 9, 2016 at 7:00 p.m. in the City Council Conference Room at City Hall

**Topics** – CDBG Projects Program Report, State Historic Preservation Office Programmatic Agreement



## Proposed City of Rochester HUD Lead Hazard Control Grant Application 2016

Background on Lead Poisoning  
Why Apply?  
How to apply

### What is lead poisoning anyway?

- Am I lead Poisoned?
- Is my child lead poisoned?
- Didn't we get rid of that stuff years ago?
- I grew up in a house with lead paint....and I'm fine...I think....
- What are the symptoms?
- What can we do about it?
- How many houses have lead today?
- How many kids are poisoned today?

Are you lead poisoned?  
Maybe

EPA says 9 out of 10 houses built before 1940 were painted with lead

Lead paint is not a problem when it is intact. When it is disturbed (cut, sanded, drilled, scraped, aggressively washed) or dust is created by friction or impact...then we have a problem

- Do YOU
  - Live or work around old paint?
  - Have hobbies that involved old paint?
    - Paint on canvas, china or other substances?
    - Work in a firing range?
    - Make or repair stained glass?
    - Restore or repair historic homes, furniture or objects?
- Do YOU
  - Wear a mask or protective gear when you work around the old paint?
  - Clean up thoroughly when you are done?
  - Dispose of waste appropriately?
  - Change shoes and/or clothes before going back to the family?

### It's really not about the paint



### It's about the friction and impact that breaks up the paint into dust



Smaller pieces are more easily absorbed into the blood stream



How is Lead in the Body Measured?

- Blood tests are the only way to measure lead exposure.
- The amount of lead in the body is the Blood Lead Level (BLL).
- BLL is measured in micrograms ( $\mu\text{g}$ ) of lead per deciliter (dL) of blood.
  - A microgram is equal to one single grain of sugar cut into 1,000 pieces.
  - A deciliter, a volume measure, is equal to a little less than half a cup. A person weighing 165 pounds has about 60dL of blood.



Source: Centers for Disease Control

Is your child lead poisoned?

Maybe

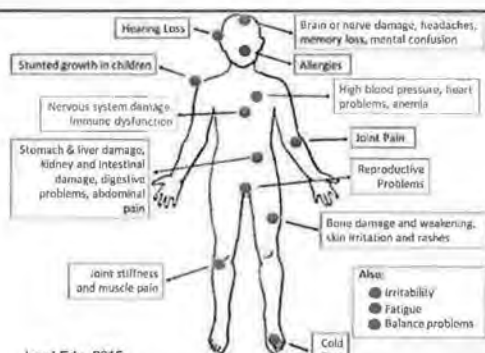
Lead is measured in  $\mu\text{g}/\text{dL}$ . CDC says 5 is the level of "action"

MH Does not take action until a child's level is 10  $\mu\text{g}/\text{dL}$ . Twice the recommended level.

• What happens if your child is poisoned?

- Lead is a neurotoxin
- It causes permanent brain damage
  - Learning disabilities, IQ deficits, ADHD, Autism
- Children have constant hand to mouth behavior
- We put our very young children on the floor.
- Lead dust is heavy and sinks to the floor.
- The child breathes in the dust, or puts it in their mouth

They breathe in this toxic dust, and eat it on their hands, toys and food



Lead-Edu 2015



Lead-Edu 2015

### A Child Who Has Been Lead Poisoned Is More Likely To ...

- Have A Lower IQ
- Be In Special Education Classes
- Be Incarcerated For A Violent Crime
- Have A Low-wage, Low-skill Job As An Adult



Lead-Edu 2015

### Compares Lead Gasoline and Violent Crimes in the U.S.



Lead-Edu 2015

3-16

### What can we do to protect our kids?

- Test the blood
  - Capillary, very quick and easy
  - Most doctors don't, and parents don't know to ask
- Test the House – risk assessment
- Use Lead safe work practices when renovating – or hire lead safe contractors
- Raise Awareness (medical, parents, schools, contractors, painters, landlords)

Lead-Edu 2015

### Simple Solutions – once you know

- Take your shoes off at the door
- Use a HEPA vac to pick up lead dust in the house
- Wet wash with disposable rags (Swiffer)
- Keep paint intact (seal in the lead)
- Remove old windows (80% of the lead in the house)
- Remove the lead when you can – cover it thoroughly if you have to leave it in the house
- Clean up any dust if the house is old – it could be poison
- Wash children's hands frequently
- Don't eat or drink while working around lead paint
- Wear a respirator
- Hire lead safe certified professionals
- Outreach and education (childbirth classes)

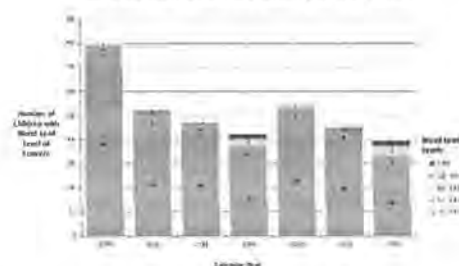
### The Data - kids

#### • Children poisoned in NH

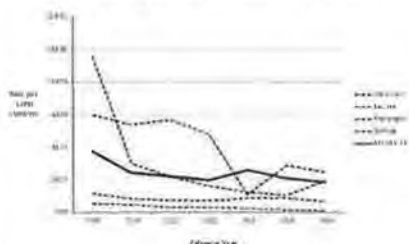
- 1.5% tested state wide
- 22% tested in Rochester
- .5% BLL state wide
- 1.3% BLL in Rochester
- Rochester ranks 3rd in the State after Laconia, and Berlin in % of kids poisoned last year

	NH	Rochester
Pop	84767	2140
Kids tested	14012	463
BLL >10	77	6
BLL > 5	1019	57

### Lead Poisoning Data in Rochester, NH: 2009-2015



Rates (per 1,000) for Blood Lead Levels of Concern among select  
NH High Risk Communities: 2009-2015



## The Data – housing stock

- Nationally, houses built before 1940 have a 90% chance of having lead paint,
  - Before 1960 a 70% chance of having lead paint
  - Before 1980 a 25% chance of having lead paint
- We have the oldest housing stock in the country
  - Rochester has about 14,000 units
    - 6 currently under order, 24 after orders closed
  - At risk units (about 6200)
    - 92% (13,000) were built before 1980
    - And 23% (3247) were built before 1940
- If we are successfully funded this grant will only remediate about 100 of them.

## Community Benefits Why Apply?

## Benefits to the Kids

- Keep them safe
- Protect their future from learning disabilities
- Raise awareness to deal with kids already poisoned
- Raise awareness to prevent future poisoning
- Reduce related medical costs
- Increase future earning potential

## Benefits to the Contractors

- Keep them safe (lead poisoned adults)
- Use these funds to provide additional training and certification for the city's trades
- Use these funds to hire the newly certified contractors and renovators - painters, plumbers, electricians, maintenance staff to make our properties safer (commercial as well as residential)
- Increase jobs in the city

## Benefits to the Landlords

- Keep citizens safe (lead poisoned adults)
- Use these funds to provide additional training and certification for the city's investor and "mom and pop" landlords
- Leverage their renovation dollars (they match 10%)
- Use these funds to replace windows, doors, siding
- Lower their insurance rates
- Make properties attractive to public housing voucher programs
- Assist them if they are "under order" (forced by the State to abate)

## Benefits to the City of Rochester

- Keep them safe (lead poisoned children and adults)
- Use these funds to improve housing stock:
  - Attract investment into the city, or existing investors to purchase more property
- Have fewer vacant buildings
- Increased pride in the neighborhoods
- Use funding for outreach and education
  - To schools and parents, community and health professionals, code enforcement
- Create jobs
  - 12-15 contractors, 3 grant staff, supplement city budget, code enforcement and admin salaries

## Very Rough Budget

Income		Expenses	
\$1,500,000	HUD lead funds	\$1,188,620	Direct Costs (e.g., abatement, relocation, mold inspection)
\$162,500	Healthy Home funds	\$166,000	Grant administration
\$108,000	Property owner match	\$100,000	Training costs
\$42,000	In kind or city match	\$100,000	Outreach and education
		\$100,000	City salary offset
		\$50,000	Travel and expenses related to HUD conferences
		\$57,880	Equipment and supplies
<b>\$1,812,500</b>	<b>TOTAL</b>	<b>\$1,812,500</b>	<b>TOTAL</b>

## How To Apply?

## Steps in Application

- Permission to apply (City Council)
- Grant writer works with city to create application
- Committee approves application
- Submit Application to HUD (spring 2017?)
- HUD decision made by (summer 2017?)
- If successful – funding received by Sept/Oct 2017
- Projects completed by October 2019 (100 units?)
- Rochester applies for more funds in Summer 2019?





**Is there toxic lead dust  
on this window sill?**

**Why is lead removal important?**

Lead is a toxic material found in many homes that were built before 1978. Because you cannot see or smell lead, it is not easily detectable. NH's homes are among the oldest in the country and many have lead in the dust, paint, and soil.

With growing bodies and developing brains, children are particularly susceptible to lead poisoning. Hundreds of New Hampshire children are poisoned by lead every year and long-term health effects of lead poisoning can be severe. But there are solutions. See the map and contact information inside to find out more.



♥ We can help remove this toxin from your property so you can ensure the health of your children, grandchildren, or tenants.

**PLEASE KEEP THEM SAFE!**  
**It's up to all of us.**

**New Hampshire Housing  
Lead Hazard Control  
& Healthy Homes Program**  
32 Constitution Dr  
Bedford, NH 03110  
603-310-9387



**New Hampshire Housing  
Lead Hazard Control Program**  
Grant funding is available to  
remove lead paint hazards from  
properties built before 1978

- \* **Single-Family Homes** \*
- \* **Multi-Family Homes** \*
- \* **Vacant units** \*

**Program seeks mainly to assist  
low-income families with children  
under 6 years of age**

Program funded by the Federal  
Department of Housing & Urban  
Development to help keep children and  
families safe from toxic lead paint.



**New Hampshire Housing**  
*Bringing You Home*



# Lead-Based Paint Hazard Control Program

## Application Intake Specialists

### Belknap-Merrimack CAA, Inc.

- Tim Lenahan 225-3295

### Southern NH Services, Inc.

#### Rockingham CAP, Inc.

- Paul Chalifour 668-8010 x6117
- Ryan Clouthier 668-8010 x6060

### Southwestern Community Services, Inc.

- Adrian Clavey 719-4247
- Rick Geffken 719-4281

### CA Partnership of Strafford County

- Janette Plaisted 435-2500 Ext. 8154

### Tri-County Area

- K. Kirkwood Consulting 781-4304

### New Hampshire Housing

Mark Jacobsen, Lead Program Specialist

[MarkJacobsen@nhhfa.org](mailto:MarkJacobsen@nhhfa.org)

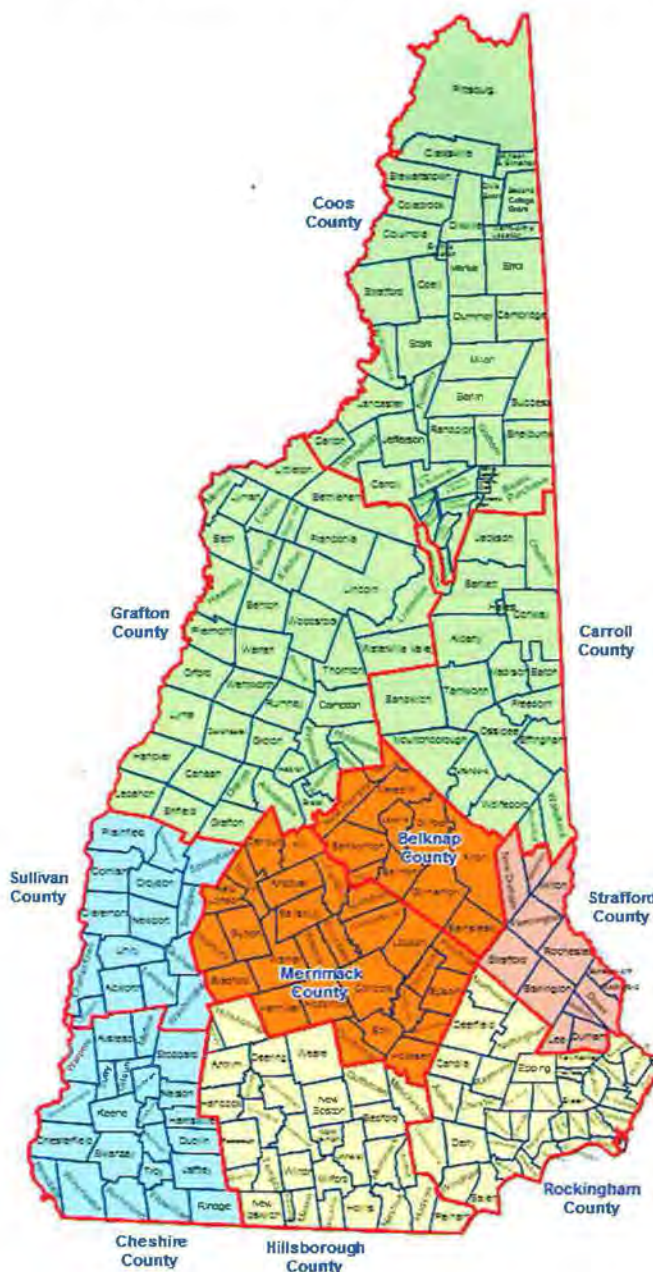
603-310-9387

If your property is in Nashua,  
please contact **Amy Moutenot** at

[MoutenotA@NashuaNH.gov](mailto:MoutenotA@NashuaNH.gov)

603-589-3071

## New Hampshire State Counties



The New Hampshire Housing Finance Authority has been awarded a federal grant for the removal of hazardous lead paint from the state's pre-1978 homes and apartments. The grant period is from 2014 – 2017.

The award will provide money for lead hazard reduction in at least 205 rental property units and single-family homes, particularly in pre-1978 housing where lead-based paint hazards are much more likely to be found. The grant also targets those who are most in need, mainly low-income families and properties, units occupied by a child with elevated blood lead levels, and units occupied by a child under six years old or pregnant women.

### Other key elements of the program include:

- Tenants must meet income requirements in order to be eligible for assistance
- Owners are required to provide 10% matching funds

The network of application intake specialists will determine eligibility. These partners have extensive experience and a proven track record in lead paint activities.





This page has  
been  
intentionally left  
blank.



## FINANCE COMMITTEE

### Meeting Minutes

#### Meeting Information

---

Date: April 12, 2016  
 Time: 7:00 P.M.  
 Location: City Council Chambers  
 31 Wakefield Street  
 Rochester, New Hampshire

Committee members present were: Mayor McCarley, Deputy Mayor Varney, Councilor Keans, Councilor Torr, Councilor Lauterborn, Councilor Hamann and Councilor Gray. Other City Councilors present were: Councilor Barnett, Councilor Gates. City staff present were: City Manager Fitzpatrick and Deputy City Manager Cox.

#### Agenda & Minutes

---

##### 1. Call to Order

Mayor McCarley called the meeting to order at 7 PM.

##### 2. Public Input

There were no members of the public that addressed the Committee.

##### 3. Unfinished Business

3.1 New Hampshire Wing Civil Air Patrol - The Committee at its meeting on March 8<sup>th</sup> discussed a lease agreement with the New Hampshire Wing Civil Air Patrol pertaining to the space it uses at the Rochester Community Center. As a follow-up to that discussion, Gary Branyen representing the Rochester Highlanders Cadet Squadron appeared before the committee. Mr. Branyen provided some history of the **Wing Civil Air Patrol as well as specific details of Rochester's cadet squadron.**

*Counselor Lauterborn made a motion that the Committee recommend to the full City Council acceptance of the proposed lease agreement with the Wing Civil Air Patrol. Counselor Hamann provided a second to the motion which was then adopted by the committee.*

4. New Business

The Committee had no new business items.

5. Finance **Director's Report**

Deputy City Manager Cox reviewed several items from his written report to the committee. These included the Granite Ridge Phase 1 Bond term, funding for early road paving, Fire Department over time expense report, codification of City ordinances project, Recreation Department satellite office at the Community Center and the potential sale of city-owned land at 27 Hancock Street.

6. Monthly Financial Statements

There was no discussion regarding the monthly financial statements.

7. Other

Counselor Keans questioned the need for the annual expense related to **maintenance and hosting of the City's codified ordinances.**

Deputy Mayor Varney requested an update regarding the Fiscal year 2016 approved capital projects for the MIS department. Deputy Mayor Varney also indicated that the Council should seek additional information regarding the capital projects being proposed by the school department in fiscal year 2017.

**Counselor Torr briefly discussed the School Department's proposed rehabilitation of the technical center as well as the proposed athletic/art storage building.**

8. Non-Public

The Committee had no non-public business items.

9. Adjournment

Councilor Torr moved to adjourn the meeting. Deputy Mayor Varney provided a second to the motion which was then adopted. The meeting adjourned at 7:27 PM.

## **Rochester Government Channel**

### **April 20, 2016 Meeting**

#### **Members Present:**

City Councilor Tom Willis, Chair  
Rick Healey - Resident Volunteer

#### **Absent:**

James Graham - Resident Volunteer

#### **Others Present:**

Celeste Plaia, Government Channel Coordinator  
Dennis Schafer, MIS Supervisor  
Norm Sanborn Sr., American Legion and Rochester Veteran's Council

### **MINUTES**

#### **I. Call to Order**

The meeting was called to order at **5:30 PM**.

#### **II. Approval of minutes March 24 2016 meeting**

A **MOTION** was made by Rick Healey to accept the minutes of the March 24, 2016 meeting. The motion was seconded by Councilor Willis. The **MOTION CARRIED** unanimous voice vote.

#### **III. Public Input**

Norm Sanborn Sr. was present to address the letter that was sent to the City Manager's office regarding the Veteran's Council's desire for the Government Channel to produce and carry their program that was once produced at Metrocast. Chair Willis asked about the program content, the coordination and frequency of the show. Mr Sanborn gave a description of the program: an informational program for Veterans that included topics of interest, local history of Veterans, veterans services, special events. They also had "On the Road" shows that included a trip to Pease for the Pease Greeters events and the annual air show. They taped a show about every three or four weeks. He described how the service from Metrocast decreased to the point where they could no longer accommodate their on the road shows or even get into the studio on a regular basis, which was long before the current closure of the studio. He stated they had quite a large following and also brought DVDs of their shows to the local retirement homes.

Councilor Willis explained that we were at a cross roads with how to fill the void that Metrocast left, and how to fill the void for non-government entities. Norm Sanborn Sr. stated that they are a committee of the Mayor. Government Coordinator gave some history of how they started to work with the Veterans Council on shows once the service from Metrocast ceased. Policy wise, it was not a stretch to accommodate as the Government Channel does play programming related to County, State and National Government. Time wise, the Coordinator could not accommodate a monthly show, but did a couple of “specials” which included the local Veterans visit to the State Veterans cemetery and a tour of the State’s Veterans Home.

The group discussed different scenarios in which the coordinator could help, perhaps with setting up field equipment, but also noted that as more organizations come with requests, how do we accommodate, especially with the lack of a studio. Also discussed was the possibility of the coordinator training someone to use the Government Channel equipment or even coordinating with the school department. Coordinator will also follow up with the school system to see if they will continue or expand their video program with the CTE Renovation and Norm Sanborn Sr noted that he would look into all their resources to see how they could help out with the production. It was the general consensus that the Government Channel should try to accommodate the Veterans Chair Willis also noted that with out a studio available to the public perhaps this can help set up some structure to see if we can accommodate the public in the future.

#### **IV. Franchise Committee Update**

Dennis Schafer gave some background on the preliminary discussions re. the Franchise Renewal and the committee. Dennis stated that he was involved with several past franchise negotiations, and the suggested candidates for the committee was based on the make up of past teams. Suggested list from City staff included: Dennis Schafer, MIS Supervisor, Celeste Plaia, Government Channel Coordinator, David A. Yasenchock, Chief Technology Officer of Rochester Schools, Michael Hopkins, Superintendent of Rochester Schools, John LaRochelle, Rochester resident, (and suggested Chair) Councilor Don Hamann, Megan Rohrbacher, Rochester resident and Assist Director at Wolfeboro Community Television, and Attorney Terrence O’Rourke. Committee discussed possibly the need for outside Attorney firm considering the specialty of the subject area. Tom Willis made a **MOTION** to send staff’s recommendation of candidates to Mayor for approval or appointment if needed. Motion was Second by Rick Healey. The **MOTION CARRIED** unanimous voice vote.

#### **V. Continued Discussion: Program Policy - underwriting**

Committee discussed that the Veterans request, and possible future requests may lead to looking at the programming policy of the Government Channel. Coordinator asked specifically as a follow up on last discussion concerning “underwriting” (in last meeting consensus was to allow programing that acknowledges underwriting”) and wanted to clarify direction on changing verbiage on programming policy. Coordinator



showed some examples from other media centers. Coordinator will present final draft for the wording at next meeting. Coordinator asked Councilor Willis, being new to the committee, would he like to continue to examine the entire Rochester Government Channel Programing Policy draft and continue edits in other areas, as the past Government Channel Committee had already approved it go to Council. Both Rick Healey and Tom Willis agreed that after underwriter changes are made, document can go to Council for approval by June. Rick Healy also stated with Metocast no longer in service for production, we can amend the document if something come up in the future.

## VI. DVD and file retention

During the March 2016 RGC meeting, Councilor Willis asked coordinator to discuss retention of media of meetings with the City Clerk and to perhaps come up with a time definition of retention. Coordinator stated she spoke with Dennis Safer, regarding the pros and cons and practicality of keeping digital files of meetings for more than three years. Coordinator explained that while we might state a time frame we might keep files, several factors could change availability; technology changes, storage costs, downloading and duplicating process, our contracts with our vendors, cost, especially if in the future we should start using high definition files. Coordinator also stated that the City Clerks office does not have a retention policy for the DVDs, and if the Government Channel Committee would like one in place City Clerk Kelly Walters would like the discussion to go to the retention committee, as this is also a legal issue. Rick Healey recalled that this is why retention policy was not set in the Government Channel Committee, as the Minutes are the legal record of meetings, and, with technology changing so fast, it was difficult to put a definitive time limit.

Councilor Willis would like to see what the retention committee would find, and made a **MOTION** to suggest to the retention committee that digital files of Public meetings should be kept for three years. Rick Healey said this would also be of education benefit to new Council members, and second the motion. **The MOTION CARRIED unanimous voice vote.**

## VII. Other

Councilor Willis brought up Councilor Varney's question of what would it take to start live streaming our meetings over the internet.

Coordinator stated that she has looked into the vender that they currently use for the video server on site and the archive Video on Demand. Coordinator gave a very loose estimate cost through our current vender - an upfront cost of an encoder for about \$3,400.00 and a yearly subscription service of about \$3,000.00. This included some "branding", the ability to embed the link in our city website (so users would not have to leave the city website to watch the stream) technical support, etc. Most video server companies for broadcast offer similar options as well. Coordinator also stated there were other methods - many 3rd party companies out there doing live streaming - which



all require an encoder to purchase, and a monty or yearly subscription service. The costs can vary from much less money - to more than \$3,000.00, but you also see a variety in service, user friendliness, and dependability. Coordinator stated that she did not include this in the upcoming FY17 budget, as she has not had many requests, and, is disappointed in the low numbers of the Video on Demand service. On the high end City Council is getting 25 - 30 hits per month. Coordinator has worked with City Manger's office to create press releases, the Police and other Departments for Facebook exposure, and would like to continue to do PR for the Government Channel to increase awareness this service exists. Rick Healy also suggested using radio, and Coordinator agreed siting they are starting to work more with local radio. Coordinator will continue to explore live streaming options and report more specific price ranges.

## **VII. Adjournment**

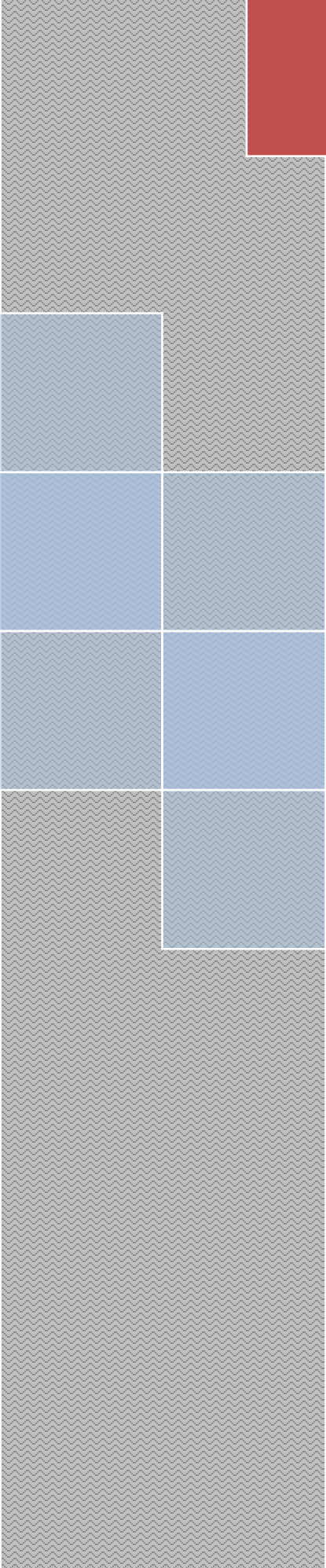
**Tom Willis move to Adjorn, Rick Healey Second.** The meeting adjourned at approx. 7:15 PM. Next meeting will be May 25th at 5:30PM.

Respectfully submitted,

Celeste Plaia  
Government Channel Coordinator

*Mayor's Entertainment Zone  
Committee*

*Pages Are  
Forthcoming...*



This page has  
been  
intentionally left  
blank.



Public Safety Committee  
Council Chambers  
April 20, 2016  
7:00 PM

**MEMBERS PRESENT**

Councilor Donald Hamann  
Councilor Ray Barnett  
Councilor Robert Gates  
Councilor James Gray

**MEMBERS ABSENT**

Councilor Peter Lachapelle (excused)

**OTHERS PRESENT**

Michael Bezanson, PE, City Engineer  
Deputy Chief Paul Toussaint, Police Dept.  
Kristine Connor, 11 Gagne Street

Minutes

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

1. Approve Minutes from March 16, 2016

The first order of business was to approve the March 16, 2016 minutes. *Councilor Gates made a motion to approve the March 16, 2016 minutes. the motion was seconded by Councilor Gray. Unanimous voice vote carried the motion.*

2. Public Input

Kristine Connor of 11 Gagne Street was present to discuss some safety issues near the Gagne Street area. She said that there are vehicles parking by the sidewalk near the Catholic School, St. Elizabeth Seton. When vehicles are parked there it's hard to see when coming around the corner. She said there are no yellow lines on the road in this area. She also stated that people use the property where she lives as a cut through from Lafayette Street to Gagne Street and that Gagne Street is a much different neighborhood compared to Lafayette. Her landlord recently put up a "no trespassing" sign to help with the issue. Councilor Hamann asked Ms. Connor if it was the school side that was the issue with vehicles parking near the sidewalk. She said yes. Deputy Chief Toussaint asked if people were in the vehicles when they were parked or were they leaving them there. Ms. Connor said they were leaving them there Monday through Friday during school hours. Deputy Chief Toussaint said that one resolution would be to make this area "no parking". Councilor Gray said that he thought school employees were supposed to park at the old church and if they are school employees parking there then the school can be contacted about this. Deputy Chief Toussaint said the first step should be a directed

patrol done during school hours to see if there are any parking issues and he will get back to the committee next month. Councilor Gray said he would like to see no parking stripes on River Street so vehicles will be away from the "stop" sign. He also said that the issues with trespassing and safety on the streets would be good issues for the Ward 4 meeting on Monday April 25, 2016 at 6:30 pm at the Rochester Police Department. Deputy Chief Toussaint said the meetings are supposed to take care of quality of life issues. Councilor Hamann asked if the road could be painted by the crosswalks so no vehicles would park too close to them. Mr. Bezanson said he would have to look at the width of the road. This was kept in committee until next month. Some directed patrols will be done and Mr. Bezanson will look at the width of the road.

### 3.     Strafford Square Intersection Signage

Councilor Hamann summarized the issue. Councilor Hamann received a phone call from a gentleman that had concerns with vehicles coming off Walnut Street and people turning left on to Washington Street. He said he had almost gotten hit coming off Walnut Street. He would like a sign on Walnut Street saying yield to left turning traffic. Deputy Chief Toussaint stated that a sign will not clarify all of the issues at this intersection. Councilor Hamann will give the gentleman a call back to say it will be impractical to put up a sign. The road is planned to be under construction by next year, so things will be changing.

### 4.     Highway Safety Grants-Discussion

- Sustained Traffic Enforcement Patrols
- DWI Patrols
- Pedestrian & Bicycle Safety

Deputy Chief Toussaint said that the grant application rules have changed; the Public Safety Committee no longer has to sign the grant application. There was a short discussion regarding the grant. The deadline to have their grant in is May 1, 2016.

### 5.     Other

#### Estes Road/Washington Street

Councilor Gates commented that there is work being done on Estes Road and Washington Street for the line of site issues. Tree work on both sides of Estes Road is being done. Mr. Bezanson said that there is a permit restriction on removing trees, so the contractor had to have them down by April 15th. Councilor Gates asked why there are restrictions. Mr. Bezanson said that it is linked to protecting the habitat of the Northern Long-Eared Bat.

### Oak Street and Route 125

Councilor Hamann said he received a request to have a delay in the traffic signal timing to allow left turns from the side streets at the intersection of Oak Street/Colby Street and Route 125. Deputy Chief said there are rules of the road to cover these issues, but that he actually went to the location and said if you are on Colby Street turning South onto Route 125 you need to go deep into the intersection before you take a turn. Mr. Bezanson said he can make a request to District 6 to check the traffic light out, he will send a letter to them.

### Traffic Signal at Home Depot/Hannaford on North Main Street

Councilor Hamann said he received a request to change the timing of the traffic signal at the North Main Street intersection for the Home Depot/Hannafords and Cumberland Farms/McDonalds. The light changes too quickly to red to allow much traffic out of the businesses. Mr. Bezanson will have DPW take a look at the timing of the lights and will get back to the committee next month.

### Signs on Utility Poles

Mr. Bezanson said the question had come up regarding signs on utility poles. First the City (or the State DOT, depending on jurisdiction) will issue a pole license for utility poles located in the Right-of-Way to the utility company that owns the pole (usually Fairpoint or Eversource in Rochester). The utility company owns the poles and technically there shouldn't be anything attached to the pole without a licensing agreement; without one it is illegal to have anything on the pole.

### Salmon Falls Road Highway Safety Improvement Program (HSIP) Project

Mr. Bezanson gave an update on the Salmon Falls Road HSIP Project. Trees were also taken down in this project area due to the same Northern Long-Eared Bat permit restriction mentioned earlier in the meeting. Mr. Bezanson will submit final paperwork to NHDOT this week; it is normally a 2-3 week turnaround time to receive approval to bid. He stated that the project may go out to bid in May. This project includes improvements at the two curves on Salmon Falls Road between Whitehall Road and the entrance to Tara Estates.

Cumberland Farms/ Milton Road Parking Signs

Mr. Bezanson stated that the "no parking" signs have been installed in front of the Cumberland Farms on Milton Road.

Farrington Street and King Street - Stop Bar

Mr. Bezanson said the stop bar has been painted on Farrington Street.

Farmington Road (Route 11)/Nashoba Drive Intersection

Mr. Bezanson stated that he made a formal request to the State for a traffic signal at the intersection of Farmington Road (Route 11) and Nashoba Drive.

***Councilor Gates made a motion to adjourn the meeting at 7:44 PM. Councilor Barnett seconded the motion. the motion passed unanimously.***

Minutes respectfully submitted by Laura Miller, Secretary II.



**Public Works and Buildings Committee****April 21, 2016****Council Chambers****7PM****MEMBERS PRESENT**

Councilor Ralph Torr – Chairman

Councilor Ray Varney- Vice Chairman

Councilor Sandy Keans

Councilor Donald Hamann

Councilor Thomas Willis

Councilor Ray Barnett

**OTHERS PRESENT**

Councilor James Gray

Dan Fitzpatrick, City Manager

John B. Storer, Director of City Services

Stella Goon, China Palace owner

Jerry Grossman, Representing Stella Goon

Chris Stilson, East Rochester Baseball &amp; Athletic Assoc

Karl Stevens, East Rochester Baseball &amp; Athletic Assoc

**MINUTES**

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

**1. Approve minutes from March 17, 2016 meeting -**

The Chairman requested a recommendation on last month's minutes.

*Councilor Hamann made a motion to accept minutes as presented for the March 17, 2016 Meeting. The motion was seconded by Councilor Varney. The Motion passed unanimously.***2. Public Input**

None

**3. Columbus Avenue Parking Lot Expansion**

John Storer stated that this project had been designed and then sent to the Planning Board for comment. He stated that the department cannot proceed any further until funded.

Councilor Willis stated that there was discussion at the Planning Board and that one abutter had spoke and voiced concerns about removing the vegetation that separates his property from the proposed parking lot. The property owner was concerned for privacy and exposure to his tenants. Councilor Willis stated that extending the vinyl fence the full length of the parking lot should alleviate some of the concern for privacy. He also noted that the tenant parking area at the property may be affected as it seems that they are currently encroaching on City property and once the fence is built they will not have the room to continue that practice. Councilor Gray stated that the property owner would also

like their to be no parking time restrictions. Councilor Keans stated that there would need to be some restrictions to eliminate the overnight parking of tenants in the area. Councilor Keans suggested 3-4 hours. Councilor Gray stated that there are other areas in town that have unlimited parking and parking with exemption stickers during snow storms. Councilor Keans stated that there are downtown parking lots that allow for parking with exemption during storms but DPW has to plow around them at night and then again while people are parked there during the day. She stated that the DPW did not need another lot like that to contend with. Councilor Varney stated the parking could be addressed later and that the Council should see a copy of the plan prior to moving forward. Councilor Willis questioned why the City is co-funding a parking lot that is essentially for one business to use. He stated that there is precedence where a private business has built a parking lot on City property for their use, but the City did not participate in the cost of the parking lot. Councilor Willis stated that this could be done by giving the business owners easements for construction. Councilor Varney stated that we have passed the discussion phase of this parking lot and we have made a commitment to the property owner providing that they are willing to put up their half of the costs. Councilor Varney stated that the lot could be used for overflow parking when there are functions at the Common and it could be used during parades or downtown functions. Mr. Storer asked what the next step is to get the project funded. Mr. Fitzpatrick stated that we would do as we did previously with the design contract. The Council will need to fund the project with fifty percent City funding and fifty percent private contributions. The City would then send a letter requesting the private contribution prior to proceeding with the project. Mr. Grossman confirmed that Mrs. Goon is still willing to commit to fifty percent of the project but questioned what the cost is at now. Mr. Storer stated that we would like to have one hundred and thirty thousand (\$130,000) funded but believed it would finish at about one hundred and ten thousand (\$110,000). Mr. Grossman stated that Mrs. Goon could pay her half of that amount. Councilor Varney asked that Mr. Storer have a copy of the plan submitted with an agenda bill for the project.

***Councilor Varney made a motion to recommend that the full council approve a supplemental appropriation to fund one hundred and thirty thousand dollars for the Columbus Ave Parking Lot Expansion and to give the City Manager authorization to enter into an agreement for the private contribution in advance of the project. The motion was seconded by Councilor Keans. The motion passed with one vote from Councilor Willis opposed.***

#### **4. Keay Field**

Mr. Storer stated that he had discussions with Chris Stilson and Karl Stevens regarding Keay Field water metering. He stated that there is an agreement in place where the City is responsible to install a meter for reporting usage, but the water fees are not billed in lieu of using the Keay Field parking lot as a snow dump. Mr. Storer that the DPW is no longer using it as a snow dump but he wouldn't want to eliminate the possibility of using

it at a later date. He further stated that there is much more history t and Karl Stevens spoke on behalf of the Keay Field Association. Mr. Steven stated that the Association had a long history of partnering with the City to provide both a storage dump and the use of the athletic fields for various organizations and school activities. He stated that currently Spaulding High Schools Junior Varsity Baseball Team is using it as their home field and it is used as a backup field for Varsity and Babe Ruth League. Mr. Stevens stated that he wanted to continue to partner with the City and is hopeful that an arrangement can be made. Mr. Storer stated that he believes the current agreement puts the expense of water and metering on the City, he said he believes that the required backflow device could also be expensed by the City. Councilor Keans stated that a new agreement where the City can use the parking lot for snow storage if needed and the association will continue to support the local athletic teams sounds reasonable. Mr. Fitzpatrick stated that the City's attorney could write up an agreement without difficulty. ***Councilor Keans made a motion to recommend that the full council to give the City Manager authorization to enter into an agreement with the Keay Field Association for water irrigation ,future snow storage use, and City use of the athletic fields. The motion was seconded by Councilor Hamann. The motion passed unanimously.***

## **5. Legislative Testimony**

Mr. Storer stated that he had sent two letters to the legislature on behalf of the City for two separate issues. He stated that both had come to him at the last minute and although he realized he should get Council approval in advance, he had sent the letters in because he believed it was important for the legislature to see support from Rochester prior to voting. Mr. Storer stated that he had sent a letter in reference to the Senate Bill SB368. He stated that this bill was to invest State of NH capital funds in a shared monitoring effort to track critical water quality and biological parameters in the Great Bay. Mr. Storer stated that several communities had been working collaboratively to study the impacts on the Great Bay. He stated at there are still critical gaps in the data collected and because the resources are limited he thought it was important to have the State of NH investment as well. He said that the bill had passed the Senate and that it referred to the House finance Committee. The other bill that Mr. Store had supported was the House Bill HB1428. He stated that this bill was for the State of NH to fund its obligations relating to the State Aid Grant Program (SAG). Mr. Storer explained that Rochester and other Communities had planned projects and funded them prior to 2008 based on approvals from NHDES that stated these projects would be eligible for SAG funding. Since that time the State of NH has not consistently funded this program. When not funded they go on a delayed and deferred list. He cited the recent Wastewater Headworks Project as one of the projects that is pending disbursements from the SAG program. Councilor Willis stated that both of the bills are important and he went on to say that the Council should give all support possible. He stated that the Great Bay Estuary testing and data collection is imperative and is needed to determine any issues

moving forward with the pending Wastewater Treatment NPDES permit.

*Councilor Willis made a motion to recommend that the full council give support of both SB368 and HB1428. Councilor Varney seconded the motion. The motion passed unanimously.*

#### **6. Utility Billing Quarterly Invoicing - UAB**

Mr. Storer stated that the issue of monthly billing had been referred to the Utility Advisory Board (UAB) by this Committee. He stated that it had come up at the March Public Works Committee Meeting due to a landlord issue raised by a property owner in Gonic. That owner had a tenant that did not report a leaking fixture. Mr. Storer stated that monthly billing would have alerted the landlord much sooner and would do so for all property owners. He stated that the UAB understood and agrees that monthly billing would be optimal but it is not a cost effective option at this time. Mr. Storer stated that the UAB was in favor of an abatement policy that would provide landlords and other property owners with a onetime credit for these types of issues. Mr. Storer stated that he had found sample abatement policies on line at the Town of Exeter's website and he stated that he found two others. One was in Maine and one in Massachusetts but all were similar. Councilor Keans asked if landlord tenant issues were typically the problem. Mr. Storer stated that those issues did account for many of the abatements, but plumbing leaks, irrigation and other issues do occur and result in many abatements. He cited vacant property issues where plumbing has frozen and caused extremely high bills. Councilor Keans stated that landlords need to be responsible for issues at their properties. Councilor Willis stated that an ordinance that governed the abatement policy would make UAB decisions to deny or abate more uniform. Mr. Fitzpatrick stated that of the few petitions he has heard at his level it is easy to follow the ordinance and the UAB decisions. He stated in rare instances of hardship he has modified the UAB decisions or granted additional hardship abatements. Councilor Varney stated that the example lists negligence as a reason to deny abatements and asked if the UAB would be able to determine negligence. Mr. Storer stated he believed that they would be able to. Councilor Varney suggest that Mr. Storer draft a policy and bring it back to the Committee next month. He said the Committee could then send it to the UAB for review prior to sending it to the Codes and Ordinance Committee.

#### **7. Flat Rate Sewer Fee – Metering all customers**

Mr. Storer stated that he had looked at the issue of the \$199 quarterly flat rate fee for non metered sewer customers. He stated that this amount is consistent with EPA, USGS and NH DES estimate for an average family's usage. He stated that when he averaged the residential use in Rochester the average residential use is much lower with the average use in the \$110 range. Mr. Storer explained that it is possible with a private well system to meter the water coming into the house and that he doesn't understand why anyone would prefer the flat rate over metered use. Councilor Keans suggested that if the water is run past the property the flat rate fee might encourage them to tie-in to the water

system. Mr. Storer stated that if that was the case then he understood why we would want to bill that way. Mr. Storer stated that he was looking for guidance as whether the City Council would want to encourage metering on private wells. There was discussion on how property owners could finance the meter and the following motion was made.

***Councilor Willis made a motion to recommend that the full council approve City Staff work toward metering all private well customers that are being charged the flat rate sewer fee. Councilor Hamann seconded the motion. The motion passed unanimously.***

#### **8. Old Wakefield Road – Property Transfer Request**

Mr. Storer stated that Paul Edgar has sent the City Manager's office a letter as he wanted to donate a landlocked piece of land to the City. Mr. Storer stated that when discussed at a Management Team meeting no department had an interest in the parcel. Mr. Storer described the land and stated that it was adjacent to a conservation property. Councilor Keans and Varney suggested the City Manager encourage the property owner to deed it over to the conservation property owner as the City does not have an interest in the property.

#### **9. Pavement Funding**

Mr. Storer stated that his understanding is that the Committee had reached a consensus for paving Whitehouse Road and Lowell Street this year. He stated which sections of Lowell Street to be paved would depend on funding and the department had broken it out into sections with funding estimates. Mr. Storer stated that he had looked into funding the pavement program in advance of the budget and unless the Council was willing to do a supplemental from fund balance the first year, and then budget annually for the year following that budgets adoption, or if we were to go a season without paving there was no real way to get ahead in the way we fund the work. The Committee discussed the process of bidding and funding at length. Councilors Keans and Gray were opposed to going a season without paving. Mr. Storer stated if he knows what streets are approved for this year's paving, he could have the bid out in advance of the final budget approval. Councilor Willis stated he could include wording that said the award of the contract would be contingent on funding. Councilor Varney stated that they would approve the streets to be paved at the next City Council Meeting and then Mr. Storer could start preparing bid documents.

#### **10. FY17 Budget Discussion**

Mr. Storer stated that he was pleased with the way the budgets for FY17 had come together. He stated that he had met the City Manager's directive on a zero percent increase for the O&M budgets. He stated that he believed that the CIP is well planned out and that there are good options for the Council to consider. Mr. Storer stated that he had a few "Issues and Options" regarding staff upgrades but he would like to discuss the GIS/Asset Management Technician Position that he is requesting. He stated that this position would be important to taking the mapping to the point of interactive smart maps that is his goal. He stated that the position would really work with all departments and

bring the City of Rochester up to the standards that soon will be mandatory for meeting some of the MS4 initiatives. He stated we would be mapping all buildings, city lights, pump stations, manholes, and water valves to name a few things. He stated that there is a request for the purchase of Asset Management Software in the FY17 CIP. Mr. Storer stated we were looking at the software VUEWorks that is used by Dover, Somersworth and Portsmouth. Councilor Hamann stated that he fully supports this position. He stated that as part of the Information Technology Team he is aware of the need for this position. Councilor Hamann also stated that he recently saw how useful the technology was when he had attended a presentation on the PFOA topic and the presenters could easily access maps and information on individual properties with a click of the mouse. Councilor Willis suggested a part-time position. He stated that he recognizes the need for a dedicated staff position for the project as data lapses lead to inaccuracy. Councilor Keans asked if we would be able to enter the older information on the infrastructure into the new mapping systems. Mr. Storer stated that it would be able to be done and that current staff would be trained on how to collect the data and the new position would be the person that integrated all of the data into smart maps that could give you an unlimited amount of information on whatever asset you were inquiring about. Councilor Gray stated that it is hard to staff a part-time position. He stated that the MIS had a position posted for a long time and could not fill it for lack of applicants. Councilor Gray suggested hiring consultants to do the work. Mr. Storer mentioned a possible partnership with another community.

**Rt 11 Sewer Pump Station Project** - Councilor Varney asked why the Rt11 Pump Station is listed in the CIP Granite Ridge TIF budget as needing upgrades due to the active development in the area. He stated that if the Granite Ridge current development is driving a PS upgrade it should have been looked at in conjunction with the project. Mr. Storer stated he would get back to the Councilor with more information.

**Water Line Loop** – Councilor Varney said he noted that the water loop from Whitehall Road to the Granite State Business Park was in the CIP for the Granite State Business Park TIF and he is not convinced that this is a necessary project. He would like Mr. Storer to update him on the need for the project. Mr. Storer stated he would get back to the Councilor with additional information.

**Arena Roof** – Councilor Varney asked for the status of the roof project at the ice arena. Mr. Storer stated that he is preparing a presentation with the Arena Director, Chris Bowlen, for next month's meeting. He stated that he had met with a contractor and they will be updating the Committee in May.

#### 11. **Tiger Grant Applications**

Mr. Storer stated that staff had looked into making a grant submission for the Transportation Investment Generating Economic Recovery Grant Program (TIGER). He stated that this is a very competitive grant and that, due to time constraints, we would not be making a submission this year. He stated that he would like to look at a group of

projects in the same area as the proposed North Main to Wakefield Connector and that would require additional information and data gathering. He specifically mentioned the possible railroad crossing for Allen and Glenwood, and having a full four lanes of traffic on Rt. 11 north of Rt. 16. The deadline is April 30, and putting together a comprehensive package is not possible. Councilor Willis suggested that the TIGER Grants may not be available again depending on the presidential election results.

## 12. Project Updates

**Milton Road EDA Project** - Mr. Storer stated that the project has been awarded to the low bidder, SUR. He stated that the preconstruction meeting is scheduled for Tuesday April 26, 2016. Councilor Varney suggested a public meeting to present the construction schedule to the property owners within the project area. He stated it could be done in conjunction with the Ward 1 meeting at Tara. Councilor Keans suggested that they might get better attendance if it was held at the East Rochester School. Mr. Storer stated that he would have it scheduled for May. He stated that he would like to do a ground breaking ceremony with the Mayor, Councilors, the Construction Company and key staff along with a Market Basket representative. He stated that he would work with the consultant and the Economic Development Department to coordinate.

**Annex Renovation** - Mr. Storer stated that the bid for the Annex Project would be out within the next week or two. Councilor Willis asked if there was any dedicated space available to set up for video productions. He stated that staff is required to set up and breakdown video equipment each time they record. Mr. Fitzpatrick stated that he is working with MIS to find a space in the vacated spaces once staff has moved over to the Annex.

**Franklin Street / Western Ave Project** Mr. Storer stated that this project is ready for bid and should be out within the next week.

**HSIP Project Salmon Falls Road** – Mr. Storer stated that staff and Urban Tree worked to take down many of the trees in the project area as this needed to be completed by April 14 per the requirements of federal grant money and the Endangered Species Act. He stated that the bid will go out soon but residents may be expecting it sooner since the tree removal.

## 13. Other

**Haying Agreement** – Mr. Storer stated that this was sent to the Committee from the City Manager's Office. Mr. Fitzpatrick stated that he had signed an agreement with Mr. Randal Parsell last year to hay the fields on Pickering Road and Councilor Torr had mentioned then that haying can be lucrative and there may be other options available. Mr. Fitzpatrick said that Mr. Parsell came in recently and he wanted to renew the agreement. Mr. Storer stated that Dave Green also has an agreement for the areas located around the lagoons closer to the plant. Mr. Fitzpatrick asked Mr. Storer to check in with other communities to see if they have any of these types of agreements.

**Gonic Sawmill Dams** – Mr. Storer stated that staff is preparing an agenda bill for a



supplemental appropriation for the next phase of the Gonic Dams Project. He stated that the State of NH DES is again managing a grant for the environmental assessment. He stated that there is no costs to the City it is a 100% Grant for approximately thirty four thousand (\$34,000).

**Ledgeview Drive Playground** – Mr. Storer that he had been down to the Ledgeview Development Park in Gonic. He stated that this is a City maintained park that is falling apart. Mr. Storer wanted to see if the Council would support dismantling it and restoring the grass in the area. Councilor Willis stated that he was ok with taking it down. Councilor Gray was ok with taking it down but thought we should gather usage data to see if it was getting any use.

**Hanson Pines Pavilion** – Mr. Storer stated that this newly constructed pavilion was seeing an excessive amount of cigarette butts being discarded and stated that he would like to discuss posting it as a no smoking area. Councilor Varney stated that when they posted the playground end of the Commons there was considerable amount of push back from the residents and that he would like to avoid going through that again. Councilor Keans suggested putting our receptacles for the cigarettes. Councilor Willis agreed and thought we should start there and look at it again if continues to be a problem.

**Roadside Trash issue** – Mr. Storer stated that staff was clearing roadside trash and that we were trying to contact the Strafford County Correction group to assist. Councilor Torr stated that they had done an excellent job in the area of Little Falls Bridge and on

**Chestnut Hill Road** – The details of the upcoming event were broadcast. Any residents watching are invited to attend the downtown clean-up event. The schedule was to meet at the Central Square monument on Saturday, April 23, 2016 at 8:30

**Rochester Pride Day -**

*Councilor Hamann made a motion for adjournment at 9:17 pm. The motion was seconded by Councilor Willis. The motion passed unanimously.*

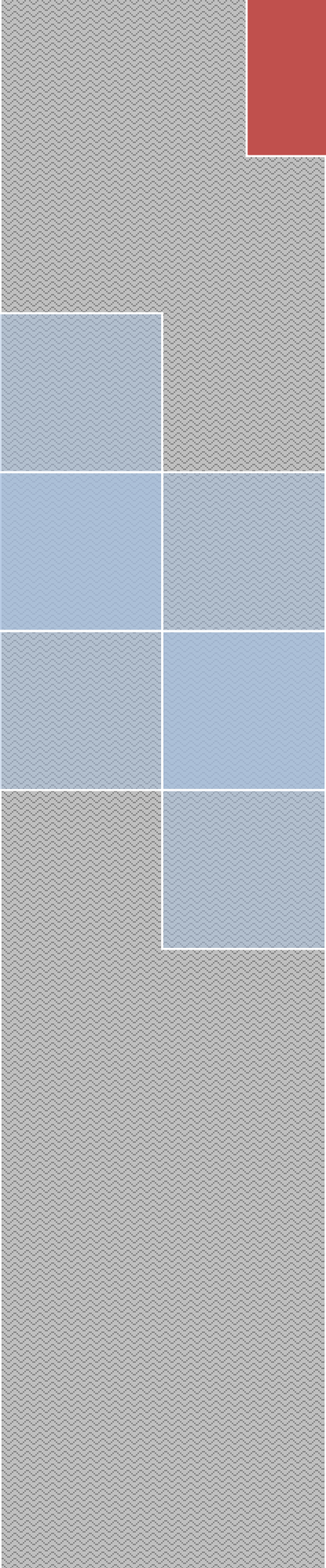
Minutes respectfully submitted by Lisa J. Clark, City of Rochester Office Manager.

**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION TO THE  
2015-2016 OPERATING BUDGET OF THE CITY OF ROCHESTER RECREATION  
DEPARTMENT FOR SERVICES RELATED TO THE TEEN TRAVEL CAMP**

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

That the sum of Five Thousand Dollars (\$5,000.00) be, and hereby is appropriated as a supplemental appropriation to the 2015-2016 operating budget of the City of Rochester Recreation Department for the purpose of providing funds for use in connection with the Teen Travel Camp. The sums necessary to fund such supplemental appropriation shall be drawn in their entirety from the City of Rochester School Department's Safe Schools Healthy Students (SSHS) Grant fund. Further, that this supplemental appropriation will be assigned to a non-lapsing multi-year fund. To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution and to establish a special revenue, non-lapsing, multi-year fund to which said sums shall be transferred.

**CC FY 16 05-03 AB 149**



This page has  
been  
intentionally left  
blank.





4/28/16

## 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
Rochester Recreation Teen Travel Camp

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

AGENDA DATE	5/3/2016		
DEPT. HEAD SIGNATURE	Chris Bowlen, Signature on file		
DATE SUBMITTED	4/25/2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	3	

## COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

## DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	signature on file
CITY MANAGER	signature on file

## FINANCE &amp; BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Signature on file
SOURCE OF FUNDS	Federal Grant
ACCOUNT NUMBER	61114020-533000-165XX
AMOUNT	\$5,000
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

## LEGAL AUTHORITY

City Council.	CC FY 16 AB 149
---------------	-----------------

**SUMMARY STATEMENT**

For the second year, the Rochester Recreation Department is collaborating with the Rochester School District's Safe Schools Healthy Students Grant to create a Teen Travel Camp. This collaboration has already been approved by the NH Department of Education. The Recreation Department will be providing a one day a week, eight week teen travel camp this summer for youth ages 14-16. The School Department's SSHS Grant will be covering the cost of transportation and attraction admissions totaling \$5,000. Currently the Recreation Department has placed reservations with bus companies and local attractions (water parks, baseball game, fishing trip) and has received all necessary invoices for this summer's trips. The Recreation Department would like direct access to the \$5,000 from the SSHS Grant so we can complete payment for the travel and admissions costs associated with Teen Travel Camp.

**RECOMMENDED ACTION**

Council Approval.

**AGENDA BILL - FUNDING RESOLUTION****EXHIBIT**

Project Name: Rochester Recreation Teen Travel Camp

Date: 04/26/2016 Fiscal Year: FY16

Fund (select):

GF ☐ Water ☐ Sewer ☐ Arena ☐  
 CIP ☐ Water CIP ☐ Sewer CIP ☐ Arena CIP ☐  
 Special Revenue ☒

Fund Type: Annual Lapsing ☐ Multi-year Non-Lapsing ☒

Request Type: De-authorization ☐ Supplemental ☐

Change of Funding Source ☐

**Appropriation**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	61114020	533000	165xx	5,000.00	-	-
2				-	-	-
3				-	-	-
4				-	-	-
5				-	-	-
6				-	-	-

**Revenue**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6111003	402179	165xx	5,000.00	-	-
2				-	-	-
3				-	-	-
4				-	-	-
5				-	-	-
6				-	-	-

DUNS # 026001619

CFDA # 16.54

Grant # 026001619

Grant Period: From 06/01/2016  
To 09/01/2016

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

Reimbursement Request will be reduced ☐

Funds will be returned ☐

# City of Rochester School Department

**Mr. Michael Hopkins**  
Superintendent of Schools  
E-mail: hopkins.m@rochesterschools.com

**Mrs. Mary Moriarty**  
Assistant Superintendent of Schools  
E-mail: moriarty.m@rochesterschools.com

**Ms. Linda Casey**  
Business Administrator  
E-mail: casey.l@rochesterschools.com

**Mrs. Christiane Allison**  
Director of Student Services  
E-mail: allison.c@rochesterschools.com

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



**Contract Date: July 1<sup>st</sup>, 2016 – September 30<sup>th</sup>, 2016.**



This agreement is made between the SAU #54, Rochester School Department and **The Rochester Recreation Department**. This agreement is to support the NH Community for Children: Safe Schools/Healthy Students Grant.

## **Roles and Responsibilities:**

At the request of the School District, Lauren Colanto, Assistant Director from the Rochester Recreation Department agrees to provide the following:

## **Youth Summer Program**

Rochester Recreation Teen Travel Camp is a one day a week, eight week program for Rochester teens ages 14-16 years old. Each week, staff will chaperone campers on a bus trip to a local outdoor attraction where participants will take part in a designated activity. This program will emphasize *"Physical and Social Engagement"* through outdoor activities that reconnect teens with nature. Please see Camp details attached.

## **Method of Payment: Contract Dates: July 1<sup>st</sup>, 2016 to September 30<sup>th</sup>, 2016.**

Upon invoice, the cost of the described service will be \$5,000 which will pay for travel to and from local outdoor attractions, as well as admission fees. The total of all invoices for the Purchase of Educational Services should not exceed **\$5,000.**

**Term and Termination:** Changes to the schedule and format may occur if mutually agreed upon by both parties. The District reserves the right to terminate this contract at any point that it deems the Contractor is not fulfilling the outlined expectations in timely and/or professional manner.

\_\_\_\_\_  
Mary A. Moriarty, Assistant Superintendent, SAU#54

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lauren Colanto, Assistant Director, Rochester Recreation Department

\_\_\_\_\_  
Date

## **2016 Rochester Recreation Teen Travel Camp**

**Length:** 8 weeks, Thursday July 7<sup>th</sup> – August 25<sup>th</sup>, 2016.

**Eligibility:** Rochester Residents 14-16 years old

### **General Description:**

Rochester Recreation Teen Travel Camp is a one day a week, eight week program for Rochester teens ages 14-16 years old. Each week, staff will chaperone campers on a bus trip to a local outdoor attraction where participants will take part in a designated activity. This program will emphasize physical and social engagement through outdoor activities that reconnect teens with nature.

### **Program Goals:**

#### **1) Provide teens with experiences that support behavioral, social and emotional health.**

Teen Travel Camp will give participants the opportunity to interact with peers and adults in a safe, fun environment. Through the excursions offered at this program, participants will be removed from their standard environment and take part in experiences that encourage healthy risk taking and advances outside one's daily norm. Taking part in new experiences with peers will promote an environment of genuine interpersonal situations, relationship building and create an overall supportive social environment. As the camp engages in outdoor activities together, peer bonding will take place and the foundation for positive social behaviors will be laid and reinforced by adult staff members. Through shared experiences, participants will develop a sense of camaraderie and respect that will play a role in their personal success not only during the eight week program but into the school year and school environment.

#### **2) Connect teens with positive adult support systems.**

Teen Travel Camp will be staffed by employees of the Rochester Recreation Department and partnering city agencies. All staff members are highly engaged in various areas of the Rochester community. Many are recognized throughout Rochester as being coaches, involved in other recreational programs or school sponsored sports/ activities. Because of their familiarity with the greater Rochester community, these adults are aware of the resources and support networks available to teens locally. Through their various roles in Rochester, both professional and personal, staff members have a firm understanding of the foundations of local culture, community challenges and community strengths. With this familiarity, staff members will have multiple connections and common ground with participants which can be used as building blocks for a positive, interactive relationship.

Identifying these positive adult supports within Rochester will benefit participants during and after the program. Throughout the eight weeks, teens will interact with staff members, observing and absorbing their positive social and behavioral habits pertaining to themselves and others. After the program is complete, campers will have familiarized themselves with multiple adult supports in various areas of the community. These adults will serve as pillars of support for teens in the future as they may seek out positive encouragement, direction to resources and general guidance from a trusted source.



**3) Introduce teens to healthy, local recreation resources.**

Each week, Teen Travel Camp will explore a local outdoor resource or attraction. Trips will vary in location and activity and will expose participants to activities and outings offered in the surrounding area. Each excursion will be designed around a specific outdoor activity that highlights one of the many recreational assets of New England. During trips, teens will be introduced to multiple outdoor activities like swimming, hiking, zip lining and fishing. Taking part in these excursions will present campers with a plethora of healthy, physical, substance free activities that they can pursue individually for a lifetime full of fun, self- directed recreation.



4/28/16

## 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
Renewal of Granite State Business Park's Economic Revitalization Zone

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

AGENDA DATE	May 3, 2016		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	April 15, 2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	3	

## COMMITTEE SIGN-OFF

COMMITTEE	REDC
CHAIR PERSON	Susan DeRoy

## DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	signature on file
CITY MANAGER	signature on file

## FINANCE &amp; BUDGET INFORMATION

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

## LEGAL AUTHORITY

**SUMMARY STATEMENT**

ERZ stands for Economic Revitalization Zone. The ERZ tax credit program, which is detailed in RSA 162-N, offers a short term business tax credit for projects that improve infrastructure and create jobs in designated areas of a municipality.

The Department of Resources and Economic Development has a new policy in which all ERZ's in the State need to be renewed after a 5 year period. The Economic Development office received notice that the Granite State Business Park (GSBP) was approved in 2008 and falls under the new renewal terms.

The Rochester Economic Development Commission reviewed the ERZ and and voted to support the renewal of the GSBP ERZ. Since 2008 the GSBP has expanded and the REDC and Economic Development Department would like to request the addition of the 3 new lots in GSBP to become a part of the ERZ.

See attached sheet for more details on ERZ's.

**RECOMMENDED ACTION**

Approve the renewal of the Economic Revitalization Zone for the Granite State Business Park.



STATE OF NEW HAMPSHIRE  
DEPARTMENT of RESOURCES and ECONOMIC DEVELOPMENT  
**DIVISION OF ECONOMIC DEVELOPMENT**

172 Pembroke Road    Concord, New Hampshire 03301  
Phone: 603-271-2341    [www.nheconomy.com](http://www.nheconomy.com)

February 23, 2016

Karen Pollard  
Economic Development Manager  
City of Rochester, NH  
150 Wakefield Street  
Suite 203  
Rochester, NH 03867

**Re: Renewal of ERZ Certification**

Dear Karen:

Your City or Town was previously granted ERZ designation for the following area(s):

- 1) Granite State Business Park, Airport Dr. (approved 10/08)

In 2015, the ERZ statute was amended as follows:

***"Reevaluation of Economic Revitalization Zone***

*Each economic revitalization zone shall be evaluated every 5 years to determine if it meets the criteria required in RSA 162-N:2. If an economic revitalization zone fails to meet the criteria in RSA 162-N:2, its designation as an economic revitalization zone shall be removed."*

At this time, the Department of Resources and Economic Development is reviewing the current status of previously designated ERZs subject to 5 year reviews, and is asking the City or Town if the designated ERZ(s) should remain in the current ERZ tax credit program.

**Action required:**

If a City or Town wishes to continue the existing ERZ designation(s) under the current statute, the City/Town must certify that the area(s) continue to meet current eligibility as follows:

***Designation of Economic Revitalization Zone***

*1. "Economic revitalization zone" means a zone with a single continuous boundary, designated in accordance with the rules adopted under RSA 162-N:8, and having at least one of the following characteristics:*

- (a) Unused or underutilized industrial parks; or*
- (b) Vacant land or structures previously used for industrial, commercial, or retail purposes but currently not so used due to demolition, age, obsolescence, deterioration, brownfields, relocation of the former occupant's operations, or cessation of operation resulting from unfavorable economic conditions either generally or in a specific economic sector.*

Please complete the enclosed form and return to DRED by May 1, 2016. For further information or questions, please contact the ERZ program coordinator at 271-2591.

## Renewal of ERZ Certification

**PLEASE COMPLETE and MAIL THIS FORM BY May 1, 2016**

To:

Department of Resources and Economic Development  
 Attention: ERZ Program Coordinator  
 172 Pembroke Road  
 Concord NH 03301

The City of Rochester, NH wishes to have the following ERZ area(s) remain in the current Economic Revitalization Zone program:

✓ Granite State Business Park, Airport Dr. (approved 10/08)  
*please see attached maps & details of the park expansion.*

The City of Rochester, NH certifies that the area(s) selected above continue to meet the criteria for inclusion in the ERZ program under current statute.

If DRED does not receive notification of the above, DRED will discontinue designation of the area(s) as ERZs under the current statute.

For further information or questions, please contact the ERZ program coordinator at 271-2591.

Contact Person (please print): Jennifer Marsh

Title: Economic Development Specialist

E-mail address: jennifer.marsh@rochester.nh.net

Signature of Contact Person: 

Date: 4/11/16

APPROVED:

\_\_\_\_\_  
 Jeffrey Rose, Commissioner

\_\_\_\_\_  
 Date



## ERZ FAQs for Communities



### What does ERZ stand for?

"ERZ" stands for Economic Revitalization Zone.

### Why were ERZs established?

ERZs were established to stimulate economic redevelopment, expand the commercial and industrial base, create new jobs, reduce sprawl and increase tax revenues within the state by encouraging economic revitalization in designated areas.

### How is an ERZ defined?

A community must request that a site or contiguous area be designated as an ERZ from DRED.

An ERZ must be either:

- A. A 'Brownfield' zone (An industrial or commercial property that remains abandoned or underutilized in part because of environmental contamination or the fear of such contamination)
- B. Or has at least one of these characteristics:
  1. There has been a population decrease over the past 20 years (according to census readings).
  2. At least 51 percent of the households in the area have incomes less than 80 percent of the median income for households in the state.
  3. At least 20 percent of the households have a median income level below the poverty level.
  4. The zone contains:
    - I. Unused or underutilized industrial parks or
    - II. Vacant land, or structures previously used for industrial, commercial, or retail purposes and designation of the zone as an ERZ zone would likely result in the reduction of the rate of vacant or demolished structures or the rate of tax delinquency in the zone.

### How much is available for tax credits?

The State of New Hampshire has designated \$825,000 statewide, per year, to be made available for ERZ tax credits.

### How long will this initiative be in place?

This program will be in place indefinitely until the State law governing ERZs is repealed, amended or revised.

### What is the process to create an ERZ in the Community?

To apply for the tax credits a community must complete Form ERZ-1 available from the Department of Resources and Economic Development. The application must include reference to the public record of acceptance by the governing body of the community.

### Is there a fee to participate?

No, there is no application fee.

### How can a community benefit from ERZs?

Communities benefit from ERZs by the job growth of its businesses located in the community, and by potential growth of the local tax base due to expansion of the business's plant and equipment assets. For a business to qualify for an ERZ tax credit it must invest in plant or equipment and / or create a least one (1) new job in the state, and meet the following criteria:

- ☐ The business must be physically located in an approved ERZ.
- ☐ Investment in plant or equipment must be made directly by the business applying for the ERZ tax credit.
- ☐ Jobs created may be full time or part time direct employees, and not be contracted or "temp" jobs.
- ☐ The investment and / or the job creation must take place within one calendar year.

### How is the credit calculated?

The credit is based on a percent of the salary for each new job created and the lesser of: either a percent of the actual cost incurred for the project or a maximum credit for each new job created in the fiscal year

### How can a business in the community claim the credit?

The deadline to apply is Feb. 10 of the year following the applicant's tax year. To apply for the tax credits an applicant must complete form ERZ-2 available from the Department of Resources and Economic Development's website [nheconomy.com](http://nheconomy.com)

### Who do I call with additional questions?

Contact the DRED's Division of Economic Development at (603) 271-2591.



This page has  
been  
intentionally left  
blank.



**RESOLUTION ADOPTING A 2016-2017 ROCHESTER CDBG**  
**“ACTION PLAN FOR THE CITY OF ROCHESTER, N.H.” AND**  
**APPROVING AND APPROPRIATING THE 2016-2017**  
**COMMUNITY DEVELOPMENT BUDGET FOR THE CITY OF ROCHESTER**

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

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the one-year 2016-2017 “Action Plan for the Community Development Division for the City of Rochester, N.H.,” as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic and Community Development, in connection with the City’s Community Development Block Grant (CDBG) program, including the goals, objectives, and concepts set forth therein;

II. Further, that a twelve (12) month Community Development Block Grant budget for the Office of Economic and Community Development for the City of Rochester in the total amount of Two Hundred Forty-One Thousand and Fifty-Two Dollars (\$241,052.00) be, and hereby is, approved and appropriated for fiscal year 2016-2017. Included in said approval and appropriation are expenditures set forth in the one-year action plan of the Office of Economic & Community Development for the City of Rochester for the Community Development Block Grant program, in the following categories and amounts:

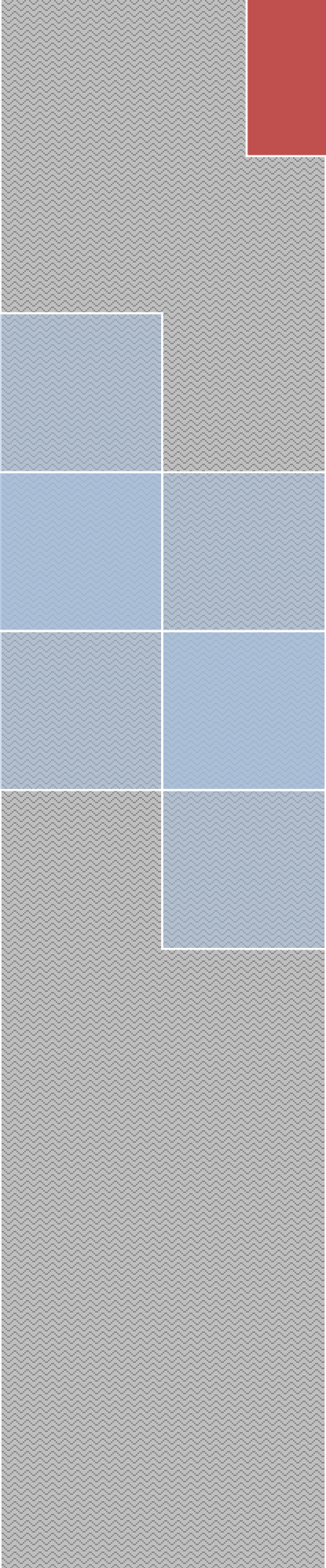
Administration and Planning	\$ 48,210.40
Public Service Agencies	\$ 36,157.80
Housing/Public Facilities/Infrastructure	\$ 156,683.80
<b>Total</b>	<b>\$241,052.00</b>

This budget and the one-year action plan for 2016-2017 may be reconsidered if federal funding is changed or if it is inconsistent with the total 2016-2017 budget adopted for the Office of Economic & Community Development.

The sums necessary to fund the above appropriation in the amount of Two Hundred Forty-One Thousand and Fifty-Two Dollars (\$241,052.00) shall be drawn in their entirety from the above-mentioned 2016-2017 fiscal year Community Development Block Grant from the federal government to the City of Rochester. The Finance Director is hereby authorized to create such line item accounts as shall be necessary to implement this Resolution.

Furthermore, in the event that federal funding for the above Community Development Block Grant budget is less than the total appropriation amount provided for in this Resolution, then, and in such event, the City Manager, or his designee in the Office of Economic and Community Development, is authorized to proportionately reduce the amounts for the budgetary categories stated above, as well as for any planned grants and/or other expenditures made from within such budgetary categories.





This page has  
been  
intentionally left  
blank.





4/28/16

## 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 Second Reading and Adoption of CDBG Program Annual Action Plan for FY 2016-2017
---

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

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

AGENDA DATE	May 3, 2016		
DEPT. HEAD SIGNATURE	Karen Pollard, on file		
DATE SUBMITTED	4/22/2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	100	

**COMMITTEE SIGN-OFF**

COMMITTEE	Community Development Committee
CHAIR PERSON	Elaine Lauterborn, signature on file

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	signature on file

**FINANCE & BUDGET INFORMATION**

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	CDBG
ACCOUNT NUMBER	TBD
AMOUNT	\$241,052.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

**LEGAL AUTHORITY**

24 CFR § 91.1 requires the submission of an Annual Action Plan for the City of Rochester to continue to receive Community Development Block Grant funding.

**SUMMARY STATEMENT**

The City of Rochester receives federal grant funding through the Community Development Block Grants (CDBG) program, which is administered through the U.S. Department of Housing & Urban Development (HUD). As part of this funding process, the City must submit an Annual Action Plan to HUD that outlines its proposed uses of the grant funding received. This will be the first reading of the Annual Action Plan, to be followed by a public hearing and second reading and adoption.

No City funds need to be obligated to receive this grant funding.

**RECOMMENDED ACTION**

Adoption of the draft FY 2016-2017 Annual Action Plan.

## AGENDA BILL - FUNDING RESOLUTION

## EXHIBIT

Project Name: Date: Fiscal Year: 

Fund (select):

GF  Water  Sewer  Arena CIP  Water CIP  Sewer CIP  Arena CIP Special Revenue Fund Type: Lapsing  Non-Lapsing 

## Deauthorization

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

## Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD	TBD	241,052.00 -	-	-
2				-	-	-
3				-	-	-
4				-	-	-

## Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD	TBD	241,052.00 -	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From   
To 

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

Reimbursement Request will be reduced Funds will be returned



## **Second Program Year Action Plan**



**The City of Rochester, N.H.**  
**DUNS # 099446879**

## **Second Program Year Action Plan (FY 2016-2017)** **Consolidated Plan (FY 2015-2020)**

Submitted May XX, 2016

## Table of Contents

<b>AP-05 Executive Summary . . . . .</b>	<b>3</b>
<b>PR-05 Lead &amp; Responsible Agencies . . . . .</b>	<b>12</b>
<b>AP-10 Consultation . . . . .</b>	<b>14</b>
<b>AP-12 Participation . . . . .</b>	<b>60</b>
<b>AP-15 Expected Resources . . . . .</b>	<b>69</b>
<b>AP-20 Annual Goals and Objectives . . . . .</b>	<b>72</b>
<b>AP-35 Projects . . . . .</b>	<b>78</b>
<b>AP-50 Geographic Distribution . . . . .</b>	<b>83</b>
<b>AP-55 Affordable Housing . . . . .</b>	<b>84</b>
<b>AP-60 Public Housing . . . . .</b>	<b>85</b>
<b>AP-65 Homeless and Other Special Needs Activities . . . . .</b>	<b>86</b>
<b>AP-75 Barriers to affordable housing . . . . .</b>	<b>89</b>
<b>AP-85 Other Actions . . . . .</b>	<b>90</b>
<b>AP-90 Program Specific Requirements . . . . .</b>	<b>93</b>

## Executive Summary

### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### 1. Introduction

This Action Plan represents year two (2) of the City of Rochester's Five (5) Year Consolidated Action Plan for FY 2015-2020. Each year, the City outlines a specific plan for the activities planned in a given year in order to improve conditions within low to moderate income communities and to address vital housing, facilities, infrastructure, and economic development needs within the City. This specific plan is an extension of the identified needs as defined in the Consolidated Action Plan and incorporates ongoing analysis of current conditions within the City.

The FY 2016-2017 Community Development Block Grant (CDBG) amount for the City of Rochester is \$241,052.00, with \$48,210.40 (20%) allocated for planning and administration, \$36,157.80 (15%) for public services, and the balance of \$156,683.80 for projects focused on the areas of housing, public facilities and infrastructure, and economic development. The focus of this year's Action Plan is to support the needs of local public service agencies, facilities, infrastructure, housing, and economic development projects that will benefit low to moderate income residents of the City. Specific details on the use of funds are described in the "Consolidated Action Plan Goals" section under each activity and address one of the three national objectives set forth by the U.S. Department of Housing and Urban Development (HUD) for CDBG grant expenditures: (1) to provide decent housing; (2) to provide a suitable living environment; or (3) to expand economic opportunities.

#### 2. Summarize the objectives and outcomes identified in the Plan

These objectives are based on the extensive research and consultations that the Community Development Coordinator has conducted with local public service agencies, relevant government agencies and departments, and the general citizenry. These programs and activities are aimed at meeting one or more of HUD's outcomes for CDBG funding: to provide decent housing, to provide a suitable living environment, and to expand economic opportunities. The individual activities were established to meet HUD outcomes and are those seen to meet the needs of the City's low to moderate income population as identified at present and projected over the next year.

Program Goal: To Provide Decent Housing

- i. Assisting Homeless Persons to Obtain Affordable Housing and Assisting Persons at Risk of Homelessness
  - Homeless shelters
  - Rent assistance programs
  - Long-term supportive housing for the chronically homeless population
- ii. Retention of Affordable Housing Stock
  - Housing rehabilitation/weatherization programs, including lead paint contamination testing efforts
  - Creation of workforce housing opportunities
  - Rental assistance/subsidy programs for low-income residents
- iii. Increasing the Supply of Supportive Housing Which Includes Structural Features and Services to Enable Persons with Special Needs (Including Persons Living with HIV/AIDS) to Live in Dignity and Independence
  - Rent assistance/subsidy programs for low-income residents
  - Long-term supportive housing for the chronically homeless population

Program Goal: To Provide a Suitable Living Environment

- i. Reducing the Incidence of Increasing Substance Abuse (Especially Heroin and Other Opioids) and Addressing Root Causation
  - Rent assistance programs
  - Support for organizations and programs addressing mental illness
  - Support for organizations providing treatment and recovery services to individuals with substance abuse addictions
- ii. Improving the Safety and Livability of Neighborhoods
  - Major infrastructure improvement projects in low-income neighborhoods
  - Accessibility improvements to City park
  - Façade improvements to downtown commercial building



- Continued review of neighborhood conditions in low-income neighborhoods
- iii. Increase Access to Quality Public and Private Facilities and Services
- Public service agencies providing programs and support to low-income populations of greatest need
  - Participation in local coalitions of service providers (*e.g.*, Balance of State Continuum of Care)
  - Support for regional public service agencies to provide greater access to community resources for low-income population as well as senior citizens and people with disabilities

Program Goal: To Expand Economic Opportunities

- i. Establishment, Stabilization, and Expansion of Small Businesses, Including Micro-Businesses
- Revolving loan fund for small business financing
- ii. Provision of Public Services Concerned with Employment
- Vocational and workforce training programs for low-income residents
  - Educational/high school equivalency programs for low-income residents

### **3. Evaluation of past performance**

The FY 2015-2016 Annual Action Plan identified a number of housing, public service, and economic development needs with the City of Rochester. A significant portion of the FY 2015-2016 Plan focused on the needs of the City's homeless population, and funding was provided to the three primary homeless shelters in the region (providing seasonal, transitional, and year-round services). Two of the shelters report that they are on-track to meet or exceed the projected numbers for City residents to be served during the FY 2015-2016 period. One of the shelters reports that the number of clients served thus far this year is slightly under the number anticipated. This Annual Action Plan for FY 2016-2017 incorporates continued funding for the provision of services through regional homeless shelters as needs analyses show a continued priority need for these services.

Two FY 2015-2016 grant subrecipients, the Community Action Partnership of Strafford County (CAP) and New Hampshire Legal Assistance (NHLA), have reported that they are not on target to meet their projected goals for FY 2015-2016.

CAP has reported that it will not meet the number of households and residents to be served by its weatherization assistance program. Further, expenditure of grant funds for FY 2014-2015 and FY 2015-2016 has been very slow; at the end of FY 2014-2015, only about half of the granted \$50,000.00 had been spent on housing rehabilitation activities. At the beginning of FY 2015-2016, the City of Rochester drafted a corrective action plan for CAP that required a detailed plan to achieve performance improvement and quarterly meetings to discuss progress. While performance has improved somewhat, due to these continuing issues, the City of Rochester has reduced the amount of the award to CAP for FY 2016-2017.

NHLA has reported that it will not meet the number of residents served by its Housing Justice Project. It cancelled a scheduled fair housing educational seminar, to be held within the City of Rochester, due to a low number of sign-ups for the event. It plans to hold a similar event within Rochester with higher turn-out in spring 2016, using alternative funding. NHLA will not be funded in FY 2016-2017.

Community needs analyses and consultations from the prior year indicated a gap in focus as relates to fair housing issues in previous Annual Action Plans and the FY 2010-2015 Consolidated Action Plan. This gap was addressed in the FY 2015-2016 Annual Action Plan through funding for fair housing educational programming in the City.

The continued substance abuse crisis in the City of Rochester and the wider region, particularly the abuse of heroin and related substances, was discussed in the FY 2015-2020 Consolidated Action Plan and the FY 2015-2016 Action Plan. This substance abuse impacts housing stability, homelessness, employment, health care needs, neighborhood safety, and many other areas. For the FY 2016-2017 grant cycle, the City of Rochester provided specific outreach to organizations specializing in substance abuse issues to encourage grant applications from these organizations. In response, three organizations submitted grant applications. The City chose to fund the construction of a recovery center aimed at serving pregnant women with substance abuse addictions for FY 2016-2017.

#### **4. Summary of Citizen Participation Process and consultation process**

The City of Rochester's Community Development Division has conducted extensive public outreach as part of the FY 2016-2017 Annual Action Plan planning and preparation process. This has included two public hearings, attendance at monthly local neighborhood ward meetings, consultations with local public service agencies, consultations with local business organizations, social media outreach, and for the first time, an online survey. This outreach was conducted in accordance with the Citizen Participation Plan outlined in the FY 2015-2020 Consolidated Action Plan.

Two public hearings were held related to the Annual Action Plan. The first public hearing was held on December 15, 2016. One individual spoke at the meeting regarding concerns about the financial costs of the CDBG grant to the City and to express opposition to funding for arts and culture projects.

For FY 2016-2017, applications for CDBG grant funding were made available on November 10, 2015 and were due back to the Community Development Division by January 8, 2016. This represents an extension in the time period during which applications could be completed and submitted as compared to previous years. This was in response to requests for additional time from grant applicants.

Applications were reviewed by the Community Development Division and forwarded to the members of the Community Development Committee. The first review of the applications occurred at the January 28, 2016 meeting of the Community Development Committee. The grant applicants were invited to present on their applications at the Community Development Committee meeting held on February 22, 2015. After review of all grant applications received, the members of the Community Development Committee rated their level of support for each agency, and those receiving the most support were recommended for funding. Public service agencies were recommended across all areas of identified priority needs. The Community Development Committee voted on its grant application funding recommendations at the March 14, 2016 Community Development Committee meeting. Throughout the evaluation process, careful attention was paid to the priorities identified in the FY 2015-2020 Consolidated Action Plan.

The formal public comments announcement was posted in the local newspaper of general circulation on March 17, 2016, and copies of the public comments notice were also posted at City Hall, the City's Community Center, the City's Public Library, and on the City's website on March 16, 2016. In the notice, the

public was invited to review the draft Annual Action Plan in-person at the Office of Economic and Community Development and/or on the City's Community Development Division webpage. Copies of the draft plan were also made available at City Hall and the Rochester Public Library. No public comments were received.

The draft FY 2016-2017 Annual Action Plan was presented for a first reading to the full City Council at the April 5, 2016 City Council Meeting. A second public hearing was held on April 19, 2016. One individual spoke at the meeting regarding concerns about homeless residents in the City of Rochester and suggesting that the Rochester Community Center's gym showers be made available for homeless residents to use. At the **May 3, 2016** City Council meeting, there was a second reading of the draft FY 2016-2017 Annual Action Plan, and the Action Plan was adopted.

## **5. Summary of public comments**

The following comments from the public regarding the FY 2016-2017 Annual Action Plan were received:

### Ward 6 Meeting

- Summary of Comments Received: Concerns regarding crime and drug sales, need for homelessness support, skateboard park suggestion
- Summary of Comments Not Accepted: All comments were accepted or referred to other City departments for follow-up, as appropriate.

### Rochester Housing Authority Meeting

- Summary of Comments Received: Concerns about housing costs and food insecurity; support for mental health services, housing rehabilitation, transportation services, substance abuse, homelessness, and fair housing
- Summary of Comments Not Accepted: All comments were accepted or referred to other City departments for follow-up, as appropriate.

### Ward 5 Meeting

- Summary of Comments Received: Concerns about crime and the environment, concerns about homelessness and support for homeless shelters/programs
- Summary of Comments Not Accepted: All comments were accepted or referred to other City departments for follow-up, as appropriate.

Ward 2 Meeting

- Summary of Comments Received: Concerns about substance abuse, need for curb cuts for persons with disabilities, support for skateboard park
- Summary of Comments Not Accepted: All comments were accepted or referred to other City departments for follow-up, as appropriate.

Rochester Listens Meeting

- Summary of Comments Received: Concerns about substance abuse, need for housing and education
- Summary of Comments Not Accepted: All comments were accepted or referred to other City departments for follow-up, as appropriate.

Ward 3 Meeting

- Summary of Comments Received: Concerns about crime and substance abuse; need for services related to homelessness, domestic violence, transportation, and after-school programs
- Summary of Comments Not Accepted: All comments were accepted or referred to other City departments for follow-up, as appropriate.

Public Hearing (First)

- Summary of Comments Received: Concerns about costs of managing federal grants and suggestion to not accept federal grants due to “strings” attached, concerns regarding funds spent on arts and culture projects.
- Summary of Comments Not Accepted: Comment criticizing acceptance of federal funding due to federal control of local decision-making was not accepted. This comment was not accepted because it was decided that it is in the City of Rochester’s best interest to continue to receive CDBG funding.

Ward 4 Meeting

- Summary of Comments Received: Concerns about substance abuse and the proposed downtown placement of a proposed recovery center; need for services related to homelessness, especially for homeless men; concerns about absentee landlords.
- Summary of Comments Not Accepted: All comments were accepted or referred to other City departments for follow-up, as appropriate.

Online Community Development Survey

- Summary of Comments Received: Priorities and preferences included homeless shelters, food pantry, youth activities, bicycle paths, code enforcement, reduction in social services, mental health access, substance abuse treatment, downtown improvements, bus service expansion, crime in low-income housing areas, better lighting and signage at the Rochester Community Center, development of private business versus "handouts," and to decline CDBG grant funds entirely
- Summary of Comments Not Accepted: Comment suggesting that the City of Rochester decline receipt CDBG funds was not accepted. This comment was not accepted because it was decided that it is in the City of Rochester's best interest to continue to receive CDBG funding. All other comments were accepted or referred to other City departments for follow-up, as appropriate.

#### Public Comments Period

- Summary of Comments Received: No comments were received.
- Summary of Comments Not Accepted: N/A. No comments were received.

#### Public Hearing (Second)

- Summary of Comments Received: Concerns about homelessness, suggestion to open Community Center showers for use by homeless residents.
- Summary of Comments Not Accepted: All comments were accepted or referred to other City departments for follow-up, as appropriate.

#### **6. Summary of comments or views not accepted and the reasons for not accepting them**

Please see "Summary of public comments" section above.

#### **7. Summary**

The FY 2016-2017 Annual Action Plan focuses on the community needs identified during the FY 2015-2020 Consolidated Action Plan community needs assessment process, the FY 2016-2017 Annual Action Plan community needs assessment process, and the citizen participation and consultation process. This includes needs that continue to exist from previous Annual Action Plans, such as permanent and supportive housing for homeless populations, and needs that have not been fully addressed in previous Annual and Consolidated Action Plans, such as substance abuse treatment and recovery. This Annual Action Plan will be

used to evaluate new funding and project opportunities, and community needs analyses will continue and be incorporated as necessary and relevant.

**THIS PAGE LEFT INTENTIONALLY BLANK**



**PR-05 Lead & Responsible Agencies – 91.200(b)****1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	ROCHESTER	Office of Economic & Community Development

Table 1 – Responsible Agencies

**Narrative (optional)**

N/A.

**Consolidated Plan Public Contact Information**

Julian L. Long, J.D.  
Community Development Coordinator/Grants Manager  
Office of Economic & Community Development  
31 Wakefield St.  
Rochester, NH 03867  
(603) 335-7519  
julian.long@rochesternh.net

**This page left intentionally blank**

**AP-10 Consultation – 91.100, 91.200(b), 91.215(l)****Introduction**

The City of Rochester has made extensive efforts to enhance coordination between the City's public housing providers, non-profit organizations providing housing services, and relevant City staff. The City of Rochester's Community Development Coordinator also engages in significant outreach and involvement in relevant community organizations, such as the Greater Seacoast Coalition on Homelessness, the Health Families Advisory Board for the Strafford County Head Start Program, and active involvement with the Balance of State Continuum of Care.

**Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))**

The City of Rochester has made extensive efforts to enhance coordination between the City's public housing providers, non-profit organizations providing housing services, and relevant City staff. For example, the City of Rochester's Community Development Coordinator has had a role in monitoring the effectiveness of the regional Coordinated Entry (formerly Coordinated Access) system implementation through membership on the Greater Seacoast Coalition on Homelessness' steering committee. Coordinated Entry provides a single point of contact for persons who are homeless or at risk of homelessness, and referrals are provided to regional homeless shelters, organizations providing rent assistance, general health care and mental health care resources, and more.

The City also funds a wide range of public service agencies that provide services such as housing, homelessness prevention, rental assistance, etc. The Community Development Coordinator attends many of the meetings and trainings organized by these agencies, and the Community Development Coordinator forwards relevant information from these agencies to all other public service agency contacts who might be interested.

Also, in November 2015, the Community Development Coordinator organized a meeting of local agencies (including homeless shelters, supportive housing agencies, and others) to discuss the loss of affordable housing within the Seacoast region and opportunities to preserve affordable housing options. This meeting likely will become a regular discussion meeting and will expand in attendance.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The Community Development Coordinator regularly attends and actively participates in the New Hampshire Balance of State Continuum of Care, which includes the City of Rochester. The Community Development Coordinator serves as liaison between the City of Rochester and the Continuum of Care, and the Community Development Coordinator shares information received at Continuum meetings with relevant City staff and local public service agencies. This includes but is not limited to the City’s Welfare Office, the City’s Families in Transition coordinator, the local community health center, a local organization serving homeless youth, and local organizations providing mental health services.

Several of the public service agencies funded through Rochester’s CDBG grant also are active participants within the Balance of State Continuum of Care, and the Community Development Coordinator regularly works with these agencies on homelessness issues. This involves assistance with Continuum grant applications, sharing of relevant information regarding events and trainings, and other related activities.

The Community Development Coordinator is also actively involved with the regional “Continuum of Care” that serves the Seacoast area specifically. The Community Development Coordinator is a member of the Steering Committee for the Greater Seacoast Coalition on Homelessness, which meets quarterly to discuss homelessness issues and programs in the region. The Steering Committee includes representatives from the regional homeless shelters, public housing authorities, other local governments, and public service agencies concerned with addressing homelessness.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

N/A. The City of Rochester does not receive ESG funds.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction’s consultations with housing, social service agencies and other entities**

Please see “Table 2 – Agencies, groups, organizations who participated” below.

**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Welfare Office, City of Rochester
	<b>Agency/Group/Organization Type</b>	Services-homeless Other government-local Grantee Department
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.

2	<b>Agency/Group/Organization</b>	Greater Seacoast Coalition to End Homelessness
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.

3	<b>Agency/Group/Organization</b>	Rochester Housing Authority
	<b>Agency/Group/Organization Type</b>	Housing PHA Services – Housing Publicly Funded Institution/System of Care
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Non-Homeless Special Needs Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.

4	<b>Agency/Group/Organization</b>	The Homemakers
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons Services-Persons with Disabilities Services-Health Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Other-Needs of elderly persons and persons with disabilities
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.



5	<b>Agency/Group/Organization</b>	Workforce Housing Coalition of the Greater Seacoast
	<b>Agency/Group/Organization Type</b>	Housing Services - Housing Services-homeless Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.

6	Agency/Group/Organization	Family Justice Center
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services – Victims Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
7	Agency/Group/Organization	Ward 6 R.U.N. (Rochester United Neighborhoods)
	Agency/Group/Organization Type	Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Other-Fair Housing

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
8	Agency/Group/Organization	Rochester Housing Authority
	Agency/Group/Organization Type	Housing PHA Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Non-Homeless Special Needs Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
9	Agency/Group/Organization	New Hampshire Housing Finance Authority
	Agency/Group/Organization Type	Housing Services – Housing Services-Fair Housing Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Non-Homeless Special Needs Anti-poverty Strategy Lead-based Paint Strategy Other-Fair Housing

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
10	Agency/Group/Organization	Community Action Partnership of Strafford County
	Agency/Group/Organization Type	Housing Services – Housing Services-Fair Housing Services-Children Services-Health Services-Education Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
11	Agency/Group/Organization	Goodwin Community Health
	Agency/Group/Organization Type	Health Agency Publicly Funded Institution/System of Care Services-Children Services-Health Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy Other-Fair Housing

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
12	Agency/Group/Organization	Dover Adult Learning Center
	Agency/Group/Organization Type	Services-Education Services-Employment Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy Market Analysis Economic Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
13	Agency/Group/Organization	Community Partners
	Agency/Group/Organization Type	Services – Housing Services-Persons with Disabilities Services-Health Services-Employment Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Anti-poverty Strategy



	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
14	Agency/Group/Organization	City of Rochester School Department
	Agency/Group/Organization Type	Services-Children Services-Education Other government – Local Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
15	Agency/Group/Organization	City of Rochester Departments – City Manager's Office, Code Enforcement, Fire Department, Police Department, Economic Development
	Agency/Group/Organization Type	Services - Victims Other government – Local Grantee Department
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Market Analysis Economic Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
16	Agency/Group/Organization	City of Dover's Community Development Office
	Agency/Group/Organization Type	Services – Housing Services-Persons with Disabilities Services-homeless Services-Fair Housing Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Market Analysis

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
17	Agency/Group/Organization	City of Portsmouth's Community Development Office
	Agency/Group/Organization Type	Services – Housing Services-Persons with Disabilities Services-homeless Services-Fair Housing Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Market Analysis

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
18	Agency/Group/Organization	Balance of State Continuum of Care
	Agency/Group/Organization Type	Services – Housing Services-homeless Publicly Funded Institute/System of Care Other government – State Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Homeless Needs – Chronically homeless Homeless Needs – Families with children Homelessness Needs – Veterans Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
19	Agency/Group/Organization	Ward 5 Rochester United Neighborhoods (R.U.N.)
	Agency/Group/Organization Type	Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Other-Fair Housing

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
20	Agency/Group/Organization	Cross Roads House
	Agency/Group/Organization Type	Services – Housing Services-homeless Services-Health Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs-Chronically homeless Homeless Needs-Families with children

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
21	Agency/Group/Organization	The Housing Partnership
	Agency/Group/Organization Type	Housing Services – Housing Services-homeless Services-Persons with disabilities Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy



	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
22	Agency/Group/Organization	Ward 2 Rochester United Neighborhoods (R.U.N.)
	Agency/Group/Organization Type	Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Other-Fair Housing

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
23	Agency/Group/Organization	Ward 3 Rochester United Neighborhoods (R.U.N.)
	Agency/Group/Organization Type	Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Other-Fair Housing, Crime, Transportation

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
24	Agency/Group/Organization	Families in Transition
	Agency/Group/Organization Type	Services-Children Services-Education Services-homeless Child Welfare Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
25	Agency/Group/Organization	Rochester Youth Reach
	Agency/Group/Organization Type	Services-Children Services-Education Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
26	Agency/Group/Organization	Tri-City Consumers' Cooperative
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-Health
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
27	Agency/Group/Organization	Homeless Center for Strafford County
	Agency/Group/Organization Type	Services – Housing Services-homeless Services-Health Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs-Chronically homeless Homeless Needs-Families with children Other-Transportation

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
28	Agency/Group/Organization	Rochester Main Street
	Agency/Group/Organization Type	Services-Employment Business Leaders Civic Leaders Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development Non-Homeless Special Needs Other-Downtown accessibility for persons with disabilities

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
29	Agency/Group/Organization	Cooperative Alliance for Seacoast Transportation
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Other-Transportation



	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
30	Agency/Group/Organization	AIDS Response Seacoast
	Agency/Group/Organization Type	Services-Housing Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Health Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Other-Health

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
31	Agency/Group/Organization	Cornerstone VNA
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Services-Health Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Other-Needs of elderly persons and persons with disabilities

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
32	Agency/Group/Organization	Healthy Homes and Environment Section, N.H. Department of Health and Human Services
	Agency/Group/Organization Type	Services – Housing Services-Health Other government - State
	What section of the Plan was addressed by Consultation?	Lead-based Paint Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
33	Agency/Group/Organization	Strafford Regional Planning Commission
	Agency/Group/Organization Type	Services – Housing Services-Health Other government – County Planning Organization Regional Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
34	Agency/Group/Organization	MY TURN
	Agency/Group/Organization Type	Services – Education Services-Employment Regional Organization
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
35	Agency/Group/Organization	Child and Family Services
	Agency/Group/Organization Type	Services-Children Services – Education Services-Employment Child Welfare Agency Regional Organization
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
36	Agency/Group/Organization	N.H. Employment Security
	Agency/Group/Organization Type	Services-Employment Other government - State
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
37	Agency/Group/Organization	City of Rochester's Economic Development Department
	Agency/Group/Organization Type	Services-Employment Other government – Local Grantee Department
	What section of the Plan was addressed by Consultation?	Economic Development Market Analysis Anti-poverty Strategy



	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
38	Agency/Group/Organization	One Voice for Strafford County
	Agency/Group/Organization Type	Services-Health Health Agency Regional Organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Other-Substance abuse

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
39	Agency/Group/Organization	U.S. Department of Housing and Urban Development
	Agency/Group/Organization Type	Health Services-Health Services-homeless Other government - Federal
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Other-Fair Housing

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
40	Agency/Group/Organization	Ward 4 Rochester United Neighborhoods (R.U.N.)
	Agency/Group/Organization Type	Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Other-Fair Housing

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
41	Agency/Group/Organization	New Hampshire Legal Assistance
	Agency/Group/Organization Type	Services – Housing Service-Fair Housing Regional organization
	What section of the Plan was addressed by Consultation?	Public Housing Needs Non-Homeless Special Needs Fair housing

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	For most of the consultations, the Community Development Coordinator met in-person at the agency or organization's offices. For a few consultations, where the consulted individual was located outside of the greater Rochester area, the consultation was conducted via telephone or email. Areas for improved coordination include increased communication and partnership between intra-City departments, such as Community Development and the Welfare Office; increased communication between Community Development and the Rochester Housing Authority; and increased communication and partnership among municipal governments, housing agencies, and homeless shelters and other homeless service providers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to substance abuse prevent, treatment, and recovery.
--	---	---

**Identify any Agency Types not consulted and provide rationale for not consulting**

N/A. All agency types were consulted.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	N.H. Bureau of Homeless & Housing Services	The Balance of State Continuum of Care has focused recently on Coordinated Access/Entry implementation, Housing First housing approaches, rapid rehousing of homeless persons, and veteran homelessness. The Action Plan addresses homelessness issues in depth, including continuing support for the Seacoast region's Coordinated Entry system and support for the region's homeless shelters and coalitions.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
2015 Needs Assessment	Community Action Partnership of Strafford County	This report identifies utilities and fuel assistance as a major regional need. The Action Plan addresses this need under housing.
2012 Needs Assessment	Frisbie Memorial Hospital	This report outlines five prioritized community health needs: access to resources to address risky behaviors, access to treatment and rehabilitation for drug and alcohol dependence, access to behavioral health services, increased attention to chronic ambulatory care sensitive conditions, and access to safe and affordable housing. The Action Plan incorporates support for those with substance abuse issues, behavioral health-related issues, and safe and affordable housing.
2013 Annual Report	Goodwin Community Health	This report outlines a number of the service areas served, which include dental services, prenatal services, behavioral health, diabetes treatment, and WIC food package distribution. The Action Plan addresses behavioral health needs.
2015 Annual Listing of Obligated Projects for the Strafford Region	Strafford Regional Planning Commission	This report discusses transportation and infrastructure needs within Strafford County. The Action Plan addresses transportation shortfalls and other infrastructure needs within the City of Rochester.
Fair Housing Guide	New Hampshire Housing Finance Authority	This report addresses the impact of disability and age on housing, affordable housing, and fair housing issues. The Action Plan addresses accessibility improvements to public facilities, affordable housing issues, and fair housing issues.
2014 Annual Homeless Assessment Report (AHAR) to Congress	U.S. Dept. of Housing and Urban Development	This report provided data outlining specific areas of concern regarding homelessness, including stable or rising rates of homelessness within New Hampshire. The Action Plan addresses homelessness in depth in several sections.
2015-2020 Five Year Plan	Rochester Housing Authority	This plan addresses working on alternate uses for a building owned by the Rochester Housing Authority, reducing turnover time for public housing units, and the promotion of aging in place. This Action Plan addresses these issues in its focus on increasing communication and partnership between the City of Rochester and the Rochester Housing Authority.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Plan to Prevent and End Homelessness	Greater Seacoast Coalition to End Homelessness	This report outlines three main areas of recommendations: improved access to primary and behavioral health care for persons experiencing homelessness, improved coordination and increased capacity of homeless system network of organizations and providers, and increased access to permanent housing. This Action Plan addresses these issues in prioritizing the provision of homeless shelter services and behavioral health support to low-income populations.
State Consolidated Plan (2016-2021) (draft)	New Hampshire Housing Finance Authority	This draft Consolidated Plan for the State of New Hampshire identifies a number of community development priorities, including job creation and retention, support for the provision of public services, and construction of transitional housing. This Action Plan includes continued support for the City of Rochester's Job Opportunity Benefit (JOB) loan program and support for a number of vital public service agencies, including housing and housing-related services.
2014 Lead Exposure Surveillance Report	N.H. Healthy Homes & Lead Poisoning Prevention Program	This report identifies the City of Rochester as one of New Hampshire's eight highest-risk communities and recommends that all children in high-risk communities be tested for blood lead poisoning before the age of six. This Action Plan includes analysis and support for lead-based paint testing and abatement efforts.
New Hampshire's Housing Supply: Current Estimates and Trends (December 2015)	N.H. Office of Energy and Planning	This report analyses housing stock losses and housing needs throughout the State of New Hampshire. This Action Plan incorporates this analysis in its housing analysis section, especially regarding the need for more affordable and workforce housing.
StayWarmNH Final Report (2009)	N.H. Office of Energy and Planning	This report analyses the need for weatherization of housing stock within the State of New Hampshire. This Action Plan incorporates this analysis in allotting funds for weatherization assistance work on homes owned by low-income residents of the City of Rochester.
New Hampshire Economic Review 2015	N.H. Department of Resources and Economic Development	This report identifies key industries within the State of New Hampshire, including advanced textiles/composites, arts and entertainment, food and beverage, and several others. This Action Plan incorporates this analysis into its market analysis section.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
2014 Community Benefits Report	Frisbie Memorial Hospital	This report outlines prioritized community health needs, including access to resources to address risky behaviors and access to treatment and rehabilitation for drug and alcohol dependence. The Action Plan incorporates support for those with substance abuse issues and behavioral health-related issues.
2015 Homelessness in New Hampshire Report	N.H. Bureau of Homeless and Housing Services	This report outlines progress and continuing challenges in addressing homelessness within the state of New Hampshire. Persons with mental illnesses, substance abuse addictions, and co-occurring conditions remain disproportionately represented among New Hampshire's homeless population.

**Table 3 – Other local / regional / federal planning efforts****Narrative (optional)**

N/A.



**AP-12 Participation – 91.105, 91.200(c)****1. Summary of citizen participation process/Efforts made to broaden citizen participation****Summarize citizen participation process and how it impacted goal-setting**

The City of Rochester's Community Development Division has conducted extensive public outreach as part of the FY 2016-2017 Annual Action Plan planning and preparation process. This has included two public hearings, attendance at monthly local neighborhood ward meetings, consultations with local public service agencies, consultations with local business organizations, social media outreach, and for the first time, an online survey. This outreach was conducted in accordance with the Citizen Participation Plan outlined in the FY 2015-2020 Consolidated Action Plan.

Two public hearings were held related to the Annual Action Plan. The first public hearing was held on December 15, 2016. One individual spoke at the meeting regarding concerns about the financial costs of the CDBG grant to the City and to express opposition to funding for arts and culture projects.

For FY 2016-2017, applications for CDBG grant funding were made available on November 10, 2015 and were due back to the Community Development Division by January 8, 2016. This represents an extension in the time period during which applications could be completed and submitted as compared to previous years. This was in response to requests for additional time from grant applicants.

Applications were reviewed by the Community Development Division and forwarded to the members of the Community Development Committee. The first review of the applications occurred at the January 28, 2016 meeting of the Community Development Committee. The grant applicants were invited to present on their applications at the Community Development Committee meeting held on February 22, 2015. After review of all grant applications received, the members of the Community Development Committee rated their level of support for each agency, and those receiving the most support were recommended for funding. Public service agencies were recommended across all areas of identified priority needs. The Community Development Committee voted on its grant application funding

recommendations at the March 14, 2016 Community Development Committee meeting. Throughout the evaluation process, careful attention was paid to the priorities identified in the FY 2015-2020 Consolidated Action Plan.

The formal public comments announcement was posted in the local newspaper of general circulation on March 17, 2016, and copies of the public comments notice were also posted at City Hall, the City's Community Center, the City's Public Library, and on the City's website on March 16, 2016. In the notice, the public was invited to review the draft Annual Action Plan in-person at the Office of Economic and Community Development and/or on the City's Community Development Division webpage. Copies of the draft plan were also made available at City Hall and the Rochester Public Library. No public comments were received.

The draft FY 2016-2017 Annual Action Plan was presented for a first reading to the full City Council at the April 5, 2016 City Council Meeting. A second public hearing was held on April 19, 2016. One individual spoke at the meeting regarding concerns about homeless residents in the City of Rochester and suggesting that the Rochester Community Center's gym showers be made available for homeless residents to use. At the May 3, 2016 City Council meeting, there was a second reading of the draft FY 2016-2017 Annual Action Plan, and the Action Plan was adopted.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Citizens of Ward 6 District	Approximately 20 individuals in attendance, including the Ward district police officer and two City councilors	Comments were offered on crime and substance abuse issues and homelessness issues. A suggestion was made to build a skateboard park in the neighborhood.	All comments were accepted or referred to other City departments for follow-up, as appropriate.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Citizens of Rochester Housing Authority	Approximately 15 individuals in attendance	Comments were offered on the need for housing rehabilitation assistance, housing costs, food costs, transportation funding, substance abuse services, behavioral health supportive services, and homeless services.	All comments were accepted or referred to other City departments for follow-up, as appropriate.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Meeting	Citizens of Ward 5 District	Approximately six individuals in attendance, including the Ward district police officer	Comments were offered on crime concerns, support for non-downtown areas of the City, dam issues at Cocheco River, substance abuse issues, and a desire for in-City homeless shelter services for men.	All comments were accepted or referred to other City departments or non-profit agencies for follow-up, as appropriate.	
4	Public Meeting	Citizens of Ward 2 District	Approximately 20 individuals in attendance, including the Ward district police officer and two City councilors	Comments were offered on the need for funding for substance abuse issues and curb cuts for residents with disabilities. Support was expressed for the skateboard park proposed at the Ward 6 meeting.	All comments were accepted or referred to other City departments for follow-up, as appropriate.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Meeting	Citizens of Ward 3 District	Approximately 25 individuals in attendance, including the Ward district police officer	Comments were offered on crime concerns, need for substance abuse services, homelessness, domestic violence, transportation, and after-school programs.	All comments were accepted or referred to other City departments for follow-up, as appropriate.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Public Hearing (First)	Non-targeted/broad community	One individual in attendance	Comments were offered that suggested the CDBG grant be declined due to federal requirements and lack of support for funds spent on culture/entertainment projects.	Comment suggesting that the City decline federal funding was not accepted. This comment was not accepted because it was decided that it is in the City's best interest to continue to receive CDBG funding. The remaining comment(s) were accepted or referred to other City departments for follow-up, as appropriate.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
7	Online Survey	Non-targeted/broad community	36 individuals responded to the online survey	Comments were offered on the need for homeless shelters, food pantry, youth activities, bicycle paths, code enforcement, reduction in social services, mental health access, substance abuse treatment, downtown improvements, bus service expansion, crime in low-income housing areas, better lighting and signage at the Rochester Community Center, development of private business Annual Action Plan 2016 2017 "handouts," and to decline CDBG grant funds entirely	Comment suggesting that the City decline federal funding was not accepted. This comment was not accepted because it was decided that it is in the City's best interest to continue to receive CDBG funding. The remaining comment(s) were accepted or referred to other City departments for follow-up, as appropriate.	<a href="https://www.surveymonkey.com/r/WCMGJTN">https://www.surveymonkey.com/r/WCMGJTN</a>



Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Public Meeting on Substance Abuse Crisis	Non-targeted/broad community	143 persons in attendance	Comments were made as to the need for more resources aimed at substance abuse treatment and recovery, the difficulties of employing persons in recovery due to governmental bureaucracy (such as parole terms), and the need to consider mental health aspects related to substance abuse and addiction.	All comments were accepted or referred to other City departments for follow-up, as appropriate.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
9	Public Meeting	Citizens of Ward 4	Approximately 14 persons in attendance, including three police officers and one City councilor	Comments were made as to substance abuse issues and the proposed downtown placement of a proposed recovery center; the need for services related to homelessness, especially for homeless men; and concerns about absentee landlords.	All comments were accepted or referred to other City departments for follow-up, as appropriate.	
10	Newspaper Ad	Non-targeted/broad community	No comments were received	No comments were received	N/A. No comments were received.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
11	Public Hearing (Second)	Non-targeted/broad community	One person in attendance	Comments were made as to the need for services for homeless residents and a suggestion to open the Rochester Community Center's gym showers for use by homeless residents.	All comments were accepted or referred to other City departments for follow-up, as appropriate.	

Table 4 – Citizen Participation Outreach

## Expected Resources

### AP-15 Expected Resources – 91.220(c) (1, 2)

#### Introduction

The City of Rochester owns the land of Hanson Pines Park, the land of Central Square, the land of Rochester Commons, the buildings that house the Rochester Public Library and the Rochester Opera House, the building that houses the Rochester Community Center,

and all public school buildings. This represents a significant variety of cultural, educational, and recreational resources. In addition, the City of Rochester provides annual funding through its general budget for public services, and additional funding and leveraging is available through other awarded grants.

**Priority Table**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$241,052.00	\$31,392.72	\$5,133.81	\$277,583.53	\$850,268.00	Program income is calculated in the form of Job Opportunity Benefit (JOB) Loan repayments.
Other	public - federal	Public Services Other	\$125,000.00	\$0.00	\$0.00	\$125,000.00	\$250,000.00	This is a grant funding the work of drug-free communities coalition Bridging the Gaps. The City is presently applying to become the new fiscal agent for the coalition and its grant.
Other	public - local	Economic Development	\$186,000.00	\$0.00	\$0.00	\$186,000.00	\$558,000.00	This fund is based on a contribution to the City by Waste Management.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - local	Public Services	\$203,125.00	\$0.00	\$0.00	\$203,125.00	\$609,375.00	The City provides funding in its general budget to three public service agencies that provide services to low-income residents of the City every fiscal year, as well as Rochester Main Street (economic development) and the Cooperative Alliance for Seacoast Transportation (transportation).

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

In the FY 2016-2017 grant applications submitted by public service agencies, the City of Rochester requested information on whether CDBG funding would be used to leverage other funding available to the public service agencies. This information was collected and taken under consideration during the grant application evaluation process, with the goal of maximizing funding impact through taking advantage of leveraging opportunities. The City of Rochester also provides local general funds to three public service agencies every fiscal year: Community Action Partnership of Strafford County, The Homemakers, and Cornerstone VNA. These agencies serve low-income residents, elderly residents, and/or residents with disabilities. The City of Rochester also funds Rochester Main Street, which provides economic development services to the low-income downtown businesses, and the Cooperative Alliance for Seacoast Transportation, which is the main public transportation agency for the region.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs**

**identified in the plan**

The City of Rochester owns the land of Hanson Pines Park, the land of Central Square, the land of Rochester Commons, the buildings that house the Rochester Public Library and the Rochester Opera House, the building that houses the Rochester Community Center, and all public school buildings. This represents a significant variety of cultural, educational, and recreational resources.

**Discussion**

N/A.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

CDBG - Administration (20% of Grant)		
<i>Consolidated Plan Priority Category</i>	<i>Project/Activity</i>	<i>Funding Amount</i>
N/A	Planning and Administration	\$48,210.40
CDBG - Public Services (15% of Grant)		
<i>Consolidated Plan Priority Category</i>	<i>Project/Activity</i>	<i>Funding Amount</i>
Basic	Homeless Center for Strafford County	\$8,657.80
Investment	MY-TURN	\$5,000.00
Basic	SHARE Fund	\$5,000.00
Safety Net	Court Appointed Special Advocates of New Hampshire	\$1,500.00
Basic	My Friend's Place	\$6,000.00
Basic	Cross Roads House	\$5,000.00
Investment	Dover Adult Learning Center	\$5,000.00
<b>Total:</b>	<b>\$36,157.80</b>	
CDBG - Economic Development		
<i>Consolidated Plan Priority Category</i>	<i>Project/Activity</i>	<i>Funding Amount</i>
Investment	Job Opportunity Benefit (JOB) Loan Program	N/A (revolving loan fund)
CDBG - Housing Rehabilitation		
<i>Consolidated Plan Priority Category</i>	<i>Project/Activity</i>	<i>Funding Amount</i>
Basic	Community Action	\$25,000

	Partnership of Strafford County - Weatherization Program	
CDBG - Facilities/Infrastructure		
Consolidated Plan Priority Category	Project/Activity	Funding Amount
Investment	Rochester Main Street Building Façade Program	\$4,421.61
Basic	Homeless Center for Strafford County – Generator	\$16,000.00
Investment	Community Partners – Elevator	\$35,840.00
Investment	Tri-City Co-Op – Handicap Ramp and HVAC	\$6,100.00
Basic	Hope on Haven Hill – Renovations	\$74,456.00
Total:	\$161,817.61 (\$156,683.80 + prior year resources)	
CDBG - Total		
Total:	\$241,052.00 (+ \$5,133.81 in prior year resources)	

Table 6.1 – Goals Summary

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing for Homeless Persons	2015	2020	Affordable Housing Homeless	Rochester Low-Moderate Income Census Tracts	Affordable Housing and Homeless Assistance Affordable Housing Stock Retention	CDBG: \$35,657.80	Homeless Person Overnight Shelter: 124 Persons Assisted (31 Households Assisted)
2	Retention of Affordable Housing Stock	2015	2020	Affordable Housing	N/A.	Affordable Housing and Homeless Assistance Affordable Housing Stock Retention	CDBG: \$25,000	Homeowner Housing Rehabilitated: 20 Household Housing Unit



Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Increasing the Supply of Supportive Housing	2015	2020	Affordable Housing Non-Homeless Special Needs	N/A.	Affordable Housing and Homeless Assistance Affordable Housing Stock Retention Supportive Housing Increase	CDBG: \$74,456.00	Overnight/Emergency Shelter/Transitional Housing Beds added: 16 Households Assisted
5	Increase Access to Quality Facilities and Services	2015	2020	Non-Homeless Special Needs Non-Housing Community Development	Rochester Low-Moderate Income Census Tracts	Improved Safety and Livability of Neighborhoods	CDBG: \$43,440.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1,256 Persons Assisted Public service activities other than Low/Moderate Income Housing Benefit: 43 Persons Assisted
6	Improving the Safety/Livability of Neighborhoods	2015	2020	Non-Housing Community Development	Rochester Low-Moderate Income Census Tracts	Improved Safety and Livability of Neighborhoods	CDBG: \$4,421.61	Facade treatment/business building rehabilitation: 1 Business
7	Increase Access to Affordable and Quality Housing	2015	2020	Affordable Housing Non-Homeless Special Needs	N/A.	Affordable Housing and Homeless Assistance Affordable Housing Stock Retention	CDBG: \$5,000	Public service activities for Low/Moderate Income Housing Benefit: 60 Persons Assisted (15 Households Assisted)

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
9	Public Services Concerned with Employment	2015	2020	Non-Housing Community Development Economic Development	Rochester Low-Moderate Income Census Tracts	Public Services Concerned with Employment	CDBG: \$10,000	Public service activities other than Low/Moderate Income Housing Benefit: 285 Persons Assisted

Table 6.2 – Goals Summary

### Goal Descriptions

1	<b>Goal Name</b>	Affordable Housing for Homeless Persons
	<b>Goal Description</b>	<ul style="list-style-type: none"> <li>• Support of shelters, including transitional shelters and permanent supportive housing, for homeless persons and other vulnerable groups, including funding for building upgrades and rehabilitation</li> <li>• Support for rent assistance programs targeting homeless persons most at risk for chronic homelessness, including persons with substance abuse issues and persons with mental illnesses</li> </ul>
2	<b>Goal Name</b>	Retention of Affordable Housing Stock
	<b>Goal Description</b>	<ul style="list-style-type: none"> <li>• Support of weatherization and other energy efficiency efforts to provide long-term and sustainable affordability to low-income homeowners</li> <li>• Continued exploration of future housing rehabilitation programs, including funding for lead paint contamination testing efforts</li> <li>• Exploration and support for the creation of workforce housing opportunities</li> </ul>
3	<b>Goal Name</b>	Increasing the Supply of Supportive Housing
	<b>Goal Description</b>	<ul style="list-style-type: none"> <li>• Support for rent assistance programs targeting homeless persons and those at risk of becoming homeless, including persons with substance abuse issues and persons with mental illnesses</li> <li>• Support for pregnant homeless women with substance abuse addictions</li> </ul>
4	<b>Goal Name</b>	Reducing Substance Abuse (Especially Heroin)
	<b>Goal Description</b>	<ul style="list-style-type: none"> <li>• Support for rent assistance programs targeting homeless persons and those at risk of becoming homeless, including persons with substance abuse issues and persons with mental illnesses</li> <li>• Support for organizations and programs addressing mental illness (due to the high coincidence of substance abuse and mental illness)</li> <li>• Support for pregnant homeless women with substance abuse addictions</li> </ul>
5	<b>Goal Name</b>	Improving the Safety/Livability of Neighborhoods

	<b>Goal Description</b>	<ul style="list-style-type: none"> <li>Continued review of neighborhood conditions and exploration of projects that can address deficiencies that negatively impact the health, safety, and quality of life in low-income neighborhood</li> </ul>
6	<b>Goal Name</b>	Increase Access to Quality Facilities and Services
	<b>Goal Description</b>	<ul style="list-style-type: none"> <li>Support for public service agencies providing programs and support to low-income populations of greatest need</li> <li>Continued participation in local coalitions of service providers (<i>e.g.</i>, Balance of State Continuum of Care, regional Continuum of Care, and Greater Seacoast Coalition to End Homelessness)</li> <li>Encourage and support regional transportation groups to provide greater access to community resources for low-income population as well as senior citizens and people with disabilities</li> <li>Renovations to public facilities to increase access and accessibility for all citizens, with particular focus on people with disabilities</li> </ul>
7	<b>Goal Name</b>	Increase Access to Affordable and Quality Housing
	<b>Goal Description</b>	<ul style="list-style-type: none"> <li>Support for rent assistance programs targeting low-income residents</li> <li>Encourage thoughtful exploration of appropriate locations for low-income housing and workforce housing placement</li> </ul>
8	<b>Goal Name</b>	Small Business Establishment and Expansion
	<b>Goal Description</b>	<ul style="list-style-type: none"> <li>Continue to maintain revolving loan fund for small business financing in exchange for low-income job creation/retention agreements</li> </ul>
9	<b>Goal Name</b>	Public Services Concerned with Employment
	<b>Goal Description</b>	<ul style="list-style-type: none"> <li>Support for vocational education programs and workforce training programs for low-income residents, people with disabilities, and other disadvantaged populations</li> <li>Encourage partnership responses to addressing specific employment accessibility gaps in populations identified as in need, such as the newly unemployed, veterans, and minors</li> </ul>

Table 7 – Goal Descriptions

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):**

In addition to temporary and emergency housing provided through support of the three regional homeless shelters, the City of Rochester will provide affordable housing through support for the SHARE Fund and the Community Action Partnership of Strafford County. The SHARE Fund provides rental assistance and other related housing-based support to low-income persons and families. An estimated number of 60 low-income individuals are estimated to be provided affording housing, or assistance staying in affordable housing, during FY 2016-2017. The Community Action Partnership of Strafford County, through its weatherization program, will provide weatherization of an estimated 40 homes during FY 2016-2017, which will reduce these homeowners' utility bills and allow these homes to remain affordable.

Four units of transitional housing are available through the Homeless Center for Strafford County in conjunction with Waste Management. These units house one family each for a period of 12 to 18 months. Case management is provided to the families.

Ninety units of housing have been made available through Low Income Housing Tax Credits. This includes twelve units of housing for elderly persons.

Four units of housing are available to people living with HIV/AIDS. These units are owned and managed by AIDS Response Seacoast in conjunction with the Housing Partnership.

**AP-35 Projects – 91.220(d)****Introduction**

This section outlines HUD’s expectations for what the City should be addressing with its CDBG funding and what has been approved previously in the City’s Consolidated Action Plan for FY 2015-2020. The individual activities were established to meet HUD outcomes and were those seen to meet the needs of the City’s low to moderate income population as identified at present and projected over the FY 2015-2020 time span. Within the context of these identified needs and objectives, other eligible activities can and may be undertaken and supported with CDBG funding as opportunities are defined and new needs in the community emerge.

#	Project Name
1	Planning and Administration
2	Public Services
3	Housing Rehabilitation
4	Economic Development
5	Public Facilities and Infrastructure

**Table 8 – Project Information****Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

These priorities are based on the FY 2015-2020 Consolidated Action Plan and the extensive research and consultations that the Community Development Coordinator conducted with local public service agencies, relevant government agencies and departments, and the general citizenry. In particular, activities and programs providing homeless services and substance abuse services were prioritized based on accessed community needs.

Obstacles to addressing underserved needs include, in part, the capacity and competence of funded public service agencies to provide the services for which they requested funding. The capacity and competence of public service agencies applying for CDBG funding was assessed during the grant application process, and in some cases the need for a proposed project or program was weighed against the public service agency’s assessed ability to successfully provide the proposed services.

**Projects****AP-38 Projects Summary****Project Summary Information**

<b>1</b>	<b>Project Name</b>	Planning and Administration
	<b>Target Area</b>	Rochester Low-Moderate Income Census Tracts
	<b>Goals Supported</b>	Affordable Housing for Homeless Persons Retention of Affordable Housing Stock Increasing the Supply of Supportive Housing Reducing Substance Abuse (Especially Heroin) Improving the Safety/Livability of Neighborhoods Increase Access to Quality Facilities and Services Increase Access to Affordable and Quality Housing Small Business Establishment and Expansion Public Services Concerned with Employment
	<b>Needs Addressed</b>	Affordable Housing and Homeless Assistance Affordable Housing Stock Retention Supportive Housing Increase Reduction in Substance Abuse (Especially Heroin) Improved Safety and Livability of Neighborhoods Small Business Stabilization and Expansion Public Services Concerned with Employment
	<b>Funding</b>	CDBG: \$48,210.40
	<b>Description</b>	Planning and administration (salary, office supplies, etc.)

	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A.
	<b>Location Description</b>	Office of Economic and Community Development City of Rochester 150 Wakefield St. Rochester, NH 03867
	<b>Planned Activities</b>	Planning and administration (salary, office supplies, etc.)
2	<b>Project Name</b>	Public Services
	<b>Target Area</b>	Rochester Low-Moderate Income Census Tracts
	<b>Goals Supported</b>	Affordable Housing for Homeless Persons Increase Access to Quality Facilities and Services Increase Access to Affordable and Quality Housing Public Services Concerned with Employment
	<b>Needs Addressed</b>	Affordable Housing and Homeless Assistance Affordable Housing Stock Retention Public Services Concerned with Employment
	<b>Funding</b>	CDBG: \$36,157.80
	<b>Description</b>	Public service agency subrecipients
	<b>Target Date</b>	6/30/2017



	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<p>128 low-moderate income families, predominately homeless families and families at risk of becoming homeless</p> <p>Public service activities other than Low/Moderate Income Housing Benefit: 328 persons assisted</p> <p>Public service activities for Low-Moderate Income Housing Benefit: 15 households assisted</p> <p>Homeless Person Overnight Shelter: 124 persons assisted</p>
	<b>Location Description</b>	<p>Homeless Center for Strafford County: 9 Isinglas Drive, Rochester, NH 03839</p> <p>Cross Roads House: 600 Lafayette Rd., Portsmouth, NH 0380</p> <p>My Friend's Place: 368 Washington St., Dover, NH 03820</p> <p>MY-TURN: 33 Hanson Street, Rochester, NH 03867</p> <p>Dover Adult Learning Center: 63 S. Main St., Rochester, NH 03867</p> <p>SHARE Fund: 150 Wakefield St., Rochester, NH 03867</p> <p>Court Appointed Special Advocates of New Hampshire: 25 St. Thomas St., Dover, NH 03820</p>
	<b>Planned Activities</b>	Homeless shelter funding, rental assistance funding, employment assistance funding, children's legal advocacy funding.
3	<b>Project Name</b>	Housing Rehabilitation
	<b>Target Area</b>	Rochester Low-Moderate Income Census Tracts/Other
	<b>Goals Supported</b>	Retention of Affordable Housing Stock
	<b>Needs Addressed</b>	Affordable Housing Stock Retention
	<b>Funding</b>	CDBG: \$25,000.00
	<b>Description</b>	Housing rehabilitation for low-income residents
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 low-income individuals (approximately 10 low-income families)
	<b>Location Description</b>	Multiple locations. All homeowners will be low-mod income residents.

	<b>Planned Activities</b>	Weatherization assistance to low-income homeowners.
4	<b>Project Name</b>	Job Opportunity Benefit (JOB) Loan Program
	<b>Target Area</b>	N/A.
	<b>Goals Supported</b>	Public Services Concerned with Employment
	<b>Needs Addressed</b>	Public Services Concerned with Employment
	<b>Location Description</b>	Multiple.
	<b>Planned Activities</b>	Weatherization assistance.
	<b>Funding</b>	CDBG: N/A. (revolving loan fund)
	<b>Description</b>	JOB Loans job creation loan program
	<b>Target Date</b>	6/30/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	3 low-moderate income individuals
	<b>Location Description</b>	Office of Economic and Community Development City of Rochester 150 Wakefield St. Rochester, NH 03867
	<b>Planned Activities</b>	JOB Loans job creation loan program
5	<b>Project Name</b>	Public Facilities and Infrastructure
	<b>Target Area</b>	N/A.
	<b>Goals Supported</b>	Improving the Safety/Livability of Neighborhoods Increase Access to Quality Facilities and Services Increasing the Supply of Supportive Housing

<b>Needs Addressed</b>	Supportive Housing Increase Reduction in Substance Abuse (Especially Heroin) Improved Safety and Livability of Neighborhoods
<b>Funding</b>	CDBG: \$136,817.61
<b>Description</b>	Construction work and accessibility improvements on public buildings
<b>Target Date</b>	6/30/2017
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	330 low-moderate income families (including families with a disabled member or a member with a substance abuse addiction)  Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1256 persons assisted Facade treatment/business building rehabilitation: 1 business Overnight/Emergency Shelter/Transitional Housing Beds added: 8 beds
<b>Location Description</b>	Rochester Main Street Building Façade Program: Multiple, all in downtown district Homeless Center for Strafford County – Generator: 9 Isinglas Drive, Rochester, NH 03839 Community Partners – Elevator: 113 Crosby Rd., Dover, NH 0382 Tri-City Co-Op – Handicap Ramp and HVAC: 55 Summer St., Rochester NH 03867 Hope on Haven Hill – Renovations: 326 Rochester Hill Rd., Rochester, NH 03867
<b>Planned Activities</b>	Rochester Main Street Building Façade Program, Homeless Center for Strafford County – Generator, Community Partners – Elevator, Tri-City Co-Op – Handicap Ramp and HVAC, Hope on Haven Hill – Renovations

Table 9 – Project Summary

**AP-50 Geographic Distribution – 91.220(f)**

**Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

Assistance will be directed primarily to low-income areas. This prioritization will be achieved through two main methods. First, assistance will be provided through public services aimed specifically at low-income clients, such as homeless shelter and employment assistance services, and through housing and facilities projects that benefit low-income persons, such as weatherization of low-income housing. Second, assistance will be directed toward census tracts identified by HUD as comprised of 51% or greater low-income households. These census tracts will be prioritized in consideration for facilities and housing projects.

**Geographic Distribution**

Target Area	Percentage of Funds
Rochester Low-Moderate Income Census Tracts	60%

**Table 10 - Geographic Distribution**

**Rationale for the priorities for allocating investments geographically**

Combining clientele-specific targeting (such as projects aimed specifically at residents with disabilities or elderly residents) and low-income census tract-specific targeting will reach the greatest number of low-income persons.

**Discussion**

The 40% of funding that will not occur within Rochester low-moderate income census tracts is funding for CAP's weatherization assistance program and Hope on Haven Hill. While individual project locations may be outside of identified low-moderate income census tracts, all individual clients served through these funds will be low-moderate income.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

Affordable housing remains an under-met need in both the City of Rochester and the greater Seacoast region. Consultations with multiple public service agencies addressing housing issues and homelessness have indicated a need for additional affordable and workforce housing, although public consultation revealed a mixed opinion on the need for such.

The City of Rochester will provide affordable housing through support for the SHARE Fund and Community Action Partnership of Strafford County. The SHARE Fund's rental assistance program provides important support to low-income persons and families, and Community Action Partnership of Strafford County's weatherization program provides weatherization assistance that lowers utilities costs for low-income persons and families. An anticipated number of 80 low-income families and individuals are estimated to be provided affordable housing or assistance staying in affordable housing through CDBG program support during FY 2016-2017.

One Year Goals for the Number of Households to be Supported	
Homeless	124
Non-Homeless	25
Special-Needs	8
Total	157

**Table 11 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	15
The Production of New Units	0
Rehab of Existing Units	20
Acquisition of Existing Units	0
Total	35

**Table 12 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

Focus is placed on rental assistance and housing stock rehabilitation over housing acquisition as rental assistance and housing rehabilitation have been identified as budget-maximizing approaches to increasing affordable housing. In particular, a disproportionately high percentage of low-income and racial/ethnic minority households rent versus own their homes, and a large number of elderly residents live in manufactured housing that requires weatherization services.

**AP-60 Public Housing – 91.220(h)****Introduction**

The City of Rochester's Community Development Coordinator will continue to work with the Rochester Housing Authority to identify and address public housing needs, such as the need for more housing for elderly persons and people with disabilities. During the research and public input processes for drafting the FY 2016-2017 Annual Action Plan, the Community Development Coordinator consulted with Rochester Housing Authority staff on public housing needs and directly with public housing residents at a special public meeting.

**Actions planned during the next year to address the needs to public housing**

The City of Rochester has been coordinating and will continue coordinate with the Rochester Housing Authority to conduct research and analysis into fair housing issues within the City of Rochester as part of the process of drafting a joint Assessment of Fair Housing. The City of Rochester and the Rochester Housing Authority will coordinate on actions to address public housing needs identified, both those related to fair housing issues and those unrelated to fair housing issues, during this research process.

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

During the research and public input processes for drafting the FY 2016-2017 Annual Action Plan, the Community Development Coordinator consulted directly with public housing residents at a special public meeting. The Rochester Housing Authority executive director and operations manager were in attendance at the public meeting, and the Community Development Coordinator assisted in facilitating a discussion on a broad range of issues introduced by the public housing residents in attendance. Several solutions and follow-up actions, such as creation of additional storage space at Rochester Housing Authority housing units, resulted from the meeting. The Community Development Coordinator and Rochester Housing Authority will continue to hold such meetings to engage public housing residents in the management process as well as research programs that can increase participation in homeownership.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

The Rochester Housing Authority is not designated as troubled.

**Discussion**

N/A.

**AP-65 Homeless and Other Special Needs Activities – 91.220(i)****Introduction**

Extensive consultations with public service agencies addressing housing issues and homelessness, as well as consultations with the general public, indicate a continuing need for services and shelter serving the City of Rochester's homeless population. A significant portion of the FY 2015-2020 Consolidated Action Plan focuses on the needs of the City's homeless population, and the need for expanded homeless services was the most frequent comment received at public meetings. The FY 2016-2017 Annual Action Plan incorporates continued funding for the provision of services through regional homeless shelters as well as services aimed at preventing homelessness.

**Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:**

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

The City of Rochester has continued to participate actively in the Seacoast's implementation of the Coordinated Entry (formerly Coordinated Access) system for provision of a range of services to the City's homeless population. The City plans to continue its participation and support in FY 2016-2017, including attendance by the Community Development Coordinator all relevant meetings with regional homeless services providers, the City of Rochester's welfare officer, and other key officials and stakeholders to coordinate on serving the City's homeless population.

The City of Rochester will also fund a wide range of public service agencies that provide services such as emergency housing, homelessness prevention, and mental health assistance. This includes direct funding to the region's three homeless shelters, rental assistance to those who are homeless or at risk of becoming homeless, and supportive services such as mental health support. In addition, as the chronically homeless population disproportionately has substance abuse addiction issues, the City of Rochester will fund a shelter for homeless pregnant women with substance abuse addictions.

**Addressing the emergency shelter and transitional housing needs of homeless persons**

The City of Rochester will fund the region's three homeless shelters. The Homeless Center for Strafford County provides seasonal emergency and transitional shelter for homeless women and families, My Friend's Place provides emergency and transitional shelter for families, and Cross Roads House provides emergency shelter for men, women, and families. In addition to funding general operating expenses for these three homeless shelters, the City of Rochester is also funding renovation work on the Homeless Center for Strafford County's main building and construction work on a facility to house pregnant women with substance abuse addictions.

**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**

The City of Rochester will also fund a wide range of public service agencies that provide services such as emergency housing, homelessness prevention, and mental health assistance. This includes direct funding to the region's three homeless shelters, rental assistance to those who are homeless or at risk of becoming homeless, and supportive services such as mental health support. The Homeless Center for Strafford County provides seasonal emergency and transitional shelter for homeless women and families, My Friend's Place provides emergency and transitional shelter for families, and Cross Roads House provides emergency shelter for men, women, and families.

In addition, as the chronically homeless population disproportionately has substance abuse addiction issues, the City of Rochester will fund services aimed at those with substance abuse issues. This includes funding construction work on a facility to house pregnant women with substance abuse addictions.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The City of Rochester will support low-income individuals and families to become homeless through a variety of approaches. Rochester will fund rental assistance to those who are at risk of becoming homeless and supportive services such as non-medical mental health support. Rochester will also fund programs and activities aimed at assisting low-income individuals and families over a longer term through investments in educational, employment/vocational, and health activities. These programs and activities include MY TURN'S out-of-school youth program serving economically disadvantaged youth who wish to become economically self-sufficient, Dover Adult Learning Center's provision of high-school equivalency exam preparation services, and Tri-City Co-Op's provision of services to residents with mental health issues.

## **Discussion**

The City of Rochester will also fund a wide range of public service agencies that provide services such as emergency housing, homelessness prevention, and mental health assistance. This includes direct funding to the region's three homeless shelters, rental assistance to those who are homeless or at risk of becoming homeless, and supportive services such as mental health support. In addition, as the chronically homeless population disproportionately has substance



abuse addiction issues, the City of Rochester will fund a shelter for homeless pregnant women with substance abuse addictions.

The City of Rochester does not receive Housing Opportunities for Persons with AIDS (HOPWA) funding.

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	0
Tenant-based rental assistance	0
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Total	0

**AP-75 Barriers to Affordable Housing – 91.220(j)****Introduction**

Barriers to affordable housing for the City of Rochester’s residents primarily consist of regional increases in rental rates and preferences among real estate developers for market rate housing over affordable and workforce housing. In FY 2016-2017, the City of Rochester will continue its partnerships with the Rochester Housing Authority and regional public service agencies, such as the SHARE Fund and the Community Action Partnership of Strafford County, to address barriers to affordable housing.

Weatherization of low-income homes, accomplished through the Community Action Partnership of Strafford County’s weatherization assistance program, reduces energy expenses and thereby lowers overall home ownership and maintenance expenses for low-income householders. Rental assistance helps low-income residents to obtain safe, quality housing in a rental market with continually rising rent rates. Focus is placed on rental assistance and housing stock rehabilitation over housing acquisition as rental assistance and housing rehabilitation have been identified as budget-maximizing approaches to increasing affordable housing. In particular, a disproportionately high percentage of low-income and minority households rent versus own their homes, and a large number of elderly residents live in manufactured housing that requires weatherization services.

**Actions planned 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**

The Community Development Coordinator consulted with the City of Rochester Planning Department during the process of researching and preparing the FY 2015-2020 Consolidated Action Plan and the FY 2016-2017 Annual Action Plan. During this consultation, the Community Development Coordinator specifically raised concerns regarding the potential negative effects of public policies and zoning ordinances on the development and availability of affordable housing. This included researching potential effects of a proposed multifamily housing ordinance. The Community Development Coordinator will continue to consult with the Planning Department and other relevant municipal departments to monitor and evaluate the overall effects of policies and ordinances on the affordable housing supply.

In addition, the Community Development Coordinator will coordinate with the Workforce Housing Coalition of the Greater Seacoast to explore workforce housing opportunities within the City of Rochester. A Rochester-specific workforce housing charrette, for example, has been proposed for the future.

**Discussion**

N/A.

**AP-85 Other Actions – 91.220(k)****Introduction**

The Community Development Coordinator is committed to outreach and networking with regional public service agencies, government entities, and others to maximize the impact and reach of CDGB funds. The overall goal is to coordinate all activities and aspects of the City's CDBG program to best meet the continuing and foreseen needs of low-income residents. The Community Development Coordinator has also been active in providing outreach and establishing connections with public service agencies that provide services that address underserved needs, such as inviting a number of agencies addressing substance abuse to apply for a FY 2016-2017 CDBG grant.

**Actions planned to address obstacles to meeting underserved needs**

Underserved needs primarily relate to the rise in substance abuse issues, particularly the abuse of heroin and other opioids, and the impacts of mental illness on housing and employment. Funding will go toward rental assistance, homeless services, and efforts to permanently house the City's chronically homeless population, which is disproportionately comprised of persons with substance abuse issue. Funding also will go to work on a facility to house pregnant women with substance abuse addictions. In addition, the Community Development Coordinator will continue to provide outreach to and establish connections with current and emerging agencies that provide substance abuse prevention, treatment, and recovery services.

**Actions planned to foster and maintain affordable housing**

In FY 2016-2017, the City of Rochester will continue its partnerships with the Rochester Housing Authority and regional public service agencies, such as the SHARE Fund and the Community Action Partnership of Strafford County, to address barriers to affordable housing.

Weatherization of low-income homes, accomplished through the Community Action Partnership of Strafford County's weatherization assistance program, reduces energy expenses and thereby lowers overall home ownership and maintenance expenses for low-income householders. Rental assistance helps low-income residents to obtain safe, quality housing in a rental market with continually rising rent rates. Focus is placed on rental assistance and housing stock rehabilitation over housing acquisition as rental assistance and housing rehabilitation have been identified as budget-maximizing approaches to increasing affordable housing. In particular, a disproportionately high percentage of low-income and minority households rent versus own their homes, and a large number of elderly residents live in manufactured housing that requires weatherization services.

**Actions planned to reduce lead-based paint hazards**

The City of Rochester will continue to fund the housing weatherization work of the Community Action Partnership of Strafford County. Given the ages and conditions of many of the homes that receive weatherization assistance, these homes have a higher than average chance of lead-based paint hazard. The City of Rochester will ensure lead-based paint safe practices and/or lead-based paint removal in all other construction-based activities funded, as well. Also, the City of Rochester will explore, with the Community Action Partnership of Strafford County and other interested public service agency partners, other funding opportunities involving lead-based paint removal that might supplement the City's current funding and activities.

**Actions planned to reduce the number of poverty-level families**

The City of Rochester will continue to support a wide range of anti-poverty efforts. Educational activities, such as those supplied by MY-TURN and the Dover Adult Learning Center, will be funded in FY 2016-2017, as the City recognizes the value of investing in education (especially for youth) for advancement out of poverty. In particular, support will be given to educational and vocational programs focusing on key industries for the southeastern New Hampshire region, such as allied health care professions and advanced composites manufacturing.

The City of Rochester also will continue to support the Job Opportunity Benefits (JOB) Loan Program, which provides loans to small businesses to encourage the hiring of low-income employees. Conditions for receiving a loan require a commitment to creating or retaining a certain number of jobs open to low-income employees. Such jobs must include the potential for advancement.

**Actions planned to develop institutional structure**

The City of Rochester's Community Development Division plans to work with other City departments (including but not limited to the Office of Economic Development, the Planning Department, the Welfare Office, and the Department of Public Works) to implement the programs and activities outlined in the FY 2016-2017 Annual Action Plan, to identify further program needs within the City, and to research other funding sources for City projects that are not and/or cannot be funded through CDBG funds. In addition, the Community Development Coordinator will continue to engage in outreach to key non-profit and private stakeholders to serve as a key point of contact for the City's community development, and low-income economic development, and affordable housing development matters. This will be accomplished, in part, through the Community Development Coordinator's continued active participation in the Balance of State Continuum of Care, the Greater Seacoast Coalition to End Homelessness, and other relevant coalitions and organizational meetings.

**Actions planned to enhance coordination between public and private housing and social service agencies**

The Community Development Coordinator will continue to conduct outreach and to network with regional public service agencies, government entities, and others to maximize the impact and reach of CDGB funds. The City of Rochester will continue to participate fully in the Balance of State Continuum of Care, as well as the regional Coordinated Entry system. In addition, the Community Development Coordinator will continue to serve as a member of the Steering Committee of the Greater Seacoast Coalition to End Homelessness. The Steering Committee includes representatives from the regional homeless shelters, public housing authorities, other local governments, and public service agencies concerned with addressing homelessness and related issues.

Regarding public and private housing agencies, the City of Rochester has been coordinating and will continue coordinate with the Rochester Housing Authority to conduct research and analysis into fair housing issues within the City of Rochester as part of the process of drafting a joint Assessment of Fair Housing. The City of Rochester and the Rochester Housing Authority will coordinate on actions to address public housing needs identified, such as fair housing issues, needs specific to residents with disabilities, and needs specific to elderly residents.

**Discussion**

N/A.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction

There currently exists \$5,133.81 in prior year grant funds that will be reprogrammed, along with any other prior year grant funds identified at the end of FY 2015-2016, into the FY 2016-2017 Annual Action Plan and subsequent Annual Action Plans. These monies are from projects that came in under budget or were reduced in scope due to unforeseen circumstances. The program income from the Job Opportunity Benefit (JOB) Loan Program is continually reinvested back into the JOB Loan Program.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	0
5. The amount of income from float-funded activities	0
<b>Total Program Income</b>	<b>0</b>

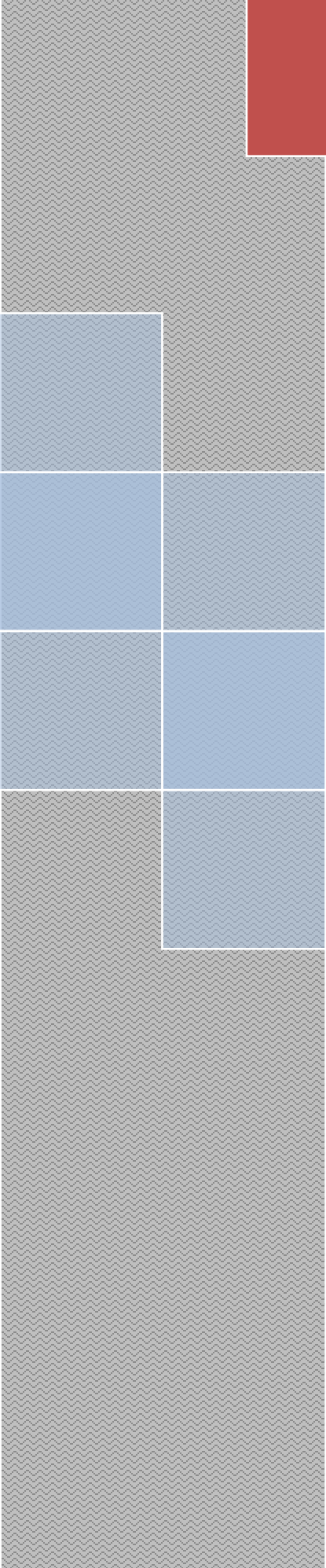
#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income	96.8%

Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.

#### Discussion

N/A.



This page has  
been  
intentionally left  
blank.



**RESOLUTION ACCEPTING REIMBURSEMENT FROM POLICE STANDARDS & TRAINING COUNCIL AND SUPPLEMENTAL APPROPRIATION THEREOF**

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

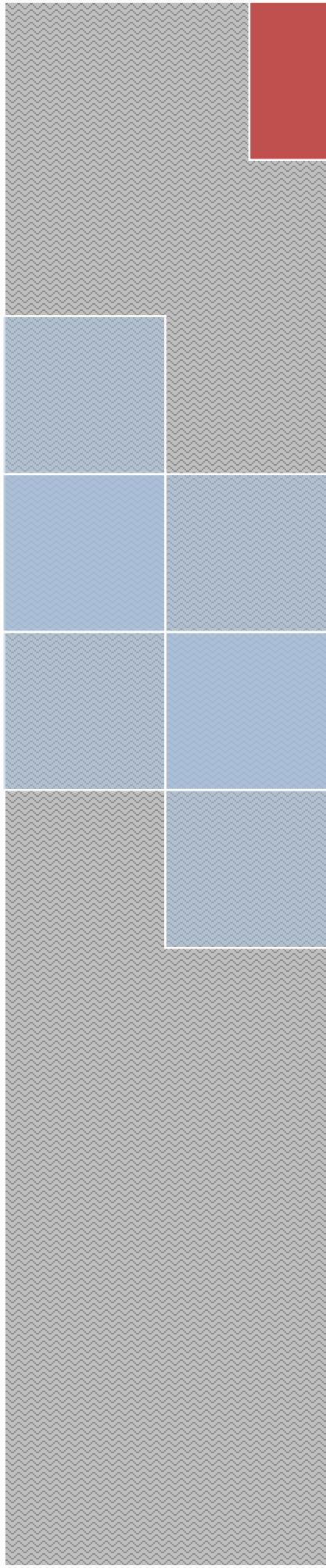
**WHEREAS**, that a reimbursement for Field Officer Training from the Police Standards & Training Council in the amount of Two Thousand Three Hundred Dollars (\$2,300.00) to the City of Rochester Police Department is hereby accepted by the City of Rochester.

**FURTHER**, that the sum of Two Thousand Three Hundred Dollars (\$2,300.00) be, and hereby is, appropriated as a supplemental appropriation to the City of Rochester Police Department Operating Budget. Further, that the source of the sums necessary to fund such appropriation shall be drawn, in their entirety, from the aforesaid reimbursement.

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

CC FY16 05-03 AB 145





This page has  
been  
intentionally left  
blank.





4/28/16

**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**

We are requesting Council to accept reimbursement from the Police Standards & Training Council in the amount of \$2,300.00 and approve a supplemental appropriation in connection therewith.

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	May 3, 2016		
DEPT. HEAD SIGNATURE	Signature on file		
DATE SUBMITTED	4/12/2016		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

**FINANCE & BUDGET INFORMATION**

FINANCE OFFICE APPROVAL	Signature on file
SOURCE OF FUNDS	PSTC Budget
ACCOUNT NUMBER	12010053-532001-165XX
AMOUNT	\$2,300.00
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

**LEGAL AUTHORITY**

Council action required.

**SUMMARY STATEMENT**

The Police Department sent and paid for 4 Officers to attend Field Training Officer Certification in December 2015. We sought reimbursement for this training through Police Standards & Training Council Specialized Training Grant Funds. We were notified on March 29, 2016 Police Standards & Training Council approved the reimbursement.

We are requesting Council accept reimbursement in the amount of \$2,300.00.

**RECOMMENDED ACTION**

Accept funds in the amount of \$2,300.00

## AGENDA BILL - FUNDING RESOLUTION

## EXHIBIT

Project Name: Date: Fiscal Year: 

Fund (select):

GF  Water  Sewer  Arena

CIP  Water CIP  Sewer CIP  Arena CIP

Special Revenue

Fund Type: Lapsing  Non-Lapsing 

## Deauthorization

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

## Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	12010053	532001	165XX	-	\$2,300.00	-
2				-	-	-
3				-	-	-
4				-	-	-

## Revenue

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

DUNS # CFDA # Grant # Grant Period: From   
To 

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

Reimbursement Request will be reduced Funds will be returned

4/28/16



Chief Anthony F. Colarusso, Jr.  
Chairman

**State of New Hampshire**  
**POLICE STANDARDS & TRAINING COUNCIL**  
**ARTHUR D. KEHAS**  
**LAW ENFORCEMENT TRAINING FACILITY & CAMPUS**  
17 Institute Drive — Concord, N.H. 03301-7413  
603-271-2133 FAX 603-271-1785  
TDD Access: Relay NH 1-800-735-2964



Donald L. Vittum  
Director

March 29, 2016

Chief Michael Allen  
Rochester Police Department  
23 Wakefield Street  
Rochester, NH 03867

RECEIVED

APR 01 2016

OFFICE OF THE CHIEF  
ROCHESTER POLICE DEPT

Dear Chief Allen,

This letter is to confirm that the Police Standards & Training Council, at their meeting on March 22, 2016, approved your requested training grant for a maximum of \$2,300 for four officers that attended the Roger Williams: Field Training and Evaluation Program Course in Nashua, N.H. December 1-4, 2015.

The necessary paperwork for reimbursement was submitted with the application and is currently being processed for payment. If you have any questions regarding this matter, please feel free to contact me at 271-8278.

Sincerely,

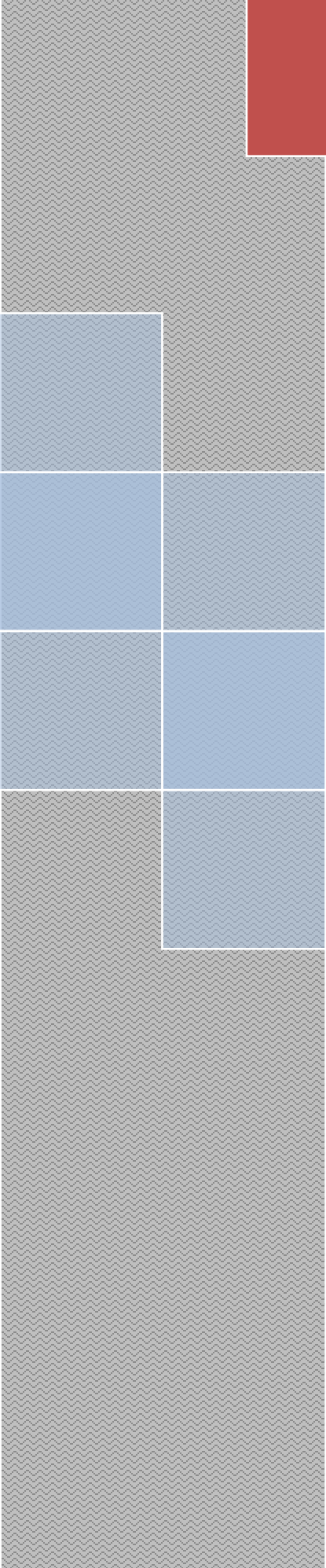
Captain Benjamin R. Jean  
Support Bureau Commander

**RESOLUTION AUTHORIZING THE CITY ROCHESTER TO APPLY FOR A U.S.  
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) GRANT FOR  
LEAD ABATEMENT**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the submission of a grant application in an amount up to One Million Five Hundred Thousand Dollars (\$1,500,000.00) to HUD to fund participation in the lead abatement program.

CC FY16 05-03 AB 146



This page has  
been  
intentionally left  
blank.





4/28/16

**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 HUD Lead Abatement Grant Application
--

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

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

AGENDA DATE	May 3, 2016		
DEPT. HEAD SIGNATURE	Karen Pollard, on file		
DATE SUBMITTED	4/13/2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

**COMMITTEE SIGN-OFF**

COMMITTEE	Community Development Committee
CHAIR PERSON	Elaine Lauterborn

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

**FINANCE & BUDGET INFORMATION**

FINANCE OFFICE APPROVAL	Signature on file
SOURCE OF FUNDS	HUD, individual funds of property owners
ACCOUNT NUMBER	TBD
AMOUNT	\$1,500,000.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

**LEGAL AUTHORITY**

City Charter, Section 4.



**SUMMARY STATEMENT**

The U.S. Department of Housing and Urban Development offers grants to fund lead abatement construction work, lead-poisoning screening efforts, and lead awareness outreach activities. Grants are available up to \$3 million, and there is a 10% match requirement. This match can be provided by a combination of private property owners' funds and in-kind match from the City of Rochester. More information on the grant is available at <http://www.grants.gov/web/grants/view-opportunity.html?oppld=282200>.

**RECOMMENDED ACTION**

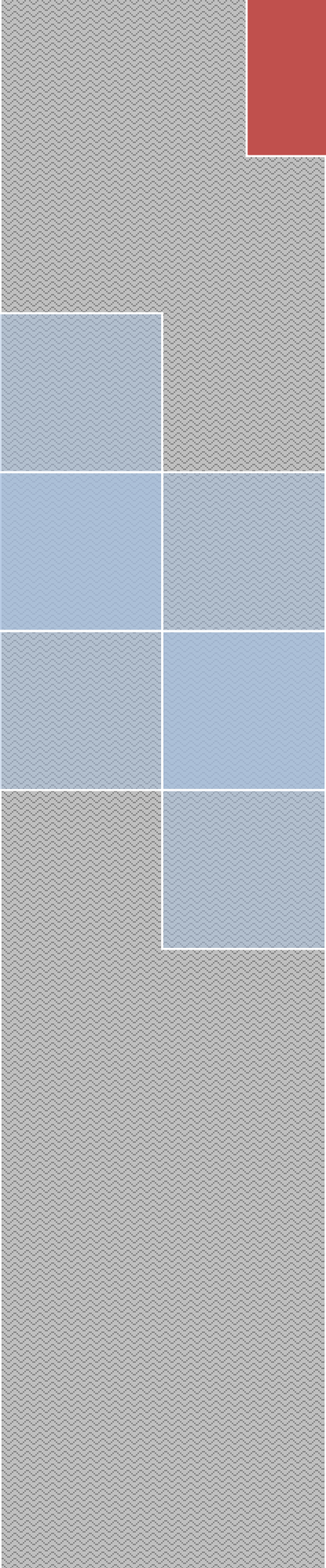
Approve the submission of an application on behalf of the City of Rochester in FY 2017 requesting lead abatement grant funding in the amount of \$1.5 million.

**RESOLUTION AUTHORIZING THE CITY OF ROCHESTER TO PARTICIPATE IN  
THE UNH FIRST IMPRESSIONS PROGRAM**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the participation of the Economic Development Department in the UNH First Impressions Program.

CC FY16 05-03 AB 147



This page has  
been  
intentionally left  
blank.





4/28/16

## 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 UNH First Impressions Program
---

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

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

AGENDA DATE	May 3, 2016		
DEPT. HEAD SIGNATURE	Karen Pollard, on file		
DATE SUBMITTED	4/13/2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

**COMMITTEE SIGN-OFF**

COMMITTEE	Community Development Committee
CHAIR PERSON	Elaine Lauterborn

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

City Charter, Section 4.

**SUMMARY STATEMENT**

The University of New Hampshire's First Impressions program pairs two municipalities for exchanged visits and evaluations of the other municipality's downtown area. Teams of six to ten persons, representing a broad cross-section of each municipality, will conduct the visits and evaluations. The City of Rochester, if it chooses to participate, will be paired with the Town of Littleton. Travel and meal expenses related to the program, in the amount of \$350, are to be taken from the Economic Development Office's budget.

**RECOMMENDED ACTION**

Approve the City of Rochester's participation in the UNH First Impressions program.

**RESOLUTION AUTHORIZING ACCEPTANCE AND APPROPRIATION OF VICTIMS  
OF CRIME ACT (VOCA) GRANT AWARD AND TRANSFER OF FUNDS FROM THE  
FY 2016 LEGAL DEPARTMENT BUDGET**

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

WHEREAS, that a Victims of Crime Act (VOCA) grant in the amount of Twenty-Five Thousand Eight Hundred and Thirty-Six Dollars (\$25,836.00) awarded to the City of Rochester's Legal Department is hereby accepted by the City of Rochester;

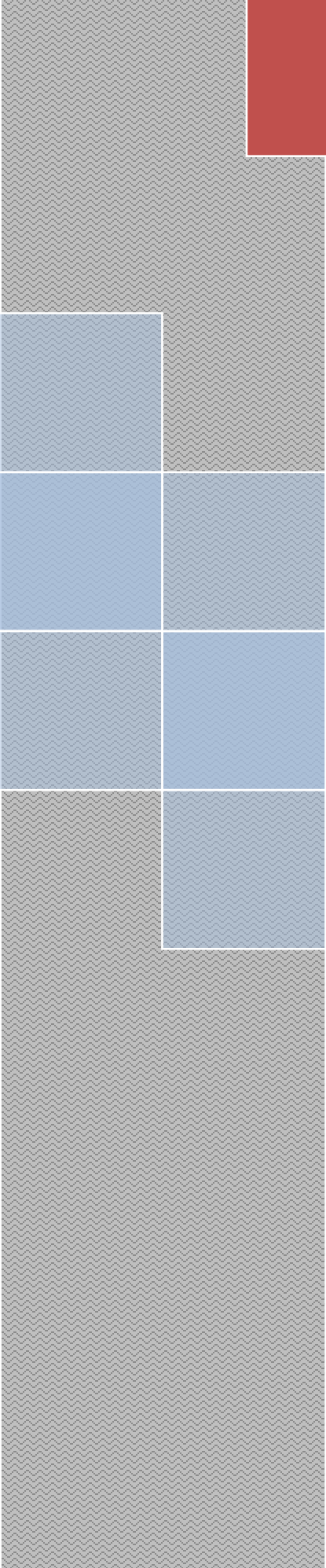
WHEREAS, the aforesaid grant requires a 25% cash match by the City of Rochester of Six Thousand Four Hundred Fifty Nine Dollars (\$6,459.00), to the Victims of Crime Act (VOCA) grant by City of Rochester's Legal Department;

FURTHER, that the sum of Twenty-Five Thousand Eight Hundred and Thirty-Six Dollars (\$25,836.00) be, and hereby is, appropriated to a non-lapsing Special Revenue Fund to be created for the purpose of carrying out the purposes of the Victims of Crime Act grant;

FURTHER, that the transfer of Six Thousand Four Hundred Fifty Nine Dollars (\$6,459.00) from the FY 2016 Legal Department Operating Budget to the non-lapsing Special Revenue fund stipulated above is hereby authorized;

FURTHER, that the City Manager is authorized to enter into a grant agreement and any other contracts with the New Hampshire Department of Justice that are necessary to receive and administer the grant funds detailed above; and

FURTHER, to the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. **CC FY 16 AB 151**



This page has  
been  
intentionally left  
blank.





4/28/16

**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**

Acceptance of and Appropriation of Funds for VOCA Grant

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	May 3, 2016	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	April 25, 2016	
ATTACHMENTS YES <input checked="" 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	Signature on file
CITY MANAGER	Signature on file

**FINANCE & BUDGET INFORMATION**

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	NH Dept. of Justice / general City funds
ACCOUNT NUMBER	TBD
AMOUNT	\$25,836 (grant) / \$6,459 (match)
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

**LEGAL AUTHORITY**

City Charter.



**SUMMARY STATEMENT**

The Legal Department has been awarded a NH Department of Justice Victim of Crime Act (VOCA) grant in order to fund the creation of a Victim-Witness Advocate position in the amount of \$25,836.00. A non-Federal match of \$6,459.00 is required by the grant and is already included in the Legal Department's approved FY 2015-2016 budget.

**RECOMMENDED ACTION**

Accept the grant, appropriate the necessary funds, and authorize the City Manager to enter into a grant agreement with the NH Department of Justice.

## AGENDA BILL - FUNDING RESOLUTION

## EXHIBIT

Project Name: Date: Fiscal Year: 

Fund (select):

GF  Water  Sewer  Arena CIP  Water CIP  Sewer CIP  Arena CIP Special Revenue Fund Type: Lapsing  Non-Lapsing 

## Deauthorization

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

## Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD	TBD	-	25,836.00 -	-
2				-	-	-
3				-	-	-
4				-	-	-

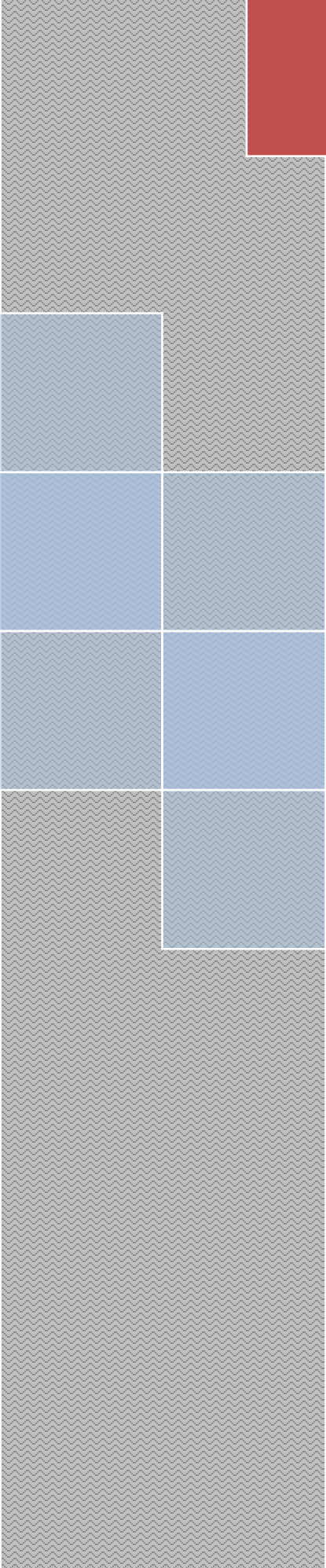
## Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD	TBD	-	25,836.00 -	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From   
To 

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

Reimbursement Request will be reduced Funds will be returned



This page has  
been  
intentionally left  
blank.



**RESOLUTION AUTHORIZING SUPPLEMENTAL APPROPRIATION  
TO THE 2015-2016 DEPARTMENT OF PUBLIC WORKS CAPITAL IMPROVEMENT  
PLAN (CIP) FUND FOR THE COLUMBUS AVENUE PARKING LOT PROJECT**

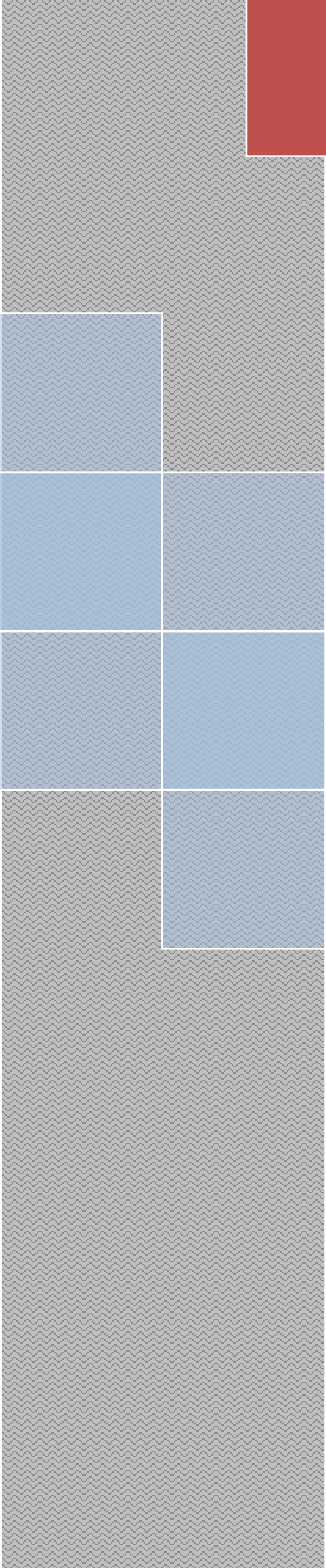
**BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:**

That a sum not to exceed One Hundred Thirty Thousand Dollars (\$130,000.00) be, and hereby is, appropriated as a supplemental appropriation to the 2015-2016 City of Rochester Department of Public Works CIP Fund, for the purpose of providing funds necessary to pay costs and/or expenditures associated with the Columbus Avenue Parking Lot Project and provided further that funds for such supplemental appropriation shall be derived as follows : Fifty Percent (50%) or Sixty Five Thousand Dollars (\$65,000.00) from the General Fund unassigned fund balance and Fifty Percent (50%) or Sixty Five Thousand Dollars (\$65,000.00) from a private contribution.

It is further resolved that the City Manager may execute an agreement with the private contributor that construction on the Project will not commence until the City is in receipt of the entire Sixty Five Thousand Dollars (\$65,000.00).

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

**CC FY16 05-03 AB 154**



This page has  
been  
intentionally left  
blank.





4/28/16

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

Supplemental Appropriation for expansion of Columbus Avenue Parking Lot.

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

AGENDA DATE	May 3, 2016	
DEPT. HEAD SIGNATURE	John B. Storer, PE (signature on file in City Clerk's Office)	
DATE SUBMITTED	April 25, 2016	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2

**COMMITTEE SIGN-OFF**

COMMITTEE	Public Works Committee
CHAIR PERSON	Ralph Torr

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

**FINANCE & BUDGET INFORMATION**

FINANCE OFFICE APPROVAL	Signature on file
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	\$130,000
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

**LEGAL AUTHORITY**

City Council Action

**SUMMARY STATEMENT**

At the April 21, 2016 Public Works Committee Meeting, the Committee voted 4-1 to recommend that the full Council approve a supplemental appropriation to fund \$130,000 for the expansion of the Columbus Avenue Parking Lot and to give the City Manager authorization to enter into an agreement for the private contribution of 50% in advance of the project.

Looking at recent history, on May 5, 2015 the City Council approved a total amount of \$14,000 for engineering design for the parking lot expansion. The owner of China Palace funded 50% of the design services and paid the City \$7,000 towards the effort.

Design options were considered, and a final version was presented at the Planning Board Meeting of March 21, 2016.

The owner of China Palace attended the April 21 Public Works Committee Meeting and her representatives indicated she is willing to contribute 50% of the total project cost.

A cost estimate is attached. Hopefully construction will come in at or below \$110,000, but the requested supplemental appropriation includes contingency allowances for construction and engineering assistance.

**RECOMMENDED ACTION**

Resolution authorizing a supplemental appropriation of \$130,000 to fund expansion of the existing parking lot. Funding would be \$65,000 (50%) general fund and \$65,000 (50%) private contribution.

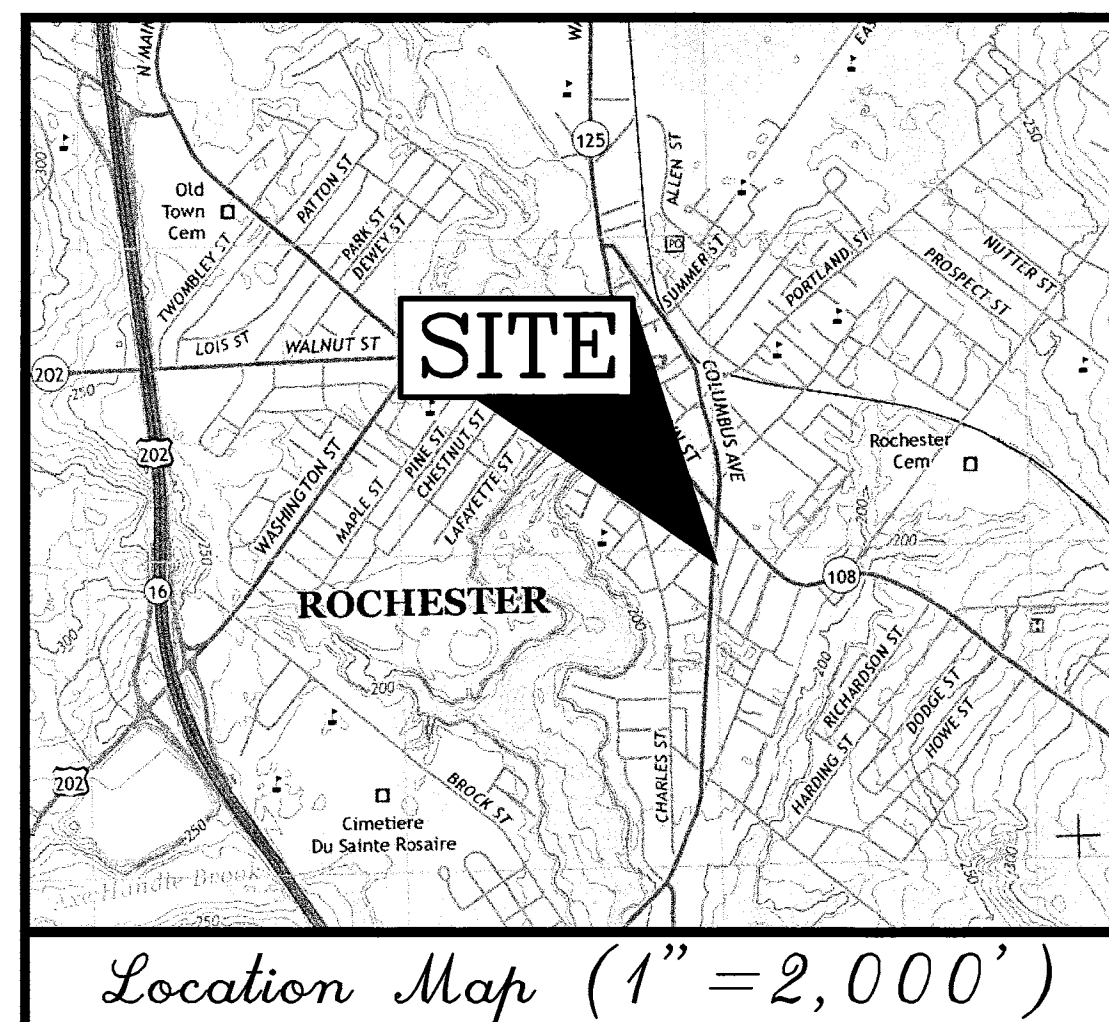
Resolution would also authorize the City Manager to execute an agreement with the private contributor, such that construction would not commence until the 50% contribution, or sufficient guaranty of payment, was received by the City.

# COLUMBUS AVENUE PARKING LOT EXPANSION ROCHESTER, NEW HAMPSHIRE SITE PLANS FEBRUARY 17, 2016

Applicant: City of Rochester, New Hampshire  
45 Old Dover Road  
Rochester, New Hampshire 03867

Prepared By: **Tighe&Bond**  
*Consulting Engineers*  
177 CORPORATE DRIVE  
PORTSMOUTH, NEW HAMPSHIRE 03801  
(603) 433-8818 info@tighebond.com

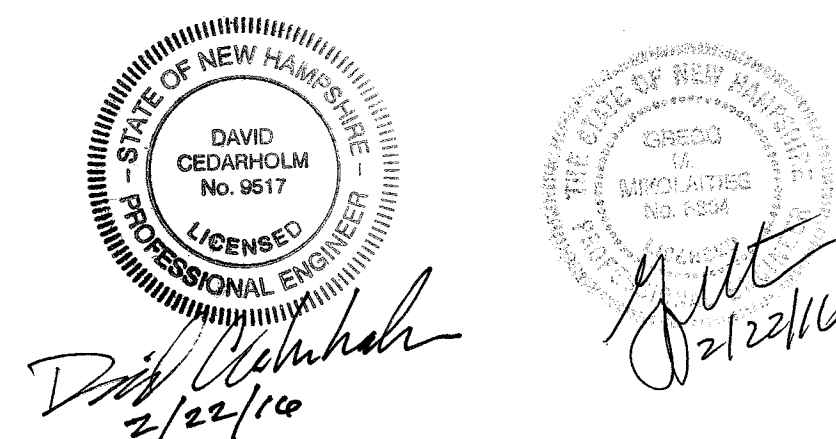
Survey Consultant: Norway Plains Associates, Inc.  
2 Continental Blvd.  
Rochester, New Hampshire 03867



LIST OF DRAWINGS		
SHEET NO.	TITLE	LAST REVISED
	COVER SHEET	02/17/16
C-01	EXISTING CONDITIONS/DEMOLITION PLAN	02/17/16
C-02	SITE, GRADING, DRAINAGE & EROSION CONTROL PLAN	02/17/16
C-03	EROSION CONTROL NOTES & DETAILS SHEET	02/17/16
C-04	DETAILS SHEET	02/17/16

FINAL APPROVAL BY ROCHESTER PLANNING BOARD  
CERTIFIED BY \_\_\_\_\_ DATE \_\_\_\_\_

1. THE CONTRACTOR SHALL NOT RELY ON SCALED DIMENSIONS AND SHALL CONTACT THE ENGINEER FOR CLARIFICATION IF A REQUIRED DIMENSION IS NOT PROVIDED ON THE PLANS.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONSTRUCTION MEANS AND METHODS, AND FOR SITE CONDITIONS THROUGHOUT CONSTRUCTION. NEITHER THE PLANS NOR THE SEAL OF THE ENGINEER AFFIXED HEREON EXTEND TO OR INCLUDE SYSTEMS REQUIRED FOR THE SAFETY OF THE CONTRACTOR, THEIR EMPLOYEES, AGENTS OR REPRESENTATIVES IN THE PERFORMANCE OF THE WORK. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING AND IMPLEMENTING SAFETY PROCEDURES AND SYSTEMS AS REQUIRED BY THE UNITED STATES OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA), AND ANY STATE OR LOCAL SAFETY REGULATIONS.
3. TIGHE & BOND. ASSUMES NO RESPONSIBILITY FOR ANY ISSUES LEGAL OR OTHERWISE, RESULTING FROM CHANGES MADE TO THESE DRAWINGS WITHOUT WRITTEN AUTHORIZATION OF TIGHE & BOND.

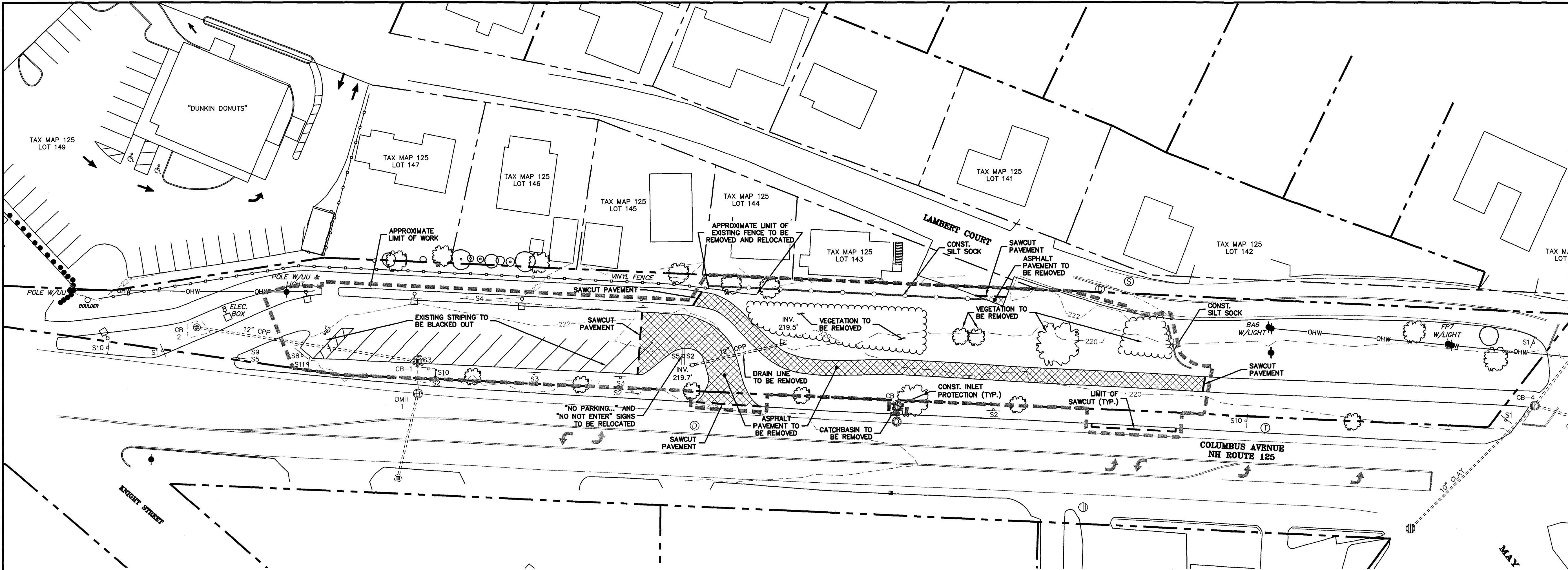


FOR PLANNING  
BOARD APPROVAL

FOR MORE INFORMATION ABOUT THESE SITE PLANS CONTACT  
THE CITY OF ROCHESTER PLANNING DEPARTMENT (603) 335-1338



FOR PLANNING  
BOARD APPROVAL



DEMOLITION NOTES:

1. THE LOCATIONS OF UNDERGROUND UTILITIES ARE APPROXIMATE AND THE LOCATIONS ARE NOT GUARANTEED BY THE OWNER OR THE ENGINEER. IT IS THE CONTRACTOR'S RESPONSIBILITY TO LOCATE ALL UTILITIES, ANTICIPATE CONFLICTS, REPAIR EXISTING UTILITIES AND RELOCATE EXISTING UTILITIES REQUIRED TO COMPLETE THE WORK.
2. ALL MATERIALS SCHEDULED TO BE REMOVED SHALL BECOME THE PROPERTY OF THE CONTRACTOR UNLESS OTHERWISE SPECIFIED. THE CONTRACTOR SHALL DISPOSE OF ALL MATERIALS OFF-SITE IN ACCORDANCE WITH ALL FEDERAL, STATE, AND LOCAL REGULATIONS, ORDINANCES AND CODES.
3. COORDINATE REMOVAL, RELOCATION, DISPOSAL OR SALVAGE OF UTILITIES WITH THE OWNER AND APPROPRIATE UTILITY COMPANY.
4. ANY EXISTING WORK OR PROPERTY DAMAGED OR DISRUPTED BY CONSTRUCTION/ DEMOLITION ACTIVITIES SHALL BE REPLACED OR REPAIRED TO MATCH ORIGINAL EXISTING CONDITIONS BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE OWNER.
5. THE CONTRACTOR SHALL VERIFY LOCATION OF ALL EXISTING UTILITIES. CALL DIG SAFE AT LEAST 72 HOURS PRIOR TO THE COMMENCEMENT OF ANY DEMOLITION/CONSTRUCTION ACTIVITIES.
6. SAWCUT AND REMOVE PAVEMENT TWO FEET OFF PROPOSED EDGE OF PAVEMENT OR EXISTING CURB LINE IN ALL AREAS WHERE PAVEMENT TO BE REMOVED ABUTS EXISTING PAVEMENT OR CONCRETE TO REMAIN.
7. IT IS THE CONTRACTOR'S RESPONSIBILITY TO FAMILIARIZE THEMSELVES WITH THE CONDITIONS OF ALL OF THE PERMIT APPROVALS.
8. THE CONTRACTOR SHALL OBTAIN AND PAY FOR ADDITIONAL PERMITS, NOTICES AND FEES NECESSARY TO COMPLETE THE WORK AND ARRANGE FOR AND PAY FOR NECESSARY INSPECTIONS AND APPROVALS FROM THE AUTHORITIES HAVING JURISDICTION.
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL DEMOLITION AND OFF-SITE DISPOSAL OF MATERIALS REQUIRED TO COMPLETE THE WORK, EXCEPT FOR WORK NOTED TO BE COMPLETED BY OTHERS.
10. THE CONTRACTOR SHALL REMOVE ALL ABANDONED UTILITIES AND ASSOCIATED APPURTENANCES LOCATED WITHIN THE LIMITS OF WORK. CONTRACTOR SHALL VERIFY ORIGIN OF ALL DRAINS AND UTILITIES PRIOR TO REMOVAL/TERMINATION TO DETERMINE IF DRAINS OR UTILITY IS ACTIVE AND SERVICES ANY ON OR OFF-SITE STRUCTURE TO REMAIN. CONTRACTOR SHALL NOTIFY ENGINEER IMMEDIATELY OF ANY SUCH UTILITY FOUND AND SHALL MAINTAIN THESE UTILITIES UNTIL PERMANENT SOLUTION IS IN PLACE.
11. PAVEMENT REMOVAL LIMITS ARE SHOWN FOR CONTRACTOR'S CONVENIENCE. ADDITIONAL PAVEMENT REMOVAL MAY BE REQUIRED DEPENDING ON THE CONTRACTOR'S OPERATION. CONTRACTOR TO VERIFY FULL LIMITS OF PAVEMENT REMOVAL PRIOR TO BID.
12. THE CONTRACTOR SHALL REMOVE AND DISPOSE OF ALL EXISTING STRUCTURES, CONCRETE PADS, UTILITIES AND PAVEMENT IDENTIFIED AS BEING REMOVED WITHIN THE WORK LIMITS SHOWN AND UNLESS SPECIFICALLY IDENTIFIED TO REMAIN. ITEMS TO BE REMOVED INCLUDE BUT ARE NOT LIMITED TO: PAVEMENT, UNDER GROUND PIPING, SIGNS, FENCES, TREES AND LANDSCAPING.
13. COORDINATE ALL WORK WITHIN THE PUBLIC RIGHT OF WAYS WITH THE CITY OF ROCHESTER AND NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION.
14. REMOVE TREES AND BRUSH AS REQUIRED FOR COMPLETION OF WORK. CONTRACTOR SHALL GRUB AND REMOVE ALL STUMPS WITHIN LIMITS OF WORK AND DISPOSE OF OFF SITE IN ACCORDANCE WITH FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS.
15. CONTRACTOR SHALL PROTECT ALL PROPERTY MONUMENTATION THROUGHOUT DEMOLITION AND CONSTRUCTION OPERATIONS. SHOULD ANY MONUMENTATION BE DISTURBED BY BY THE CONTRACTOR, HE SHALL EMPLOY A LICENSED SURVEYOR TO REPLACE IT.
16. PROVIDE INLET PROTECTION BARRIERS AT ALL CATCH BASINS WITHIN CONSTRUCTION LIMITS AND MAINTAIN FOR THE DURATION OF THE PROJECT. INLET PROTECTION BARRIERS SHALL BE "HIGH FLOW SILT SACK" BY ACF ENVIRONMENTAL OR APPROVED EQUAL. INSPECT BARRIERS WEEKLY AND AFTER EACH RAIN OF 0.50 INCHES OR GREATER. CONTRACTOR SHALL COMPLETE A MAINTENANCE INSPECTION REPORT AFTER EACH INSPECTION. SEDIMENT DEPOSITS SHALL BE REMOVED AFTER EACH STORM EVENT OR MORE OFTEN IF THE FABRIC BECOMES CLOGGED.
17. THE CONTRACTOR SHALL PHASE DEMOLITION AND CONSTRUCTION AS REQUIRED TO PROVIDE CONTINUOUS SERVICE TO EXISTING BUSINESSES AND HOMES THROUGHOUT THE CONSTRUCTION PERIOD. EXISTING BUSINESS AND HOME SERVICES INCLUDE, BUT ARE NOT LIMITED TO ELECTRICAL, COMMUNICATION, FIRE PROTECTION, DOMESTIC WATER AND SEWER SERVICES. TEMPORARY SERVICES, IF REQUIRED, SHALL COMPLY WITH ALL FEDERAL, STATE, LOCAL AND UTILITY COMPANY STANDARDS. CONTRACTOR SHALL PROVIDE DETAILED CONSTRUCTION SCHEDULE TO OWNER PRIOR TO ANY DEMOLITION/CONSTRUCTION ACTIVITIES.
18. EROSION CONTROL MEASURES SHALL BE INSTALLED PRIOR TO THE START OF ANY CLEARING OR DEMOLITION ACTIVITIES.
19. THE CONTRACTOR SHALL PAY ALL COSTS NECESSARY FOR TEMPORARY PARTITIONING, BARRICADING, FENCING, SECURITY AND SAFETY DEVICES REQUIRED FOR THE MAINTENANCE OF A CLEAN AND SAFE CONSTRUCTION SITE.
20. SAWCUT AND REMOVE PAVEMENT AND CONSTRUCT PAVEMENT TRENCH PATCH FOR ALL UTILITIES TO BE REMOVED AND PROPOSED UTILITIES LOCATED IN EXISTING PAVEMENT AREAS TO REMAIN.

MAP/LOT SUBJECT PARCEL

125/151 CITY OF ROCHESTER, 31 WAKEFIELD STREET, ROCHESTER, NH 03867  
SCRD BOOK 3503, PAGE 891

MAP/LOT ADJUTERS

125/127 MILDRED BEDARD & MARIE THIBODEAU, 29 LINCOLN STREET, ROCHESTER, NH 03867  
SCRD BOOK 3719, PAGE 530  
125/142 CHRISTOPHER & BRENDA EDMUNDS, 26 LAMBERT COURT, ROCHESTER, NH 03867  
SCRD BOOK 1733, PAGE 498  
125/141 ROBERT & DANETTE BENJAMIN, 22 LAMBERT COURT, ROCHESTER, NH 03867  
SCRD BOOK 2150, PAGE 183  
125/143 GEORGE & KIMBERLY PELLETER, 19 LAMBERT COURT ROCHESTER, NH 03867  
SCRD BOOK 3759, PAGE 551  
125/144 JASON FINCH, 204 WALNUT STREET, ROCHESTER, NH 03867  
SCRD BOOK 3219, PAGE 143  
125/145 TOM & MICHELLE SPILLER, 15 LAMBERT COURT, NH 03867  
SCRD BOOK 3672, PAGE 6  
125/146 MICHELLE & DEAN LAMBERT, 11 LAMBERT COURT, NH 03867  
SCRD BOOK 3052, PAGE 959  
125/147 JAMES MOORE, 9 LAMBERT COURT, ROCHESTER, NH 03867  
SCRD BOOK 4284, PAGE 926  
125/147 HORIZON TRUST OF NH, PO BOX 988, DOVER, NH 03820  
SCRD BOOK 4136, PAGE 846  
125/150 STELLA GOON REV. TRUST, 101 SOUTH MAIN STREET, ROCHESTER, NH 03867  
SCRD BOOK 3831, PAGE 476

REFERENCE PLANS:

1. "EXISTING FEATURES PLAN TAX MAP 125, LOT 151 536 COLUMBUS AVENUE ROCHESTER, NH", SHEET E-1, PREPARED BY NORWAY PLAINS ASSOCIATES, INC., DATED OCTOBER 2015.

SIGN LEGEND

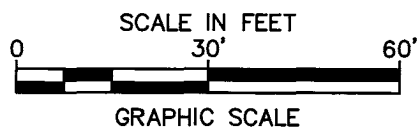
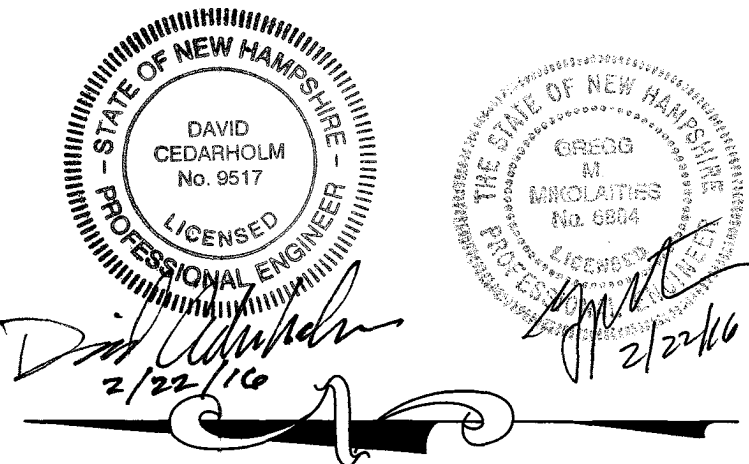
- S1 - STOP
- S2 - NO PARKING
- S3 - 2 HOUR PARKING
- S4 - ONE WAY
- S5 - DO NOT ENTER
- S7 - DIRECTION TURNING LANES
- S8 - HANDICAP
- S9 - NO LEFT TURN
- S10 - NH ROUTES
- S11 - ROCHESTER, MAIN STREET

DRAINAGE STRUCTURES

- DMH-1  
RIM = 222.41'  
6" = 220.2  
12" PVC= 219.2'
- DMH-2  
RIM = 220.52'  
INV. IN = 283.5'  
INV. OUT = 283.3'
- CB-1  
RIM = 221.00'  
12" CPP (OUT) = 218.1'
- CB-2  
RIM = 221.44'  
12" CPP (OUT)= 218.0'  
INV. OUT = 280.4'
- CB-3  
RIM = 219.87  
12" CPP (IN) = 214.8'  
12" CPP (OUT) = 214.6'
- CB-4  
RIM = 219.72'  
10" CLAY= 213.8'  
12" CPP (IN)= 214.8'  
12" CPP (OUT)= 213.5'
- CB-5  
RIM = 221.22'  
12" CPP (OUT)= 219.1'

LEGEND

- PROPERTY LINE
- EXISTING 2' CONTOUR LINE
- EXISTING 10' CONTOUR LINE
- EXISTING DRAIN LINE
- EXISTING OVERHEAD WIRES
- EXISTING VINYL FENCE
- APPROXIMATE LIMIT OF WORK
- PROPOSED LOCATION OF SAWCUT
- PROPOSED LIMIT OF SILT SOCK
- PROPOSED PAVEMENT TO BE REMOVED
- EXISTING UTILITY POLE
- EXISTING SIGN
- EXISTING CATCHBASIN
- PROPOSED INLET PROTECTION
- EXISTING SEWER MANHOLE
- EXISTING DRAIN MANHOLE
- EXISTING LIGHT POLE



City of Rochester

Columbus Avenue  
Parking Lot

Rochester,  
New Hampshire

February 17, 2016

Mark	Date	Description
PROJECT NO:	R0103	
FILE:	R-0301-7_SITE.DWG	
DRAWN BY:	CML	
CHECKED:	DC1	
APPROVED BY:	GMM	

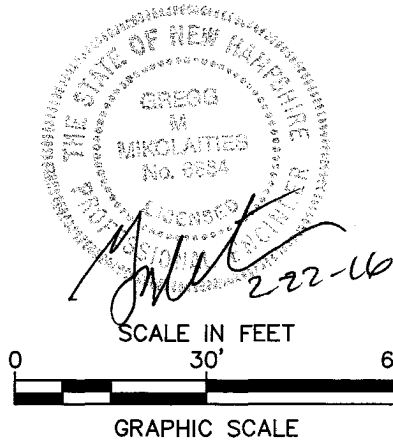
EXISTING CONDITIONS/  
DEMOLITION PLAN

SCALE: AS SHOWN

C-01



FOR PLANNING  
BOARD APPROVAL



City of Rochester

Columbus Avenue  
Parking Lot

Rochester,  
New Hampshire

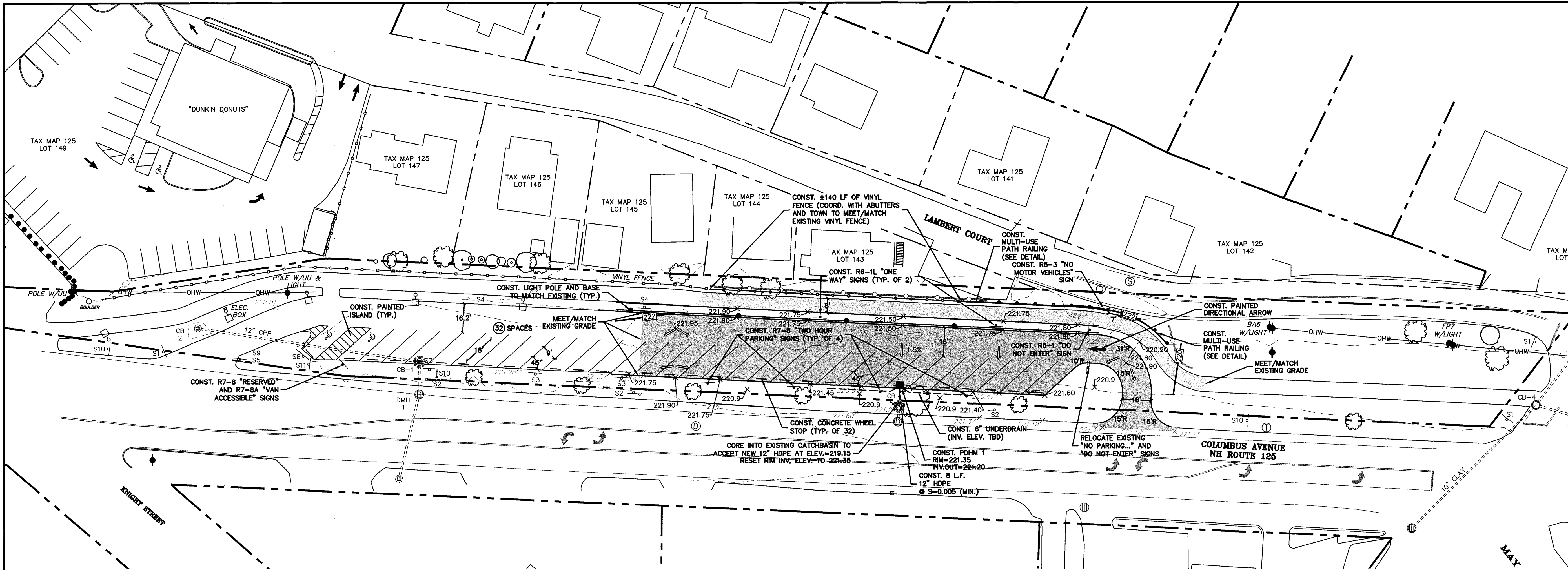
February 17, 2016

Mark	Date	Description
PROJECT NO:	R0103	
FILE:	R-0301-7_SITE.DWG	
DRAWN BY:	CML	
CHECKED:	DC1	
APPROVED BY:	GMM	

SITE, GRADING, DRAINAGE &  
EROSION CONTROL PLAN

SCALE: AS SHOWN

C-02



SITE NOTES:

- STRIPE PARKING AREAS AS SHOWN, INCLUDING PARKING SPACES, STOP BARS, ADA SYMBOLS, PAINTED ISLANDS, CROSS WALKS, ARROWS, LEGENDS AND CENTERLINES (ALL MARKINGS EXCEPT CENTERLINE AND MEDIAN ISLANDS TO BE CONSTRUCTED USING WHITE TRAFFIC PAINT. CENTERLINE AND MEDIAN ISLANDS TO BE CONSTRUCTED USING YELLOW TRAFFIC PAINT. ALL TRAFFIC PAINT SHALL MEET THE REQUIREMENTS OF AASHTO M248 TYPE "F").
- ALL PAVEMENT MARKINGS AND SIGNS TO CONFORM TO "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES", "STANDARD ALPHABETS FOR HIGHWAY SIGNS AND PAVEMENT MARKINGS", AND THE AMERICANS WITH DISABILITIES ACT REQUIREMENTS, LATEST EDITIONS.
- SEE DETAILS FOR PARKING STALL MARKINGS, ADA SYMBOLS, SIGNS AND SIGN POSTS.
- PAINTED ISLANDS SHALL BE FOUR (4) INCH WIDE DIAGONAL LINES AT 3'-0" O.C. BORDERED BY FOUR (4) INCH WIDE LINES.
- THE CONTRACTOR SHALL EMPLOY A NEW HAMPSHIRE LICENSED SURVEYOR TO DETERMINE ALL LINES AND GRADES.
- CLEAN AND COAT VERTICAL FACE OF EXISTING PAVEMENT AT SAWCUT LINE WITH RS-1 EMULSION IMMEDIATELY PRIOR TO PLACING NEW BITUMINOUS CONCRETE.
- ALL MATERIALS AND CONSTRUCTION SHALL CONFORM WITH APPLICABLE FEDERAL, STATE AND/OR CITY OF ROCHESTER CODES AND SPECIFICATIONS.
- WORK WITHIN COLUMBUS AVENUE SHALL BE COORDINATED WITH CITY OF ROCHESTER AND THE STATE OF NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION.
- CONTRACTOR TO SUBMIT AS-BUILT PLANS ON REPRODUCIBLE MYLARS AND IN DIGITAL FORMAT (.DWG FILE) ON DISK TO THE OWNER AND ENGINEER UPON COMPLETION OF THE PROJECT. AS-BUILTS SHALL BE PREPARED AND CERTIFIED BY A NEW HAMPSHIRE LICENSED LAND SURVEYOR OR PROFESSIONAL ENGINEER.
- ALL WORK SHALL CONFORM TO THE CITY OF ROCHESTER DEPARTMENT OF PUBLIC WORKS, STANDARD CONSTRUCTION SPECIFICATIONS.
- CONTRACTOR TO PROVIDE BACKFILL AND COMPACTION AT CURB LINE AFTER CONCRETE FORMS FOR SIDEWALKS AND PADS HAVE BEEN STRIPPED. COORDINATE WITH BUILDING CONTRACTOR.

GRADING AND DRAINAGE NOTES:

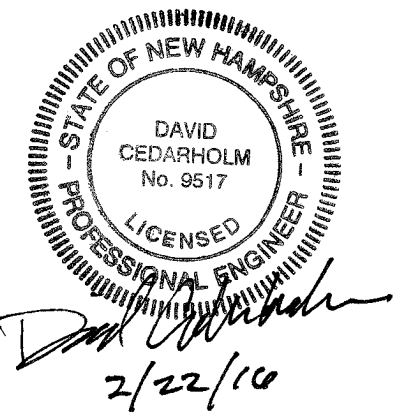
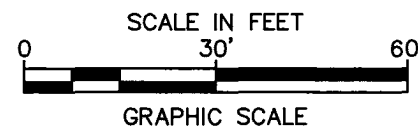
- COMPACTION REQUIREMENTS:  
BELOW PAVED OR CONCRETE AREAS 95%  
TRENCH BEDDING MATERIAL AND SAND BLANKET BACKFILL 95%  
BELOW LOAM AND SEED AREAS 90%  
  
\* ALL ABOVE PERCENTAGES OF COMPACTION SHALL BE OF THE MAXIMUM DRY DENSITY AT THE OPTIMUM MOISTURE CONTENT AS DETERMINED AND CONTROLLED IN ACCORDANCE WITH ASTM D-1557, METHOD C FIELD DENSITY TESTS SHALL BE MADE IN ACCORDANCE WITH ASTM D-1556 OR ASTM-2922.
- ALL STORM DRAINAGE PIPES SHALL BE HIGH DENSITY POLYETHYLENE (HANCOR HI-Q, ADS N-12 OR APPROVED EQUAL) OR RCP CLASS IV, UNLESS OTHERWISE SPECIFIED.
- ADJUST ALL MANHOLES, CATCH BASINS, CURB BOXES, ETC. WITHIN LIMITS OF WORK TO FINISH GRADE.
- CONTRACTOR SHALL PROVIDE A FINISH PAVEMENT SURFACE AND LAWN AREAS FREE OF LOW SPOTS AND PONDING AREAS. CRITICAL AREAS INCLUDE BUILDING ENTRANCES, EXITS, RAMPS AND LOADING DOCK AREAS ADJACENT TO THE BUILDING.
- CONTRACTOR SHALL THOROUGHLY CLEAN ALL CATCH BASINS AND DRAIN LINES, WITHIN THE LIMIT OF WORK, OF SEDIMENT IMMEDIATELY UPON COMPLETION OF CONSTRUCTION.
- ALL MATERIALS AND CONSTRUCTION SHALL CONFORM WITH APPLICABLE FEDERAL, STATE AND LOCAL CODES.
- ALL DISTURBED AREAS NOT TO BE PAVED OR OTHERWISE TREATED SHALL RECEIVE 6" LOAM, SEED FERTILIZER AND MULCH.
- ALL STORM DRAIN CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION (NHDOT) STANDARD SPECIFICATIONS FOR HIGHWAYS AND BRIDGES, LATEST EDITION.
- ALL PROPOSED CATCH BASINS SHALL BE EQUIPPED WITH REXUS FRAMES AND GRATES, OIL/GAS SEPARATOR HOODS AND 4' SUMPS.
- ALL MATERIALS AND CONSTRUCTION SHALL CONFORM WITH APPLICABLE FEDERAL, STATE AND CITY OF ROCHESTER DEPARTMENT OF PUBLIC WORKS AND CONSTRUCTION SPECIFICATIONS, LATEST REVISIONS.
- CONTRACTOR TO SUBMIT AS-BUILT PLANS ON REPRODUCIBLE MYLARS AND IN DIGITAL FORMAT (.DWG FILE) ON DISK TO THE OWNER AND ENGINEER UPON COMPLETION OF THE PROJECT. AS-BUILTS SHALL BE PREPARED AND CERTIFIED BY A NEW HAMPSHIRE LICENSED LAND SURVEYOR OR PROFESSIONAL ENGINEER.
- COORDINATE WITH SURVEY CONSULTANT FOR BENCH MARK INFORMATION.

EROSION CONTROL NOTES:

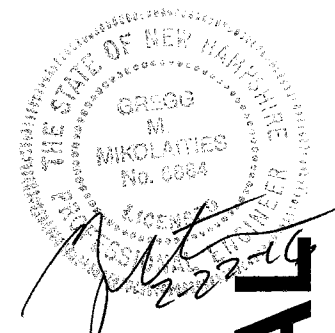
- INSTALL EROSION CONTROL BARRIERS AS SHOWN AS FIRST ORDER OF WORK.
- SEE GENERAL EROSION CONTROL NOTES ON DETAIL SHEETS.
- PROVIDE INLET PROTECTION AROUND ALL EXISTING AND PROPOSED CATCH-BASIN INLETS WITHIN THE WORK LIMITS. MAINTAIN FOR THE DURATION OF THE PROJECT UNTIL PAVEMENT HAS BEEN INSTALLED.
- INSTALL STABILIZED CONSTRUCTION ENTRANCES.
- INSPECT INLET PROTECTION AND SILT FENCES DAILY AND AFTER EACH RAIN STORM OF 0.25 INCH OR GREATER. REPAIR/MODIFY PROTECTION AS NECESSARY TO MAXIMIZE EFFICIENCY OF FILTER. REPLACE ALL FILTERS WHEN SEDIMENT IS 1/3 THE FILTER HEIGHT.
- ALL DISTURBED AREAS NOT TO BE PAVED OR OTHERWISE TREATED SHALL RECEIVE 6" LOAM, SEED, FERTILIZER AND MULCH.
- CONSTRUCT EXCELSIOR MAT ON ALL SLOPES STEEPER THAN 3:1.
- PRIOR TO ANY WORK OR SOIL DISTURBANCE COMMENCING ON THE SUBJECT PROPERTY, INCLUDING MOVING OF EARTH, THE APPLICANT SHALL INSTALL ALL EROSION AND SILTATION MITIGATION AND CONTROL MEASURES AS REQUIRED BY STATE AND LOCAL PERMITS AND APPROVALS.
- CONTRACTOR SHALL BE RESPONSIBLE TO CONTROL DUST AND WIND EROSION THROUGHOUT THE CONSTRUCTION PERIOD. DUST CONTROL MEASURES SHALL INCLUDE, BUT NOT LIMITED TO, SPRINKLING WATER ON UNSTABLE SOILS SUBJECT TO ARID CONDITIONS.
- THE CONTRACTOR SHALL REMOVE AND PROPERLY DISPOSE OF ALL TEMPORARY EROSION CONTROL DEVICES UPON COMPLETION OF CONSTRUCTION.
- ALL CATCHBASIN SUMPS AND PIPING SHALL BE THOROUGHLY CLEANED TO REMOVE ALL SEDIMENT AND DEBRIS AFTER THE PROJECT HAS BEEN PAVED.
- TEMPORARY SOIL STOCKPILE SHALL BE SURROUNDED BY SILT FENCE AND SHALL BE STABILIZED BY TEMPORARY EROSION CONTROL SEEDING. STOCKPILE AREAS TO BE LOCATED AS FAR AS POSSIBLE FROM THE DELINEATED EDGE OF WETLAND.
- SAFETY FENCING SHALL BE PROVIDED AROUND STOCKPILES OVER 10 FT.
- CONCRETE TRUCKS WILL BE REQUIRED TO WASH OUT (IF NECESSARY) SHOOTS ONLY WITHIN AREAS WHERE CONCRETE HAS BEEN PLACED. NO OTHER WASH OUT WILL BE ALLOWED.

LEGEND

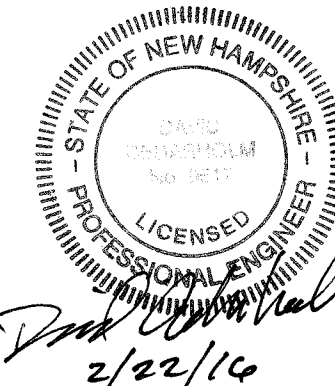
- PROPERTY LINE
- EXISTING 2' CONTOUR LINE
- EXISTING 10' CONTOUR LINE
- PROPOSED CONTOUR LINE
- EXISTING DRAIN LINE
- EXISTING OVERHEAD WRES
- EXISTING VINYL FENCE
- PROPOSED VINYL FENCE
- PROPOSED WOOD BICYCLE GUARDRAIL
- PROPOSED LIMIT OF SILT SOCK
- PROPOSED PARKING LOT PAVEMENT SECTION
- PROPOSED MULTI-USE PATH PAVEMENT SECTION
- EXISTING UTILITY POLE
- EXISTING SIGN
- PROPOSED SIGN
- EXISTING CATCHBASIN
- PROPOSED CATCHBASIN
- PROPOSED INLET PROTECTION
- EXISTING SEWER MANHOLE
- EXISTING DRAIN MANHOLE
- EXISTING LIGHT POLE
- PROPOSED LIGHT POLE
- APPROXIMATE EXISTING SPOT GRADE (PER SURVEYORS XML SURFACE)
- PROPOSED SPOT GRADE
- PROPOSED DRAINAGE FLOW DIRECTION
- PROPOSED PAVEMENT CURVE RADII







FOR PLANNING  
BOARD APPROVAL


**City of Rochester**
**Columbus Avenue  
Parking Lot**

 Rochester,  
New Hampshire

February 17, 2016

Mark Date Description

PROJECT NO: R0103

FILE: R-0301-7\_SITE.DWG

DRAWN BY: CML

CHECKED: DC1

APPROVED BY: GMM

 EROSION CONTROL NOTES  
AND DETAILS SHEET

SCALE: AS SHOWN

C-03

**PROJECT NAME AND LOCATION**

 COLUMBUS AVENUE PARKING LOT EXPANSION  
536 COLUMBUS AVENUE  
ROCHESTER, NEW HAMPSHIRE

 43°-17'-58"N  
70°-58'-21"W

**DESCRIPTION**

THE PROJECT CONSISTS OF THE EXPANSION OF AND EXISTING PARKING TO DOUBLE THE AMOUNT OF AVAILABLE PARKING SPACES. THE WORK IS ANTICIPATED TO START IN THE SPRING OF 2016, AND BE COMPLETED BY THE FALL OF 2016

**DISTURBED AREA**

THE TOTAL AREA TO BE DISTURBED IS APPROXIMATELY 0.70 ACRES.

**SOIL CHARACTERISTICS**

BASED ON THE USCS SOIL SURVEY FOR STRAFFORD COUNTY THE SOILS CONSIST OF WINDSOR LOAMY SANDS SOILS WHICH ARE WELL DRAINED TO EXCESSIVELY WELL DRAINED SOILS.

**SEQUENCE OF MAJOR ACTIVITIES**

- CUT AND CLEAR TREES
- CONSTRUCT TEMPORARY AND PERMANENT SEDIMENT, EROSION AND DETENTION CONTROL FACILITIES. EROSION, SEDIMENT AND DETENTION MEASURES SHALL BE INSTALLED PRIOR TO ANY EARTH MOVING OPERATIONS THAT WILL INFLUENCE STORMWATER RUNOFF SUCH AS:
  - NEW CONSTRUCTION
  - DISPOSAL OF SEDIMENT SPOIL, STUMP AND OTHER SOLID WASTE
  - CONTROL OF DUST
  - NEARNESS OF CONSTRUCTION SITE TO RECEIVING WATERS
- ALL PERMANENT DITCHES, SWALES TO BE STABILIZED USING THE VEGETATIVE AND NON-STRUCTURAL BMP'S PRIOR TO DIRECTING RUNOFF TO THEM.
- CLEAR AND DISPOSE OF OBSTRUCTIONS AND DIVERSION CHANNELS AS REQUIRED.
- CONSTRUCT TEMPORARY CULVERTS AND DIVERSION CHANNELS AS REQUIRED.
- GRADE PARKING AREAS - ALL PARKING AREA SHALL BE STABILIZED IMMEDIATELY AFTER THEIR CONSTRUCTION
- BEGIN PERMANENT AND TEMPORARY SEEDING AND MULCHING. ALL CUT AND FILL SLOPES HALL BE SEEDED AND MULCHED IMMEDIATELY AFTER THEIR CONSTRUCTION.
- DAILY, OR AS REQUIRED, CONSTRUCT TEMPORARY BERMS, DRAINS, DITCHES, SILT FENCES, SEDIMENT TRAPS, ETC., MULCH AND SEED AS REQUIRED.
- FINISH PAVING ALL PARKING LOTS
- INSPECT AND MAINTAIN ALL EROSION AND SEDIMENT CONTROL MEASURES.
- COMPLETE PERMANENT SEEDING AND LANDSCAPING.
- REMOVE TRAPPED SEDIMENTS FROM COLLECTOR DEVICES AS APPROPRIATE AND THEN REMOVE TEMPORARY EROSION CONTROL MEASURES.

NOTE: THE CONSTRUCTION SEQUENCE MUST LIMIT THE DURATION AND AREA OF DISTURBANCE.

**NAME OF RECEIVING WATERS**

THE STORM WATER RUNOFF WILL BE DIRECTED TO AN EXISTING CULVERT DRAINAGE SYSTEM LOCATED WITHIN COLUMBUS AVENUE.

**EROSION AND SEDIMENT CONTROLS AND STABILIZATION PRACTICES**

- STABILIZATION SHALL BE INITIATED ON ALL LOAM STOCKPILES AND DISTURBED AREAS WHERE CONSTRUCTION ACTIVITY WILL NOT OCCUR FOR MORE THAN TWENTY ONE (21) CALENDAR DAYS BY THE FOURTEENTH (14TH) DAY AFTER CONSTRUCTION ACTIVITY HAS PERMANENTLY OR TEMPORARILY CEASED IN THAT AREA. STABILIZATION MEASURES TO BE USED INCLUDE:
  - TEMPORARY SEEDING
  - MULCHING
- DURING CONSTRUCTION, RUNOFF WILL BE DIVERTED AROUND THE SITE WITH EARTH DIKES, PIPING OR STABILIZED CHANNELS WHERE POSSIBLE. SHEET RUNOFF FROM THE SITE WILL BE FILTERED THROUGH HAYBALE BARRIERS AND SILT FENCES. ALL STORM DRAIN BASIN INLETS SHALL BE PROVIDED WITH FLARED END SECTIONS AND TRASH RACKS. THE SITE SHALL BE STABILIZED FOR THE WINTER BY NOVEMBER 15.
- AN AREA SHALL BE CONSIDERED STABLE WHEN ONE OF THE FOLLOWING HAS OCCURRED:
  - BASE COURSE GRAVELS HAVE BEEN INSTALLED IN AREAS TO BE PAVED.
  - A MINIMUM OF 85% VEGETATED GROWTH HAS BEEN ESTABLISHED.
  - A MINIMUM OF 3" OF NON-EROSIVE MATERIAL SUCH STONE OR RIPRAP HAS BEEN INSTALLED.
  - EROSION CONTROL BLANKETS HAVE BEEN PROPERLY INSTALLED.
- WINTER STABILIZATION PRACTICES:
  - ALL PROPOSED POST-DEVELOPMENT VEGETATED AREAS WHICH DO NOT EXHIBIT A MINIMUM OF 85% VEGETATED GROWTH BY NOVEMBER 15TH, OR WHICH ARE DISTURBED AFTER NOVEMBER 15TH, SHALL BE STABILIZED BY SEEDING AND INSTALLING EROSION CONTROL BLANKETS ON SLOPES GREATER THAN 4:1, AND SEEDING AND PLACING 3 TO 4 TONS OF MULCH PER ACRE, SECURE WITH ANCHOR NETTING, ELSEWHERE.
  - ALL DITCHES OR SWALES WHICH DO NOT EXHIBIT A MINIMUM OF 85% VEGETATIVE GROWTH BY OCTOBER 15TH, OR WHICH ARE DISTURBED AFTER OCTOBER 15TH, SHALL BE STABILIZED WITH STONE OR EROSION CONTROL BLANKETS APPROPRIATE FOR THE DESIGN FLOW CONDITION.
  - AFTER NOVEMBER 15TH, INCOMPLETE ROAD OR PARKING SURFACES SHALL BE PROTECTED WITH A MINIMUM OF 3-INCHES OF CRUSHED GRAVEL PER NDOT ITEM 304.3, OR IF CONSTRUCTION IS TO CONTINUE THROUGH THE WINTER SEASON BE CLEARED OF ANY ACCUMULATED SNOW AFTER EACH STORM EVENT.

**OFF SITE VEHICLE TRACKING**

THE CONTRACTOR SHALL CONSTRUCT STABILIZED CONSTRUCTION ENTRANCE(S) AS REQUIRED TO AVOID THE TRACKING OF SEDIMENT INTO THE RIGHT OF WAY.

**INSTALLATION, MAINTENANCE AND INSPECTION PROCEDURES OF EROSION AND SEDIMENT CONTROLS**

- GENERAL
 

THESE ARE THE GENERAL INSPECTION AND MAINTENANCE PRACTICES THAT WILL BE USED TO IMPLEMENT THE PLAN.

  - ALL SWALES SHALL BE STABILIZED PRIOR TO DIRECTING FLOW TO THEM.
  - ALL CONTROL MEASURES WILL BE INSPECTED AT LEAST ONCE EACH WEEK AND FOLLOWING ANY STORM EVENT OF 1/4 INCH OR GREATER.
  - ALL MEASURES WILL BE MAINTAINED IN GOOD WORKING ORDER; IF A REPAIR IS NECESSARY, IT WILL BE INITIATED WITHIN 24 HOURS OF REPORT.
  - BUILT UP SEDIMENT WILL BE REMOVED FROM SILT FENCE OR HAYBALE BARRIERS WHEN IT HAS REACHED ONE THIRD THE HEIGHT OF THE FENCE OR BALE.
  - ALL DIVERSION DIKES WILL BE INSPECTED AND ANY BREACHES PROMPTLY REPAIRED.
  - TEMPORARY SEEDING AND PLANTING WILL BE INSPECTED FOR BARE SPOTS, WASHOUTS, AND UNHEALTHY GROWTH.
  - A MAINTENANCE INSPECTION REPORT WILL BE MADE AFTER EACH INSPECTION.
  - A REPRESENTATIVE OF THE SITE CONTRACTOR, WILL BE RESPONSIBLE FOR INSPECTIONS, MAINTENANCE AND REPAIR ACTIVITIES, AND FILLING OUT THE INSPECTION AND MAINTENANCE REPORT.
  - THE EROSION CONTROL PROCEDURES SHALL CONFORM TO THE "NEW HAMPSHIRE STORMWATER MANUAL".
- ALL FILLS SHALL BE COMPACTED AS REQUIRED TO REDUCE EROSION, SLIPPAGE, SETTLEMENT, SUBSIDENCE, OR OTHER RELATED PROBLEMS. FILL INTENDED TO SUPPORT BUILDINGS, STRUCTURES, AND CONDUITS, ETC., SHALL BE COMPACTED IN ACCORDANCE WITH LOCAL CODES OR SPECIFICATIONS.
- THE USE OF SAND FOR THE PURPOSE OF PEDESTRIAN SAFETY AND SAFE DRIVING CONDITION SHALL BE MINIMIZED.
- THE OWNER SHALL CLEAN ALL CATCH BASINS, DRAIN MANHOLES AND SWEEP THE PARKING LOT ON AN ANNUAL BASIS.
- FILTREXX SILT SOXX
  - APPLICATION
 

FILTREXX SILT SOXX ARE TO BE INSTALLED DOWN SLOPE OF ANY DISTURBED AREA REQUIRING EROSION AND SEDIMENT CONTROL AND FILTRATION OF SOLUBLE POLLUTANTS FROM RUNOFF. SILT SOXX ARE EFFECTIVE WHEN INSTALLED PERPENDICULAR TO SHEET OR LOW CONCENTRATED FLOW.
  - INSTALLATION DETAILS
    - SILT SOXX USED FOR PERIMETER CONTROL OF SEDIMENT AND SOLUBLE POLLUTANTS IN STORM RUNOFF SHALL MEET FILTREXX SOXX MATERIAL SPECIFICATIONS AND USE CERTIFIED FILTREXX FILTER MEDIA.
    - CONTRACTOR IS REQUIRED TO BE FILTREXX CERTIFIED AS DETERMINED BY FILTREXX INTERNATIONAL, LLC. CERTIFICATION SHALL BE CONSIDERED CURRENT IF APPROPRIATE IDENTIFICATION IS SHOWN DURING TIME OF BID OR AT TIME OF APPLICATION. LOOK FOR THE FILTREXX CERTIFIED SEAL.
    - SILT SOXX WILL BE PLACED AT LOCATIONS INDICATED ON PLANS AS DIRECTED BY THE ENGINEER.
    - SILT SOXX SHOULD BE INSTALLED PARALLEL TO THE BASE OF THE SLOPE OR OTHER DISTURBED AREA. IN EXTREME CONDITIONS (i.e. 2:1 SLOPES), A SECOND SILT SOXX SHALL BE CONSTRUCTED AT THE TOP OF THE SLOPE.
    - STAKES SHALL BE INSTALLED THROUGH THE MIDDLE OF THE SILT SOXX ON 10 FT CENTERS, USING 2 INCH BY 2 INCH BY 3 FEET WOODEN STAKES. IN THE EVENT STAKING IS NOT POSSIBLE, I.E., WHEN SILT SOXX ARE USED ON PAVEMENT, HEAVY CONCRETE BLOCKS SHALL BE USED BEHIND THE SILT SOXX TO HELP STABILIZE DURING RAINFALL/RUNOFF EVENTS.
    - STAKING DEPTH FOR SAND AND SILT LOAM SOILS SHALL BE 12 INCHES, AND 8 INCHES FOR CLAY SOILS.
    - LOOSE COMPOST MAY BE BACKFILLED ALONG THE UPSLOPE SIDE OF THE SILT SOXX, FILLING THE SEAM BETWEEN THE SOIL SURFACE AND THE DEVICE, IMPROVING FILTRATION AND SEDIMENT RETENTION.
    - IF THE SILT SOXX IS TO BE LEFT AS A PERMANENT FILTER OR PART OF THE NATURAL LANDSCAPE, IT MAY BE SEEDED AT TIME OF INSTALLATION FOR ESTABLISHMENT OF PERMANENT VEGETATION.
    - FILTREXX SILT SOXX ARE NOT TO BE USED IN PERENNIAL, EPHEMERAL, OR INTERMITTENT STREAMS.
    - SEE DETAIL FOR CORRECT FILTREXX SILT SOXX INSTALLATION.
  - SEQUENCE OF INSTALLATION
 

SEDIMENT BARRIERS SHALL BE INSTALLED PRIOR TO ANY SOIL DISTURBANCE OF THE CONTRIBUTING DRAINAGE AREA ABOVE THEM.

- MAINTENANCE
  - SILT SOXX BARRIERS SHALL BE INSPECTED IMMEDIATELY AFTER EACH RAINFALL AND AT LEAST DAILY DURING PROLONGED RAINFALL. THEY SHALL BE REPAIRED IF THERE ARE ANY SIGNS OF EROSION OR SEDIMENTATION BELOW THEM. ANY REQUIRED REPAIRS SHALL BE MADE IMMEDIATELY. IF THERE ARE SIGNS OF UNDERCUTTING AT THE CENTER OR THE EDGES, OR IMPOUNDING OF LARGE VOLUMES OF WATER BEHIND THEM, SEDIMENT BARRIERS SHALL BE REPLACED WITH A TEMPORARY CHECK DAM.
  - SHOULD THE FABRIC ON A SILT SOXX BARRIER DECOMPOSE OR BECOME INEFFECTIVE PRIOR TO THE END OF THE EXPECTED USABLE LIFE AND THE BARRIER STILL IS NECESSARY, THE FABRIC SHALL BE REPLACED PROMPTLY.
  - SEDIMENT DEPOSITS SHOULD BE REMOVED AFTER EACH STORM EVENT. THEY MUST BE REMOVED WHEN DEPOSITS REACH APPROXIMATELY ONE-THIRD (1/3) THE HEIGHT OF THE BARRIER.
  - ANY SEDIMENT DEPOSITS REMAINING IN PLACE AFTER THE SILT SOXX BARRIER IS NO LONGER REQUIRED SHALL BE DRESSED TO CONFORM WITH THE EXISTING GRADE, PREPARED AND SEEDED.
- MULCHING
  - TIMING
 

IN ORDER FOR MULCH TO BE EFFECTIVE, IT MUST BE IN PLACE PRIOR TO MAJOR STORM EVENTS. THERE ARE TWO (2) TYPES OF STANDARDS WHICH SHALL BE USED TO ASSURE THIS:

    - APPLY MULCH PRIOR TO ANY STORM EVENT. IT WILL BE NECESSARY TO CLOSELY MONITOR WEATHER PREDICTIONS, USUALLY BY CONTACTING THE NATIONAL WEATHER SERVICE IN CONCORD, TO HAVE ADEQUATE WARNING OF SIGNIFICANT STORMS.
    - REQUIRED MULCHING WITHIN A SPECIFIED TIME PERIOD. THE TIME PERIOD CAN RANGE FROM 14 TO 21 DAYS OF INACTIVITY ON A AREA, THE LENGTH OF TIME VARYING WITH SITE CONDITIONS. A PROFESSIONAL JUDGMENT SHALL BE USED TO EVALUATE THE INTERACTION OF SITE CONDITIONS (SOIL ERODIBILITY, SEASON OF YEAR, EXTENT OF DISTURBANCE, PROXIMITY TO SENSITIVE RESOURCES, ETC.) AND THE POTENTIAL IMPACT OF EROSION ON ADJACENT AREAS TO CHOOSE AN APPROPRIATE TIME RESTRICTION.
  - APPLICATION RATE
 

MULCH SHALL BE APPLIED AT A RATE OF BETWEEN 1.5 TO 2 TONS PER ACRE, OR 90 TO 100 POUNDS PER 1000 SQUARE FEET. THE MINIMUM MULCH REQUIREMENT, REGARDLESS OF APPLICATION RATE IS THAT SOIL MUST NOT BE VISIBLE.
  - GUIDELINES FOR WINTER MULCH APPLICATION.
 

WHEN MULCH IS APPLIED TO PROVIDE PROTECTION OVER WINTER (PAST THE GROWING SEASON) IT SHALL BE AT A RATE OF 6,000 POUNDS OF HAY OR STRAW PER ACRE. A TACKIFIER MAY BE ADDED TO THE MULCH. NO MULCH IS TO BE APPLIED OVER MORE THAN TWO (2) INCHES OF SNOW. IF SNOW DEPTH IS GREATER THAN TWO (2) INCHES IT SHALL BE REMOVED BEFORE MULCHING.
  - MAINTENANCE
 

ALL MULCHES MUST BE INSPECTED PERIODICALLY, IN PARTICULAR AFTER RAINSTORMS, TO CHECK FOR RILL EROSION. IF LESS THAN 90% OF THE SOIL SURFACE IS COVERED BY MULCH, ADDITIONAL MULCH SHALL BE IMMEDIATELY APPLIED.
  - EXCLOSOR MATTING
 

EXCLOSOR MATTING SHALL BE USED IN PLACE OF MULCH ON ALL SLOPES STEEPER THAN 3:1.
  - SLOPES
 

ALL SLOPES GREATER THAN 15% DURING THE REGULAR CONSTRUCTION SEASON ARE TO HAVE NETTING OVER MULCH OR COMBINATION EROSION CONTROL MAY USED (MULCH AND NET). THIS APPLIES TO ALL SLOPES GREATER THAN 8% AFTER OCTOBER 1. MULCHING IS REQUIRED OVER HYDROSEEDING.
- TEMPORARY GRASS COVER
  - SEEDBED PREPARATION
 

APPLY FERTILIZER AT THE RATE OF 600 POUNDS PER ACRE OF 10-10-10. APPLY LIMESTONE (EQUIVALENT TO 50 PERCENT CALCIUM PLUS MAGNESIUM OXIDE) AT A RATE OF THREE (3) TONS PER ACRE.
  - SEEDING
    - UTILIZE ANNUAL RYE GRASS AT A RATE OF 40 LBS/ACRE.
    - WHERE THE SOIL HAS BEEN COMPACTED BY CONSTRUCTION OPERATIONS, LOOSEN SOIL TO A DEPTH OF TWO (2) INCHES BEFORE APPLYING FERTILIZER, LIME AND SEED.
    - APPLY SEED UNIFORMLY BY HAND, CYCLONE SEEDER, OR HYDROSEEDER (SLURRY INCLUDING SEED AND FERTILIZER). HYDROSEEDINGS, WHICH INCLUDE MULCH, MAY BE LEFT ON SOIL SURFACE. SEEDING RATES MUST BE INCREASED 10% WHEN HYDROSEEDING.
  - MAINTENANCE
 

TEMPORARY SEEDINGS SHALL BE PERIODICALLY INSPECTED. AT A MINIMUM, 95% OF THE SOIL SURFACE SHOULD BE COVERED BY VEGETATION. IF ANY EVIDENCE OF EROSION OR SEDIMENTATION OCCURS, REPAIRS SHALL BE MADE AND OTHER TEMPORARY MEASURES USED IN THE INTERIM (MULCH, FILTER BARRIERS, CHECK DAMS, ETC.).
- PERMANENT MULCHING
  - TIMING
    - APPLYING PLANT RESIDUES OR OTHER SUITABLE MATERIALS THAT RESIST DECOMPOSITION SUCH AS WOOD CHIPS OR CRUSHED STONE TO THE SOIL SURFACE WHERE VEGETATION STABILIZATION IS EITHER IMPRACTICAL OR DIFFICULT.
    - WINTER STABILIZATION SHALL MEET OR EXCEED THE FOLLOWING REQUIREMENTS.
  - CONSIDERATIONS
    - PERMANENT MULCHING SHALL BE USED TO STABILIZE CHRONIC EROSION AREAS WHICH RECEIVE HEAVY FOOT OR VEHICLE TRAFFIC. NOT INTENDED FOR AREAS OF CONCENTRATED FLOWS.
    - IF WOOD CHIPS ARE USED IN LANDSCAPED AREAS (TREES & SHRUBS), A SUPPLEMENTAL APPLICATION OF CHEMICAL FERTILIZER SHOULD BE APPLIED AT A RATE OF TWO POUNDS OF 5-10-5 PER 100 SQUARE FEET OF MULCH.
    - IF CRUSHED STONE IS USED, A PLASTIC FILTER CLOTH SHALL BE PLACED BETWEEN THE GROUND AND THE STONE.
  - SPECIFICATIONS
    - WOOD CHIPS OR AGGREGATE SHALL BE USED ON SLOPES NO STEEPER THAN 3 HORIZONTALLY ON 1 VERTICALLY.
    - PERMANENT MULCH SHALL BE 3 INCHES OR MORE IN DEPTH.
    - WOOD CHIPS SHALL BE APPLIED AT A RATE OF 500-900 POUNDS PER 1,000 SQUARE FEET OR 10-20 TONS PER ACRE. WOOD CHIPS SHALL BE GREEN OR AIR-DRIED AND FREE OF OBJECTIONABLE COARSE MATERIALS.
    - AGGREGATE COVER (GRAVEL, CRUSHED STONE OR SLAG) SHALL BE WASHED, 1/4 INCH TO 2 1/2 INCHES AND APPLIED AT A RATE OF 9 CUBIC YARDS PER 1,000 SQUARE FEET.
  - MAINTENANCE
    - WOOD CHIPS SHALL BE MONITORED FOR DECOMPOSITION AND NEW APPLICATIONS MADE.
    - CRUSHED STONE SHALL BE MONITORED FOR WASH OUT AND SLIPPING DOWN SLOPE. IF EITHER OCCUR, NEW MATERIAL SHALL BE PROVIDED ON THE BARREN AREAS.
- VEGETATIVE PRACTICE
  - FOR PERMANENT MEASURES AND PLANTINGS.
    - LIMESTONE SHALL BE THOROUGHLY INCORPORATED INTO THE LOAM LAYER AT A RATE OF TONS PER ACRE IN ORDER TO PROVIDE A PH VALUE OF 5.5 TO 6.5.
    - FERTILIZER SHALL BE SPREAD ON THE TOP LAYER OF LOAM AND WORKED INTO THE SURFACE. FERTILIZER APPLICATION RATE SHALL BE 800 POUNDS PER ACRE OF 10-20-20 FERTILIZER.
    - SOIL CONDITIONERS AND FERTILIZER SHALL BE APPLIED AT THE RECOMMENDED RATES AND SHALL BE THOROUGHLY WORKED INTO THE LOAM LAYER. THE RAKED SURFACE SHALL BE FINELY PULVERIZED, SMOOTH AND EVEN, AND THEN COMPACTED TO AN EVEN SURFACE CONFORMING TO THE REQUIRED LINES AND GRADES WITH APPROVED ROLLERS WEIGHING BETWEEN 4-1/2 POUNDS AND 5- 1/2 POUNDS PER INCH OF WIDTH.
    - SEED SHALL BE SOWN AT THE RATE SHOWN BELOW. SOWING SHALL BE DONE ON A CALM, DRY DAY, PREFERABLY BY MACHINE, BUT IF BY HAND, ONLY BY EXPERIENCED WORKMEN. IMMEDIATELY BEFORE SEEDING, THE SOIL SHALL BE LIGHTLY RAKED. ONE HALF THE SEED SHALL BE SOWN IN ONE DIRECTION AND THE OTHER HALF AT RIGHT ANGLES TO THE ORIGINAL DIRECTION. IT SHALL BE LIGHTLY RAKED INTO THE SOIL TO A DEPTH NOT OVER 1/4 INCH AND ROLLED WITH A HAND ROLLER WEIGHING NOT OVER 100 POUNDS PER LINEAR FOOT OF WIDTH.
    - HAY MULCH SHALL BE APPLIED IMMEDIATELY AFTER SEEDING AS INDICATED ABOVE. THE SURFACE SHALL BE WATERED AND KEPT MOIST WITH A FINE SPRAY AS REQUIRED.
    - WITHOUT WASHING OFF THE SOIL UNTIL THE GRASS IS WELL ESTABLISHED, ANY AREAS WHICH ARE NOT SATISFACTORILY COVERED WITH GRASS SHALL BE RESEEDED, AND ALL NOXIOUS WEEDS REMOVED.
    - THE CONTRACTOR SHALL PROTECT AND MAINTAIN THE SEEDED AREAS UNTIL ACCEPTED.
    - A GRASS SEED MIXTURE CONTAINING THE FOLLOWING SEED REQUIREMENTS SHALL BE APPLIED AT THE INDICATED RATE:
 

SEEDING RATE	50 LBS/ACRE
OREEPRING RED FESCUE	50 LBS/ACRE
TALL FESCUE	50 LBS/ACRE
RETOP	50 LBS/ACRE

IN NO CASE SHALL THE WEED CONTENT EXCEED ONE (1) PERCENT BY WEIGHT. ALL SEED SHALL COMPLY WITH STATE AND FEDERAL SEED LAWS. SEEDING SHALL BE DONE NO LATER THAN SEPTEMBER 15. IN NO CASE SHALL SEEDING TAKE PLACE OVER SNOW.
  - DORMANT SEEDING (SEPTEMBER 15 TO FIRST SNOWFALL)
 

FOLLOW PERMANENT MEASURES SEED, LIME, FERTILIZER AND GRADING REQUIREMENTS. APPLY SEED MIXTURE AT TWICE THE INDICATED RATE. APPLY MULCH AS INDICATED FOR PERMANENT MEASURES.
- STORM DRAIN INLET PROTECTION
  - STRAW/HAY BALE INLET STRUCTURE
    - BALES SHALL BE EITHER WIRE BOUND OR STRING TIED WITH THE BINDINGS ORIENTED AROUND THE SIDES RATHER THAN OVER AND UNDER THE BALES.
    - BALES SHALL BE PLACED LENGTHWISE IN A SINGLE ROW SURROUNDING THE INLET, WITH THE ENDS OF ADJACENT BALES PRESSED TOGETHER.
    - THE FILTER BARRIER SHALL BE ENTRENCHED AND BACKFILLED. A TRENCH SHALL BE EXCAVATED AROUND THE INLET THE WIDTH OF BALE TO A MINIMUM DEPTH OF FOUR (4) INCHES. AFTER THE BALES ARE STAKED, THE EXCAVATED SOIL SHALL BE BACKFILLED AND COMPACTED AGAINST THE FILTER BARRIER.

- EACH BALE SHALL BE SECURELY ANCHORED AND HELD IN PLACE BY AT LEAST TWO (2) STAKES OR REBARS DRIVEN THROUGH THE BALE.
- LOOSE STRAW/HAY SHALL BE WEDGED BETWEEN BALES TO PREVENT WATER FROM ENTERING BETWEEN BALES.
- STRUCTURES SHOULD BE INSPECTED AFTER EVERY RAINSTORM AND REPAIRS MADE AS NECESSARY.
- SEDIMENT SHOULD BE REMOVED FROM THE DEVICES AFTER THE SEDIMENT HAS REACHED A MAXIMUM OF ONE-THIRD THE DEPTH OF THE TRAP.
- HAYBALES SHOULD BE REMOVED AND THE AREA REPAIRED AS SOON AS THE CONTRIBUTING DRAINAGE AREA TO THE INLET HAS BEEN COMPLETELY STABILIZED.
- BLACK AND GRAVEL INLET PROTECTION
  - PLACE CONCRETE BLOCKS LENGTHWISE ON THEIR SIDE IN A SINGLE ROW AROUND THE PERIMETER OF THE INLET, WITH THE ENDS OF ADJACENT BLOCKS ABUTTING. THE HEIGHT OF THE BARRIER CAN BE VARIED, DEPENDING ON DESIGN NEEDS, BY STACKING COMBINATIONS OF 4-INCH, 8-INCH AND 12-INCH WIDE BLOCKS. THE BARRIER OF BLOCKS SHALL BE AT LEAST 12 INCHES HIGH AND NO GREATER THAN 24 INCHES HIGH.
  - WIRE MESH SHALL BE PLACED OVER THE OUTSIDE VERTICAL FACE (WEBBING) OF THE CONCRETE BLOCKS TO PREVENT STONE FROM BEING WASHED THROUGH THE HOLES IN THE BLOCKS. HARDWARE CLOTH OR COMPARABLE WIRE MESH WITH 1/2-INCH OPENINGS SHALL BE USED.
  - STONE SHALL BE PILED AGAINST THE WIRE TO BE THE TOP OF THE BLOCK BARRIER, AS SHOWN IN FIGURE 16.7. STONE GRADATION SHALL BE WELL GRADED WITH THE MAXIMUM STONE SIZE OF 8 INCHES AND MINIMUM STONE SIZE OF 1 INCH.
  - IF THE STONE FILTER BECOMES CLOGGED WITH SEDIMENT SO THAT IT NO LONGER ADEQUATELY PERFORMS ITS FUNCTION, THE STONE MUST BE PULLED AWAY FROM THE BLOCKS, CLEANED AND REPLACE.

**TIMING OF CONTROLS/MEASURES**

THE MAXIMUM AREA TO BE DISTURBED AT ONE TIME SHALL BE KEPT UNDER FIVE (5) ACRES. A PHASING PLAN DESCRIBING THE AREAS TO BE DISTURBED SHALL BE SUBMITTED TO THE DESIGN ENGINEER AND NHDES. AN INDEPENDENT MONITORING COMPANY SHALL BE HIRED BY THE CONTRACTOR TO MONITOR ALL EROSION CONTROL DEVICES.

AS INDICATED IN THE SEQUENCE OF MAJOR ACTIVITIES THE EROSION CONTROL DEVICES SHALL BE INSTALLED PRIOR TO COMMENCING ANY CLEARING OR GRADING OF THE SITE. STRUCTURAL CONTROLS SHALL BE INSTALLED CONCURRENTLY WITH THE APPLICABLE ACTIVITY. AREAS WHERE CONSTRUCTION ACTIVITY TEMPORARILY CEASES FOR MORE THAN TWENTY ONE (21) DAYS WILL BE STABILIZED WITH A TEMPORARY SEED AND MULCH WITHIN FOURTEEN (14) DAYS OF THE LAST DISTURBANCE. WHEN CONSTRUCTION ACTIVITY PERMANENTLY OR TEMPORARILY CEASES WITHIN 100 FEET OF ANY WETLAND OR STREAM, THE AREA SHALL BE STABILIZED WITHIN SEVEN (7) DAYS OR PRIOR TO A RAIN EVENT. ONCE CONSTRUCTION ACTIVITY CEASES PERMANENTLY IN AN AREA, SILT FENCES AND HAYBALE BARRIERS AND ANY EARTH/DIKES WILL BE REMOVED ONCE PERMANENT MEASURES ARE ESTABLISHED.

**WASTE DISPOSAL**

- WASTE MATERIALS
 

ALL WASTE MATERIALS WILL BE COLLECTED AND STORED IN SECURELY LIDDED RECEPTACLES. ALL TRASH AND CONSTRUCTION DEBRIS FROM THE SITE WILL BE DEPOSITED IN A DUMPSTER. NO CONSTRUCTION WASTE MATERIALS WILL BE BURIED ON SITE. ALL PERSONNEL WILL BE INSTRUCTED REGARDING THE CORRECT PROCEDURE FOR WASTE DISPOSAL BY THE SUPERINTENDENT.
- HAZARDOUS WASTE
 

ALL HAZARDOUS WASTE MATERIALS WILL BE DISPOSED OF IN THE MANNER SPECIFIED BY LOCAL OR STATE REGULATION OR BY THE MANUFACTURER. SITE PERSONNEL WILL BE INSTRUCTED IN THESE PRACTICES BY THE SUPERINTENDENT.
- SANITARY WASTE
 

ALL SANITARY WASTE WILL BE COLLECTED FROM THE PORTABLE UNITS A MINIMUM OF ONCE PER WEEK BY A LICENSED SANITARY WASTE MANAGEMENT CONTRACTOR.

**SPILL PREVENTION**

- MATERIAL MANAGEMENT PRACTICES
 

THE FOLLOWING ARE THE MATERIAL MANAGEMENT PRACTICES THAT WILL BE USED TO REDUCE THE RISK OF SPILLS OR OTHER ACCIDENTAL EXPOSURE OF MATERIALS AND SUBSTANCES DURING CONSTRUCTION TO STORMWATER RUNOFF:

  - GOOD HOUSEKEEPING:
 

THE FOLLOWING GOOD HOUSEKEEPING PRACTICES WILL BE FOLLOWED ON SITE DURING THE CONSTRUCTION PROJECT:

    - AN EFFORT WILL BE MADE TO STORE ONLY SUFFICIENT AMOUNTS OF PRODUCTS TO DO THE JOB.
    - ALL MATERIALS STORED ON SITE WILL BE STORED IN A NEAT, ORDERLY MANNER IN THEIR PROPER (ORIGINAL IF POSSIBLE) CONTAINERS AND, IF POSSIBLE, UNDER A ROOF OR OTHER ENCLOSURE.
    - MANUFACTURER'S RECOMMENDATIONS FOR PROPER USE AND DISPOSAL WILL BE FOLLOWED.
    - THE SITE SUPERINTENDENT WILL INSPECT DAILY TO ENSURE PROPER USE AND DISPOSAL OF MATERIALS.
    - SUBSTANCES WILL NOT BE MIXED WITH ONE ANOTHER UNLESS RECOMMENDED BY THE MANUFACTURER.
    - WHENEVER POSSIBLE ALL OF A PRODUCT WILL BE USED UP BEFORE DISPOSING OF THE CONTAINER.
  - HAZARDOUS PRODUCTS:
 

THE FOLLOWING PRACTICES WILL BE USED TO REDUCE THE RISKS ASSOCIATED WITH HAZARDOUS MATERIALS:

    - PRODUCTS WILL BE KEPT IN THEIR ORIGINAL CONTAINERS UNLESS THEY ARE NOT RESEALABLE.
    - ORIGINAL LABELS AND MATERIAL SAFETY DATA WILL BE RETAINED FOR IMPORTANT PRODUCT INFORMATION.
    - SURPLUS PRODUCT THAT MUST BE DISPOSED OF WILL BE DISCARDED ACCORDING TO THE MANUFACTURER'S RECOMMENDED METHODS OF DISPOSAL.
- PRODUCT SPECIFICATION PRACTICES
 

THE FOLLOWING PRODUCT SPECIFIC PRACTICES WILL BE FOLLOWED ON SITE:

  - PETROLEUM PRODUCTS:
 

ALL ON SITE VEHICLES WILL BE MONITORED FOR LEAKS AND RECEIVE REGULAR PREVENTIVE MAINTENANCE TO REDUCE LEAKAGE. PETROLEUM PRODUCTS WILL BE STORED IN TIGHTLY SEALED CONTAINERS WHICH ARE CLEARLY LABELED. ANY ASPHALT BASED SUBSTANCES USED ON SITE WILL BE APPLIED ACCORDING TO THE MANUFACTURER'S RECOMMENDATIONS.
  - FERTILIZERS:
 

FERTILIZERS USED WILL BE APPLIED ONLY IN THE MINIMUM AMOUNTS DIRECTED BY THE SPECIFICATIONS. ONCE APPLIED FERTILIZER WILL BE WORKED INTO THE SOIL TO A LIMIT EXPOSURE TO STORMWATER. STORAGE WILL BE IN A COVERED SHED OR ENCLOSED TRAILERS. THE CONTENTS OF ANY PARTIALLY USED BAGS OF FERTILIZER WILL BE TRANSFERRED TO A SEALABLE PLASTIC BIN TO AVOID SPILLS.
  - PAINTS:
 

ALL CONTAINERS WILL BE TIGHTLY SEALED AND STORED WHEN NOT REQUIRED FOR USE. EXCESS PAINT WILL NOT BE DISCHARGED TO THE STORM SEWER SYSTEM BUT WILL BE DISPOSED OF PROPERLY ACCORDING TO MANUFACTURER'S INSTRUCTIONS OR STATE AND LOCAL REGULATIONS.
- SPILL CONTROL PRACTICES
 

IN ADDITION TO GOOD HOUSEKEEPING AND MATERIAL MANAGEMENT PRACTICES DISCUSSED IN THE PREVIOUS SECTION THE FOLLOWING PRACTICES WILL BE FOLLOWED FOR SPILL PREVENTION AND CLEANUP:

  - MANUFACTURER'S RECOMMENDED METHODS FOR SPILL CLEANUP WILL BE CLEARLY POSTED AND SITE PERSONNEL WILL BE MADE AWARE OF THE PROCEDURES AND THE LOCATION OF THE INFORMATION AND CLEANUP SUPPLIES.
  - MATERIALS AND EQUIPMENT NECESSARY FOR SPILL CLEANUP WILL BE KEPT IN THE MATERIAL STORAGE AREA ON SITE. EQUIPMENT AND MATERIALS WILL INCLUDE BUT NOT BE LIMITED TO BROOMS, DUSTPANS, MOPS, RAGS, GLOVES, GOGGLES, KITTY LITTER, SAND, SAWDUST AND PLASTIC OR METAL TRASH CONTAINERS SPECIFICALLY FOR THIS PURPOSE.
  - ALL SPILLS WILL BE CLEANED UP IMMEDIATELY AFTER DISCOVERY.
  - THE SPILL AREA WILL BE KEPT WELL VENTILATED AND PERSONNEL WILL WEAR APPROPRIATE PROTECTIVE CLOTHING TO PREVENT INJURY FROM CONTACT WITH A HAZARDOUS SUBSTANCE.
  - SPILLS OF TOXIC OR HAZARDOUS MATERIAL WILL BE REPORTED TO THE APPROPRIATE STATE OR LOCAL GOVERNMENT AGENCY, REGARDLESS OF THE SIZE OF THE SPILL.
  - THE SPILL PREVENTION PLAN WILL BE ADJUSTED TO INCLUDE MEASURES TO PREVENT THIS TYPE OF SPILL FROM RECURRING AND HOW TO CLEANUP THE SPILL IF IT RECURS. A DESCRIPTION OF THE SPILL, ITS CAUSE, AND THE CLEANUP MEASURES WILL BE INCLUDED.
  - THE SITE SUPERINTENDENT WILL BE RESPONSIBLE FOR DAY-TO-DAY SITE OPERATIONS WILL BE THE SPILL PREVENTION AND CLEANUP COORDINATOR.
- VEHICLE FUELING AND MAINTENANCE PRACTICE:
  - EFFORTS SHOULD BE MADE TO PERFORM EQUIPMENT/VEHICAL FUELING AND MAINTENANCE AT AN OFF-SITE FACILITY.
  - CONTRACTOR SHALL PROVIDE AN ON-SITE FUELING AND MAINTENANCE AREA THAT IS CLEAN AND DRY.

- IF POSSIBLE KEEP AREA COVERED.
- KEEP A SPILL KIT AT THE FUELING AND MAINTENANCE AREA.
- VEHICLES SHALL BE INSPECTED REGULARLY FOR LEAKS AND DAMAGE.
- USE DRIP PANS, DRIP CLOTHS, OR ABSORBENT PADS WHEN REPLACING SPENT FLUID.

**DUST CONTROL**

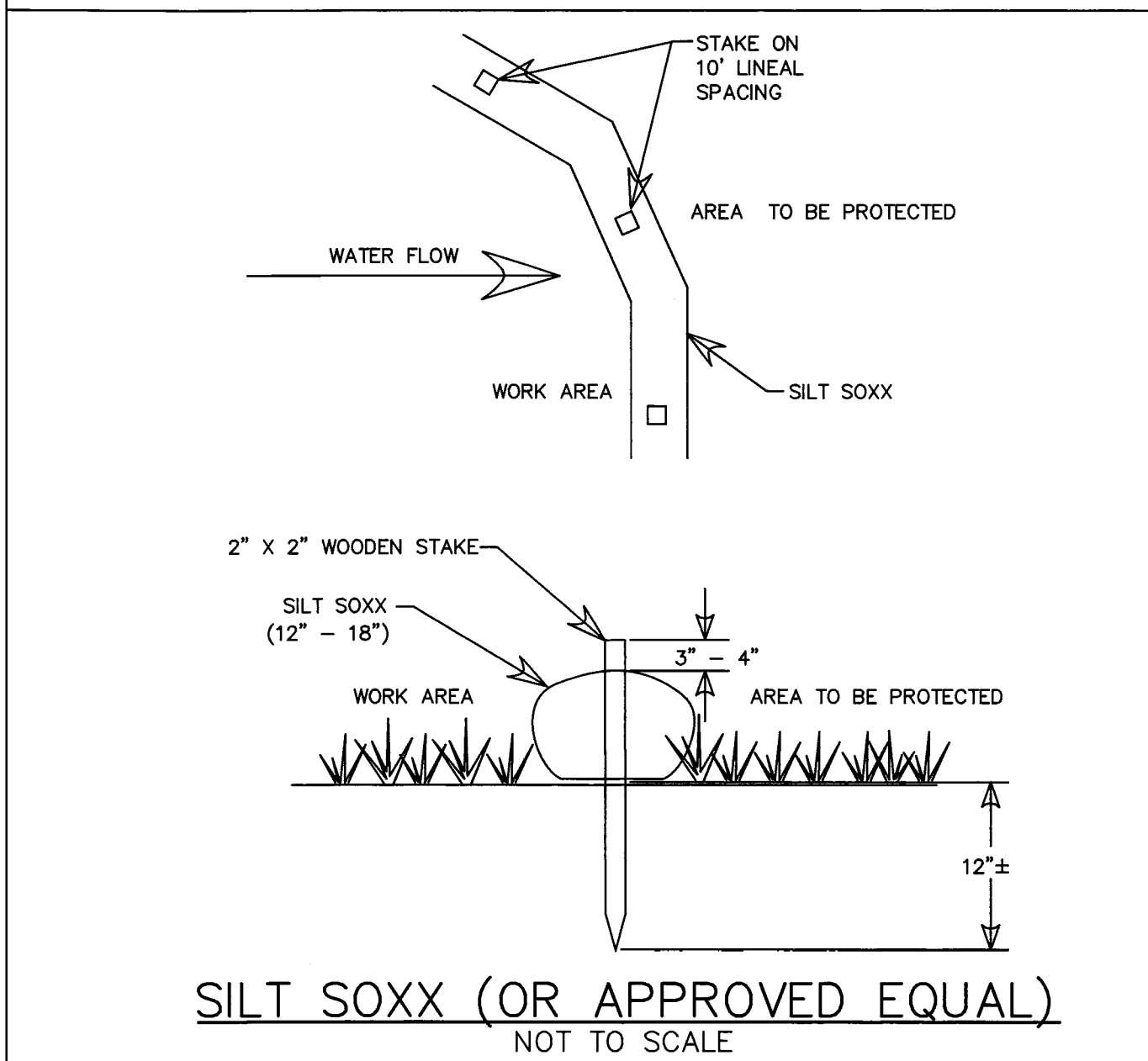
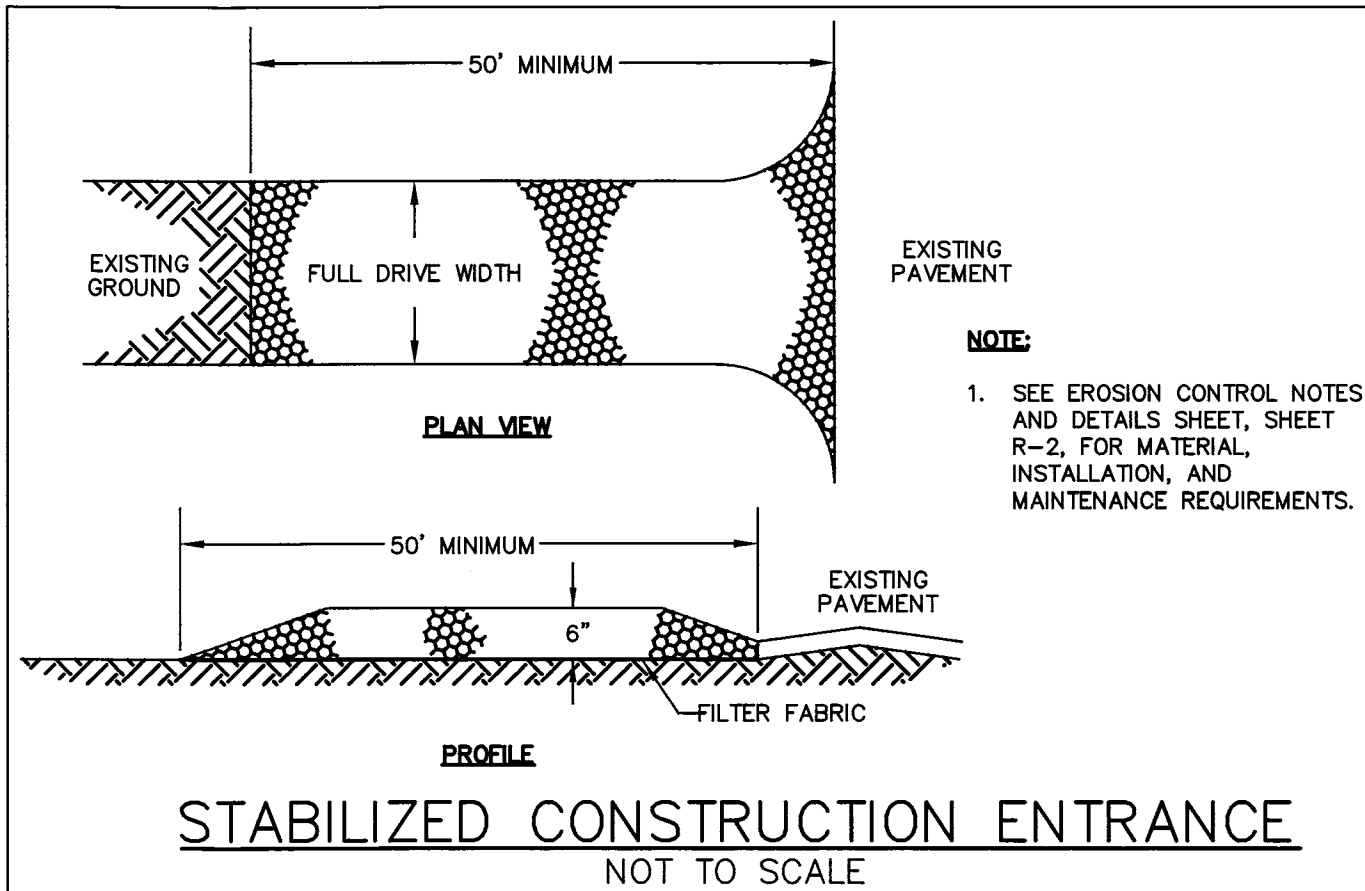
THE CONTRACTOR SHALL BE RESPONSIBLE TO CONTROL DUST THROUGHOUT THE CONSTRUCTION PERIOD. DUST CONTROL METHODS SHALL INCLUDE, BUT BE NOT LIMITED TO SPRINKLING WATER ON EXPOSED AREAS, COVERING LOADS OF MATERIALS, AND TEMPORARY MULCHING. DUST CONTROL MEASURES SHALL BE UTILIZED SO AS TO PREVENT THE MIGRATION OF DUST FROM THE SITE TO ADJUTING AREAS.

**CONCRETE WASHOUT AREA:**

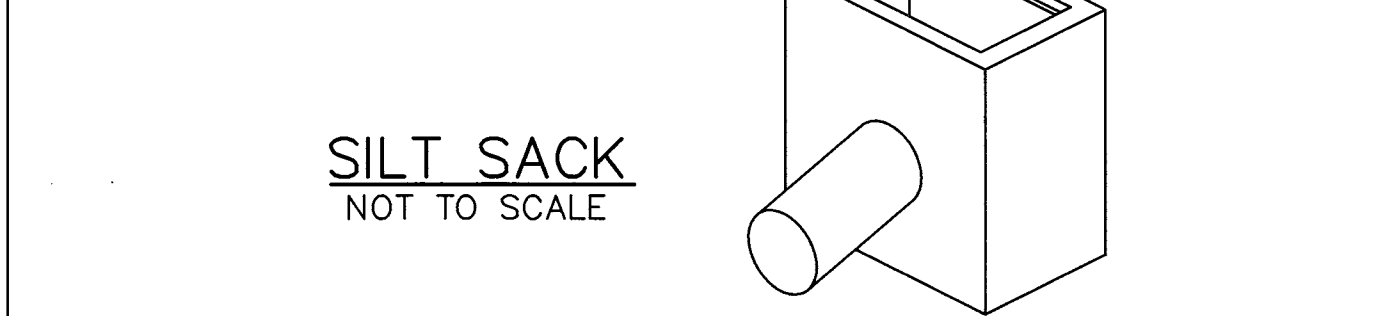
- THE CONCRETE CONTRACTOR SHOULD BE ENCOURAGED WHERE POSSIBLE, TO USE WASHOUT FACILITIES AT THEIR OWN PLANT OR DISPATCH FACILITY.
- IF IT IS NECESSARY, SITE CONTRACTOR SHALL DESIGNATE SPECIFIC WASHOUT AREAS AND DESIGN FACILITIES TO HANDLE ANTICIPATED WASHOUT WATER.
- WASHOUT AREAS SHOULD ALSO BE PROVIDED FOR PAINT AND STUCCO OPERATIONS.
- ATTEMPTS SHOULD BE MADE TO LOCATE WASHOUT AREA A LEAST 50 YARDS AWAY FROM STORM DRAINS AND WATER WAYS WHENEVER POSSIBLE.
- INSPECT WASHOUT FACILITIES DAILY TO DETECT LEAKS OR TEARS AND TO IDENTIFY WHEN MATERIALS NEED TO BE REMOVED.

**ALLOWABLE NON-STORMWATER DISCHARGES:**

- DISCHARGES FROM FIRE-FIGHTING ACTIVITIES
- FIRE HYDRANT FLUSHINGS
- WATERS USED TO WASH VEHICLES WHERE DETERGENTS ARE NOT USED
- WATER USED TO CONTROL DUST
- POTABLE WATER INC. UNCONTAMINATED WATER LINE FLUSHINGS
- ROUTINE EXTERNAL BUILDING WASH DOWNS -NO DETERGENTS
- PAVEMENT WASH WATERS -NO SPILLS OR DETERGENTS
- UNCONTAMINATED AIR CONDITIONING/COMPRESSOR CONDENSATE
- UNCONTAMINATED GROUND WATER OR SPRING WATER
- FOUNDATION OR FOOTING DRAINS -NOT CONTAMINATED
- UNCONTAMINATED EXCAVATION DEWATERING
- LANDSCAPE IRRIGATION


**NOTE:**

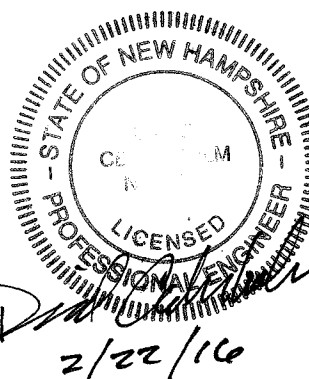
- COORDINATE INLET PROTECTION WITH APPROVED MANUFACTURER AND SITE ENGINEER.
- SILT SACKS SHALL BE USED IN CATCHBASIN WHERE PATH IS WITHIN VEHICULAR TRAVEL WAY. SILT SACKS FOR TRENCH GRATE WILL MATCH OPENING LENGTH AS REQUIRED.


**SILT SACK**  
NOT TO SCALE





**FOR PLANNING  
BOARD APPROVAL**


**City of Rochester**
**Columbus Avenue  
Parking Lot**
**Rochester,  
New Hampshire**

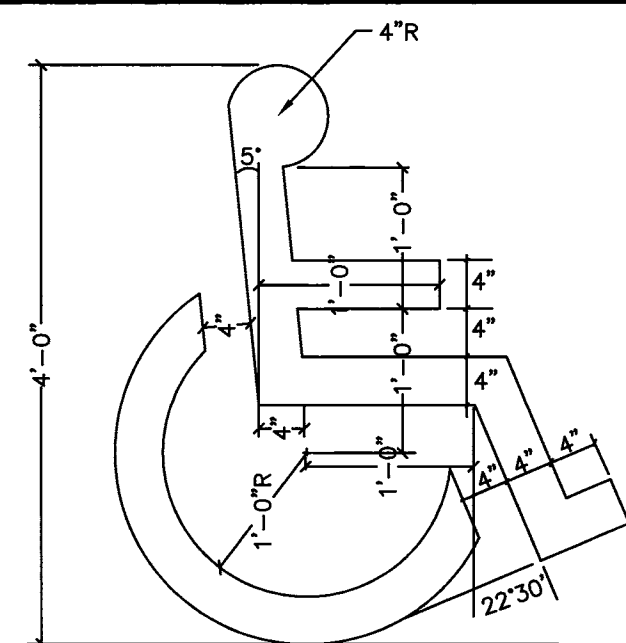
February 17, 2016

Mark	Date	Description
PROJECT NO:	R0103	
FILE:	R-0301-7_SITE.DWG	
DRAWN BY:	CML	
CHECKED:	DC1	
APPROVED BY:	GMM	

DETAILS SHEET

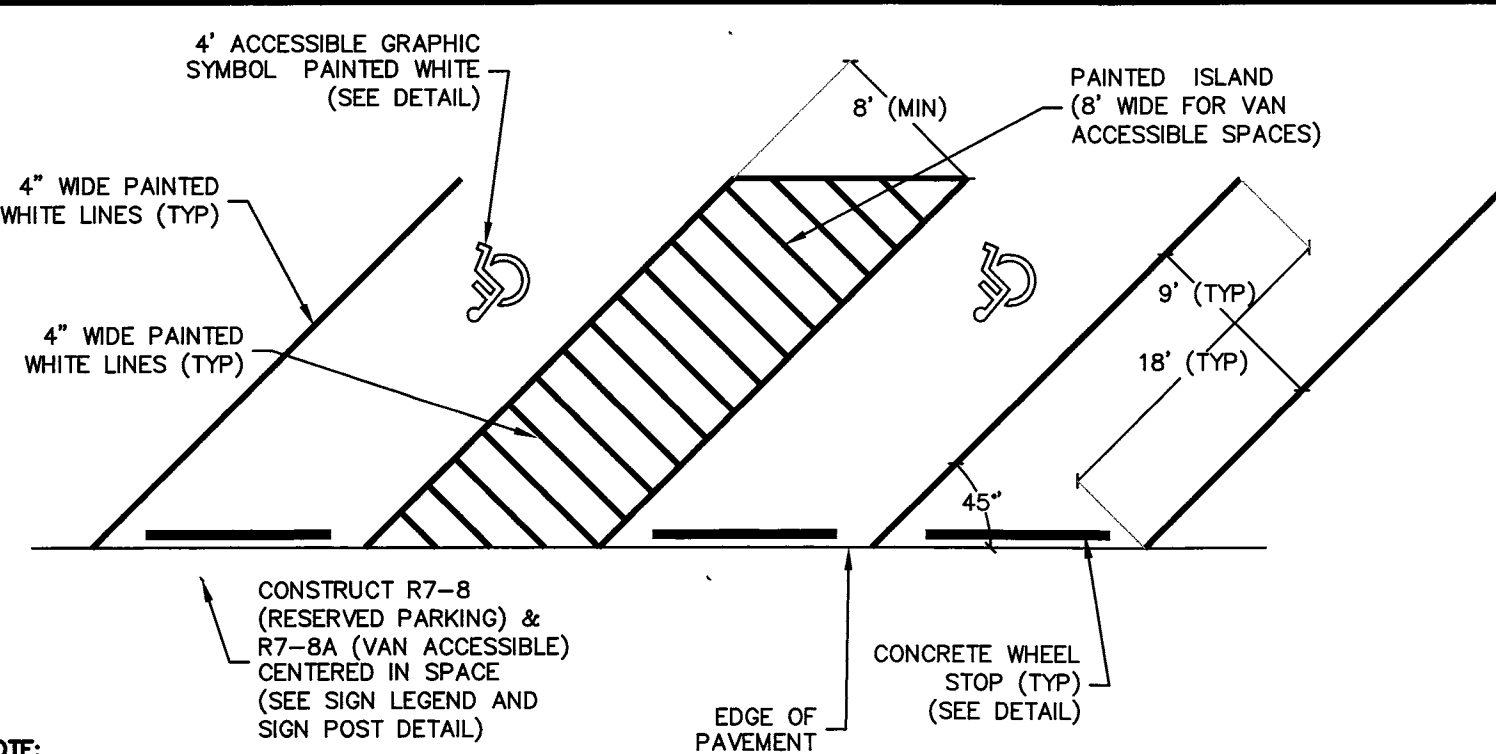
SCALE: AS SHOWN

C-04



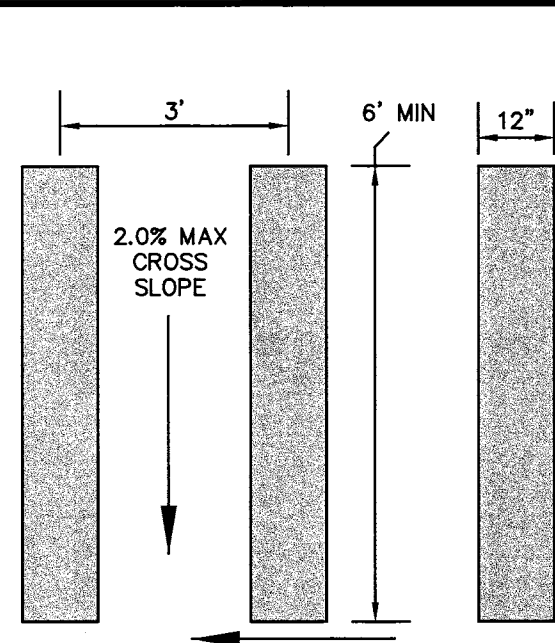
- NOTES:**
1. SYMBOL SHALL BE CONSTRUCTED IN ALL ACCESSIBLE SPACES USING FAST DRYING TRAFFIC PAINT, MEETING THE REQUIREMENTS OF AASHTO M248-TYPE F. PAINT SHALL BE APPLIED AS SPECIFIED BY MANUFACTURER.
  2. SYMBOL SHALL BE CONSTRUCTED TO THE LATEST ADA, STATE AND LOCAL REQUIREMENTS.

**ACCESSIBLE SYMBOL**  
NOT TO SCALE



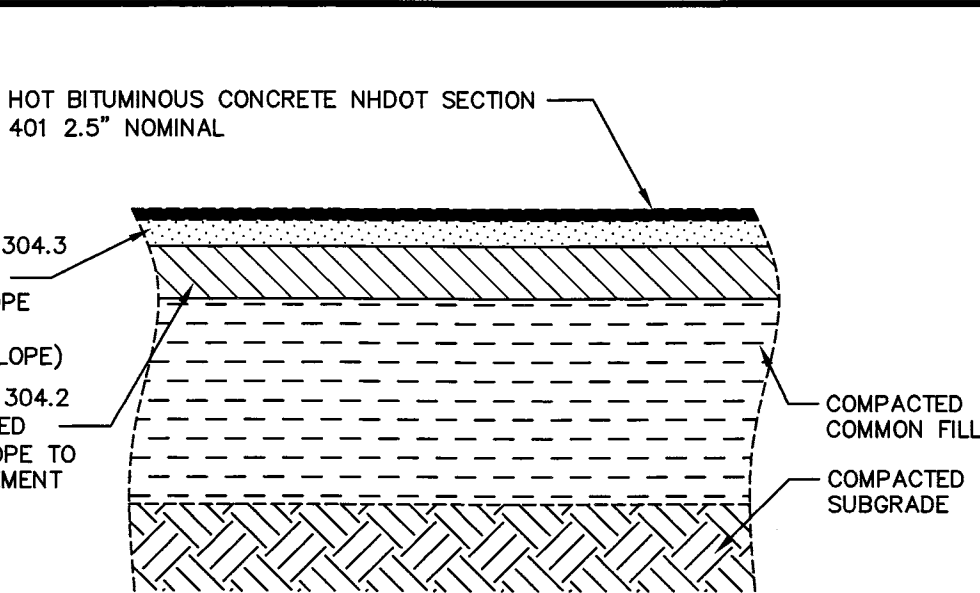
**45° ANGLED PARKING  
STALL STRIPING DETAIL**  
NOT TO SCALE

- NOTE:**
1. ALL PAINT SHALL BE FAST DRYING TRAFFIC PAINT, MEETING THE REQUIREMENTS OF AASHTO M248-TYPE F. PAINT SHALL BE APPLIED AS SPECIFIED BY MANUFACTURER.
  2. SYMBOLS & PARKING STALLS SHALL CONFORM TO THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT AND LOCAL AND STATE REQUIREMENTS.
  3. FINISH PAVEMENT GRADES AT ALL HANDICAP ACCESSIBLE STALLS AND PAINTED ACCESS AISLES SHALL NOT EXCEED 2% IN ANY DIRECTION.



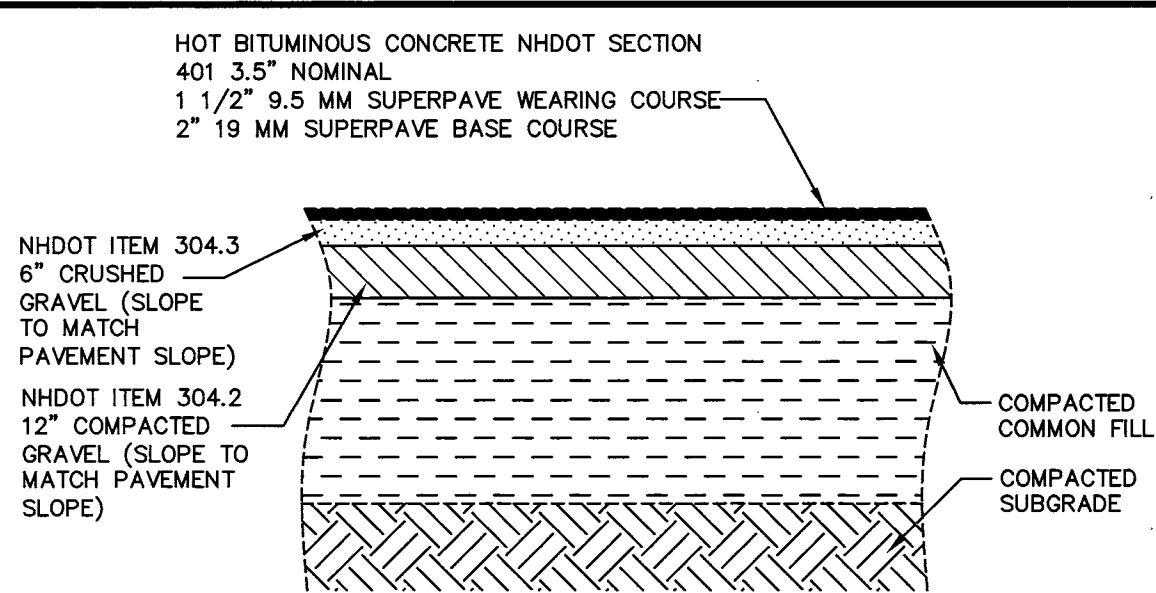
- NOTE:**
1. PAVEMENT MARKINGS TO BE INSTALLED IN LOCATIONS AS SHOWN ON MARKING AND SIGNAGE PLAN, SHEET R-10.
  2. ALL PAINT SHALL BE FAST DRYING TRAFFIC PAINT MEETING THE REQUIREMENTS OF NHDOT SECTIONS 632 AND 708 AND AASHTO M247-77 AND SHALL INCLUDE RETROREFLECTIVE GLASS BEADS (TYPE 1). PAINT SHALL BE APPLIED AS SPECIFIED BY MANUFACTURER.

**CROSSWALK STRIPING**  
NOT TO SCALE



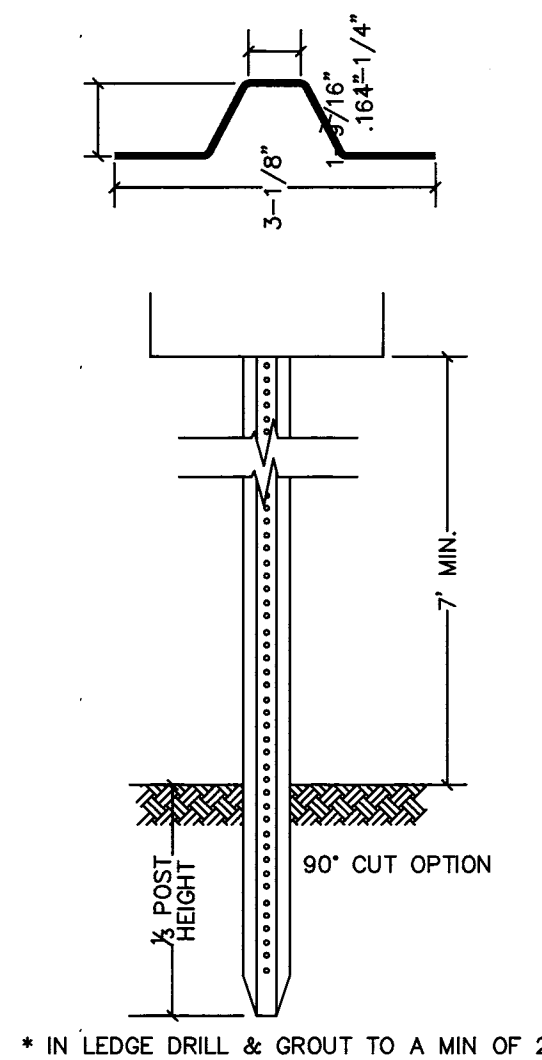
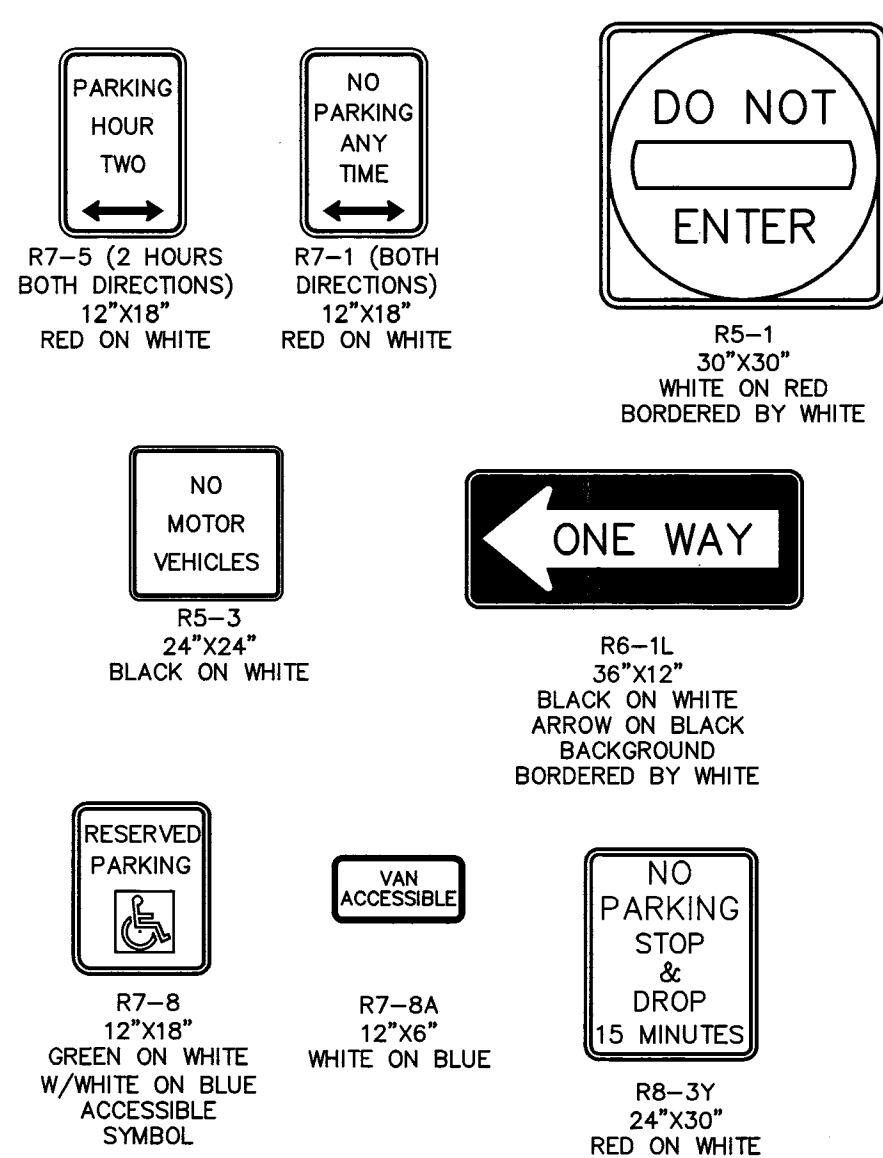
- NOTE:**
1. SEE SITE PLAN FOR PAVEMENT WIDTH, LOCATION, SLOPE AND CROSS-SLOPE.
  2. A TACK COAT SHALL BE PLACED ON TOP OF BINDER COURSE PAVEMENT PRIOR TO PLACING WEARING COURSE. THIS DETAIL IS FOR PLANNING PURPOSES ONLY. FINAL PAVEMENT DESIGN SHOULD BE BASED ON THE RECOMMENDATIONS OF A GEOTECHNICAL ENGINEER AFTER A SITE INVESTIGATION.

**SIDEWALK PAVEMENT  
SECTION**  
NOT TO SCALE



- NOTE:**
1. SEE SITE PLAN FOR PAVEMENT WIDTH, LOCATION, SLOPE AND CROSS-SLOPE.
  2. A TACK COAT SHALL BE PLACED ON TOP OF BINDER COURSE PAVEMENT PRIOR TO PLACING WEARING COURSE. THIS DETAIL IS FOR PLANNING PURPOSES ONLY. FINAL PAVEMENT DESIGN SHOULD BE BASED ON THE RECOMMENDATIONS OF A GEOTECHNICAL ENGINEER AFTER A SITE INVESTIGATION.

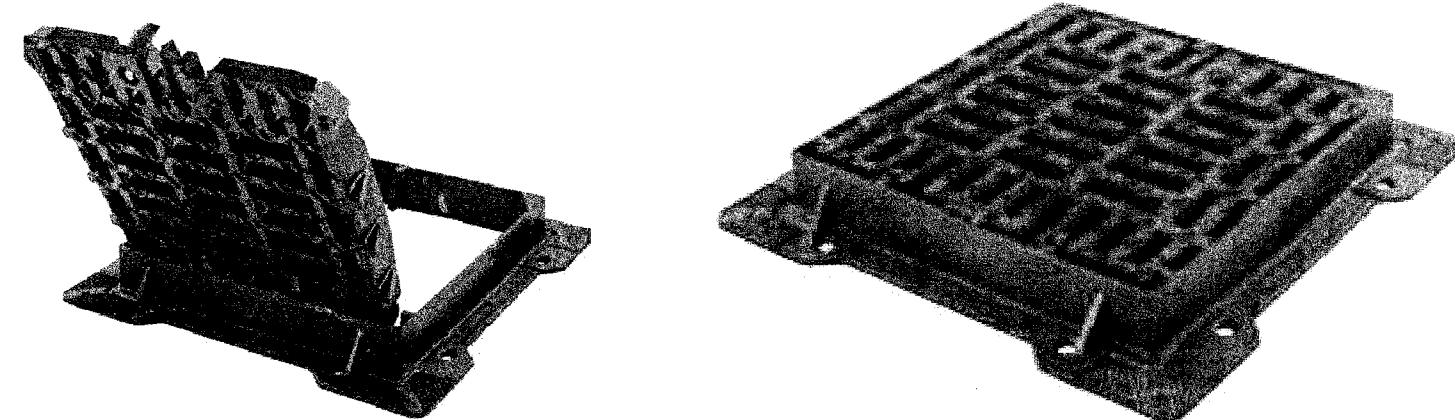
**PARKING LOT PAVEMENT  
SECTION**  
NOT TO SCALE



LENGTH: AS REQUIRED  
WEIGHT PER LINEAR FOOT: 2.50 LBS (MIN.)  
HOLES: 3/8" DIAMETER, 1" C-C FULL LENGTH  
STEEL: SHALL CONFORM TO ASTM A-499 (GRADE 60) OR ASTM A-576 (GRADE 1070 - 1080)  
FINISH: SHALL BE PAINTED WITH TWO COATS OF AN APPROVED MEDIUM GREEN BAKED ON OR DRIED, PAINT OF WEATHER RESISTANT QUALITY. ALL FABRICATION SHALL BE COMPLETE BEFORE PAINTING.

**NOTE:**  
ALL SIGNS TO BE CONSTRUCTED PER THE LATEST EDITION OF THE FHWA STANDARD HIGHWAY SIGNS MANUAL AND INSTALLED AS INDICATED IN THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, LATEST EDITION.

**SIGN LEGEND & SIGN POST**  
NOT TO SCALE



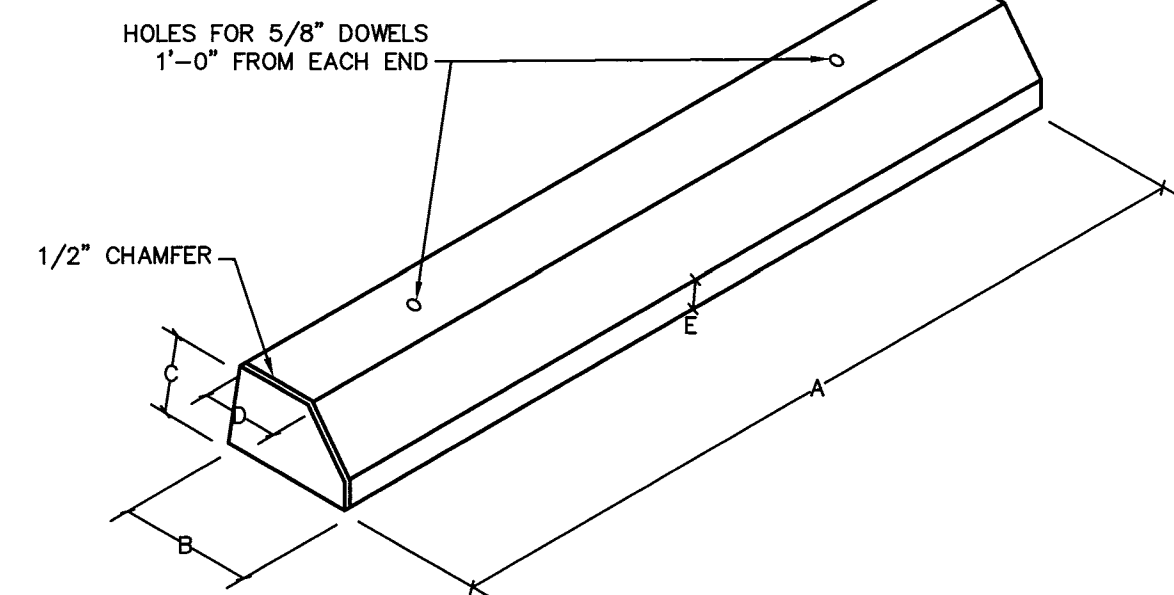
**NOTE:**

USE HINGED CATCHBASIN FRAME AND GRATE AS FOLLOWS:

1. MANUFACTURER SHALL BE REXUS MODEL NO. EDUR60DH OR APPROVED EQUAL.
2. DUCTILE IRON IN ACCORDANCE WITH ISO 1083.
3. CLEAR OPENING SHALL BE 24-IN X 24-IN WITH 290 SQ.IN WATERWAY THROUGH GRATING.
4. GRATINGS SHALL INCLUDE A NON-CAPTIVE HINGE SYSTEM WITH SPRING BAR LOCK THAT AUTOMATICALLY ACTIVATES WHEN GRATING IS CLOSED.
5. CONSTRUCT TO SUPPORT H20 WHEEL LOADING.
6. INSTALLATION SHALL BE IN ACCORDANCE WITH MANUFACTURERS SPECIFICATION.

**REXUS FRAME & GRATE**  
NOT TO SCALE

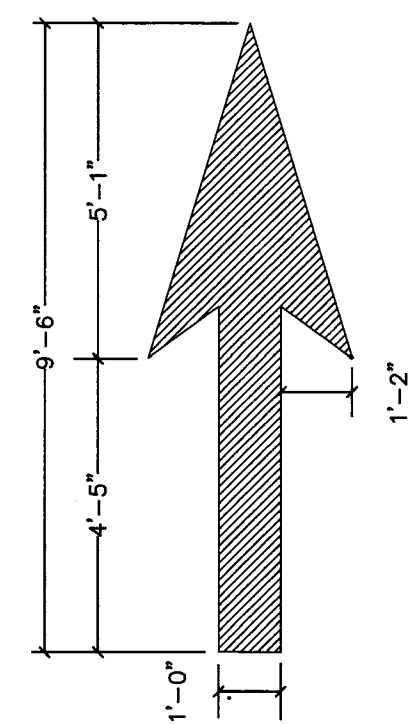
QUALITY CONTROLLED - AIR ENTRAINED CONCRETE



A	B	C	D	E	WEIGHT PER FOOT	REINFORCING SCHEDULE
6'-0"	6"	4 1/2"	2 1/2"	1 3/4"	23 LBS.	4 - #3 BARS

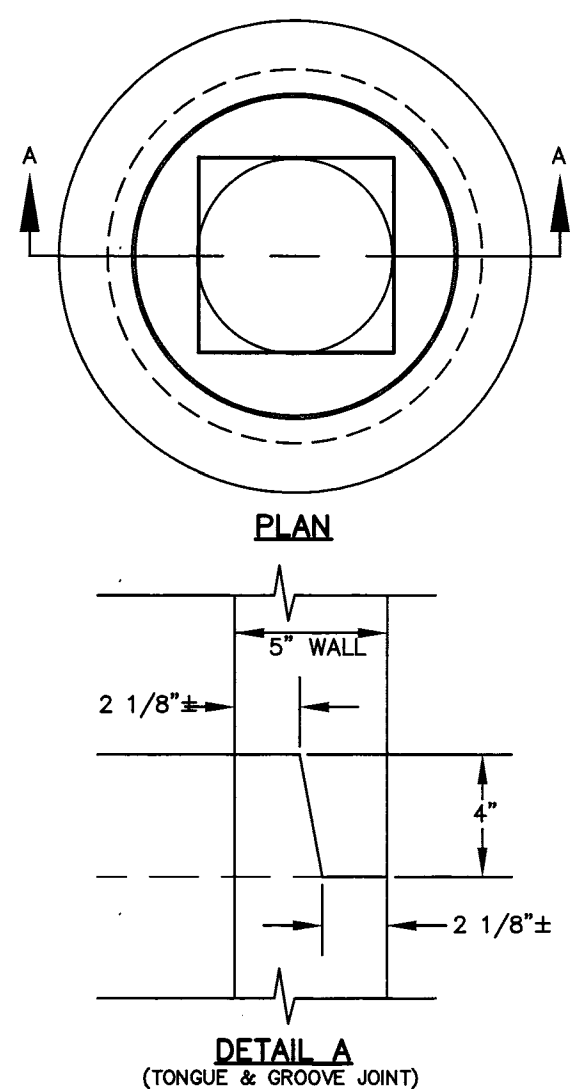
**NOTE:**  
CURBING TO BE PINNED THROUGH ASPHALT PAVEMENT.

**CONCRETE WHEEL STOP**  
NOT TO SCALE

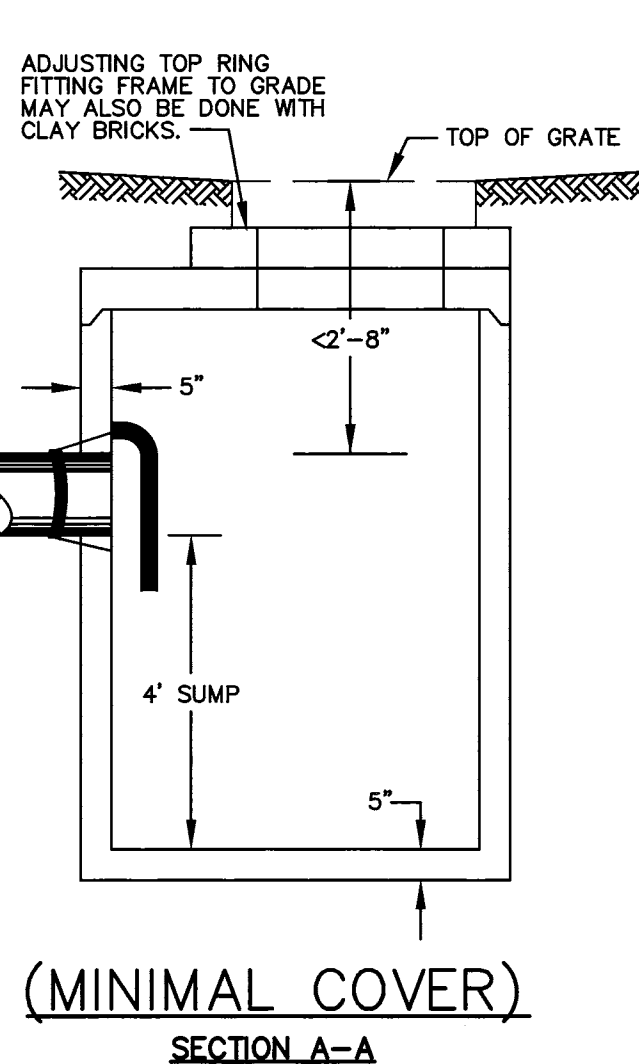
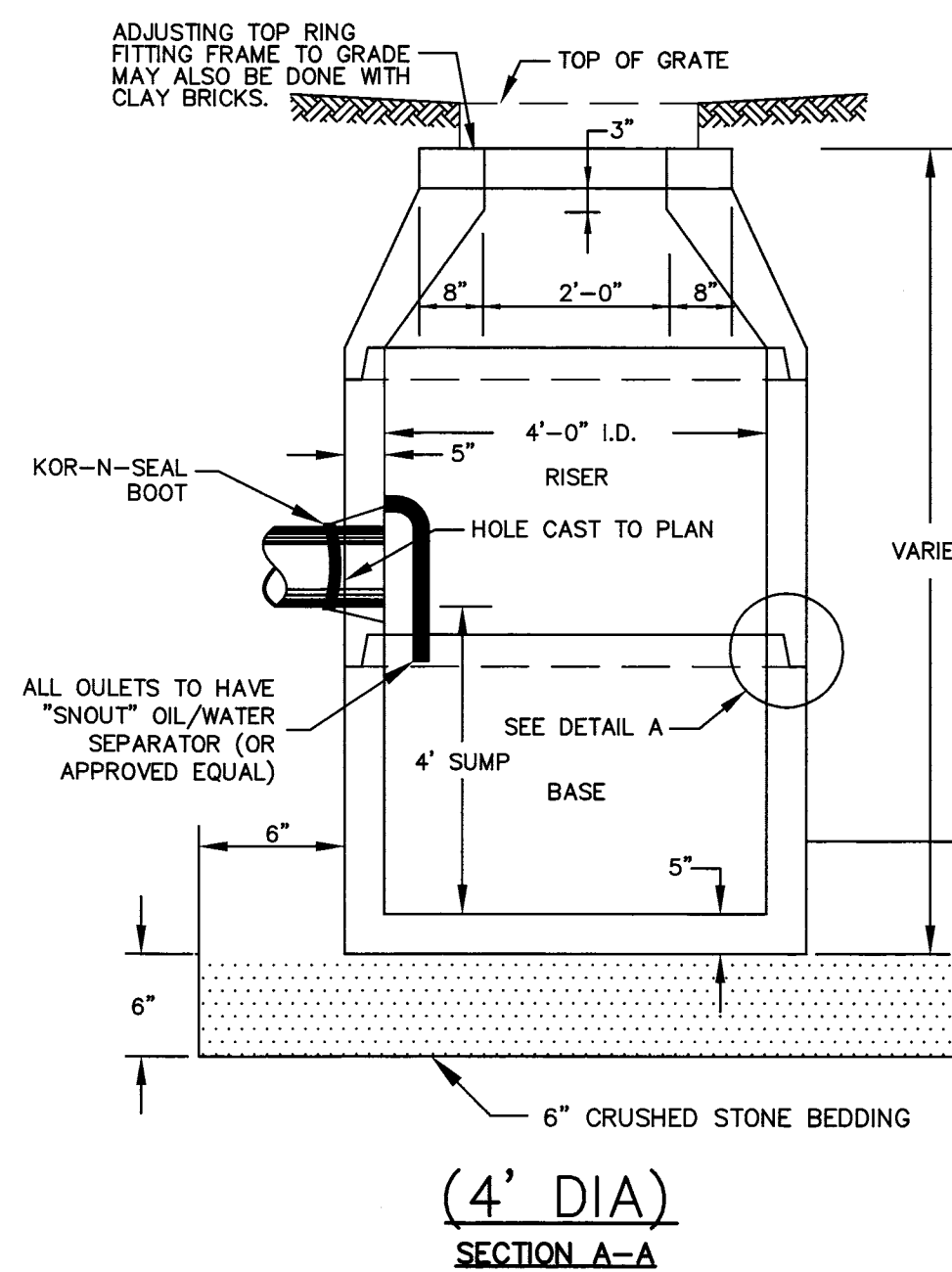


- NOTE:**
1. ARROWS SHALL BE CONSTRUCTED USING FAST DRYING TRAFFIC PAINT, MEETING THE REQUIREMENTS OF AASHTO M248-TYPE F. PAINT SHALL BE APPLIED AS SPECIFIED BY MANUFACTURER.

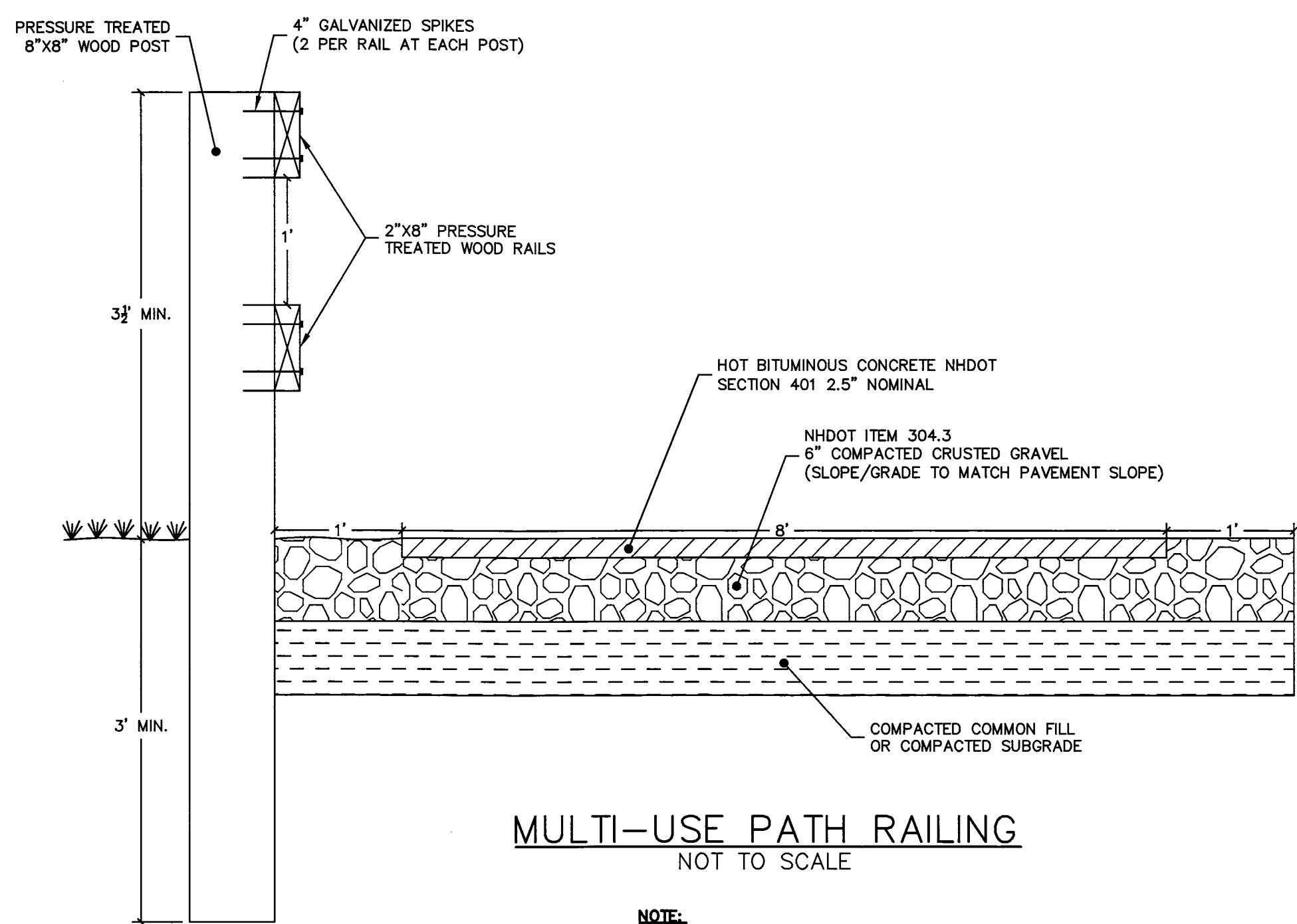
**PAINTED TRAFFIC  
ARROW**  
NOT TO SCALE



- NOTES:**
1. ALL SECTIONS SHALL BE CONCRETE CLASS AA(4000 PSI).
  2. CIRCUMFERENTIAL REINFORCEMENT SHALL BE 0.12 SQ.IN. PER LINEAR FT. IN ALL SECTIONS AND SHALL BE PLACED IN THE CENTER THIRD OF THE WALL.
  3. THE TONGUE AND GROOVE OF THE JOINT SHALL CONTAIN ONE LINE OF CIRCUMFERENTIAL REINFORCEMENT EQUAL TO 0.12 SQ. IN. PER LINEAR FT.
  4. RISERS OF 1', 2', 3' & 4' CAN BE USED TO REACH DESIRED DEPTH.
  5. THE STRUCTURES SHALL BE DESIGNED FOR H20 LOADING.
  6. THE TONGUE AND GROOVE JOINT SHALL BE SEALED WITH ONE STRIP OF BUTYL RUBBER SEALANT.



**CATCHBASIN**  
NOT TO SCALE



**MULTI-USE PATH RAILING**  
NOT TO SCALE

**NOTE:**  
INSTALL POSTS 10' ON-CENTER.



This page has  
been  
intentionally left  
blank.



**RESOLUTION ACCEPTING DEPARTMENT OF COMMERCE GRANT FOR GONIC  
DAMS REMOVAL PROJECT AND SUPPLEMENTAL APPROPRIATION TO THE  
2015-2016 DEPARTMENT OF PUBLIC WORKS CAPITAL IMPROVEMENT PLAN  
(CIP) FUND**

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

**WHEREAS**, that a United States Department of Commerce Grant in the amount of Thirty Four Thousand Two Hundred Seventy Three Dollars (\$34,273.00) to the City of Rochester is hereby accepted by the City of Rochester.

**WHEREAS**, the aforesaid grant will be managed by the New Hampshire Department of Environmental Services (DES);

**FURTHER**, that the sum of Thirty Four Thousand Two Hundred Seventy Three Dollars (\$34,273.00) be, and hereby is, appropriated as a supplemental appropriation to the 2015-2016 Department of Public Works CIP Fund, such funds to be used exclusively for grant purposes. Further, that the source of the sums necessary to fund such appropriation shall be drawn, in their entirety, from the aforesaid grant;

**FURTHER**, the City Manager is hereby authorized to enter into a contract with DES for the management of the grant funds to be used for the Gonic Sawmills Dams Removal Project; and

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

CC FY16 05-03 AB 155



This page has  
been  
intentionally left  
blank.





4/28/16

## 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 Gonic Dams Removal Project - Supplemental Appropriation and Grant Acceptance
--

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

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

AGENDA DATE	May 3, 2016		
DEPT. HEAD SIGNATURE	Original with signature is on file at City clerks Office		
DATE SUBMITTED	04/25/16		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	Funding form (1)	

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

**FINANCE & BUDGET INFORMATION**

FINANCE OFFICE APPROVAL	Signature on file
SOURCE OF FUNDS	Grant
ACCOUNT NUMBER	15013010-771000-XXXXX
AMOUNT	\$34,273.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

**LEGAL AUTHORITY**

City Council Resolution



**SUMMARY STATEMENT**

This is a 100% grant funded project. No matching funds are required. This request is for the authority to accept and fund a grant from the US Department of Commerce (DOC), National Oceanic and Atmospheric Administration and will be managed by the State of NH DES. The funds are to be used for an environmental site investigation. The scope of services include sediment sampling, utilities clearance, groundwater monitoring well installations, monitoring and reporting. The City Council previously has demonstrated support for this NHDES project that is working toward the eventual removal of the Gonic and the Gonic Sawmill dams.

**RECOMMENDED ACTION**

1.

Resolution to except funds and enter into a contract with the State of New Hampshire Department of Environmental Services for a Grant from the Department of Commerce, National Oceanic & Atmospheric Administration in the amount of \$34,273 for the Gonic and the Gonic Sawmill Dams Removal Project.

2.

Resolution giving the City Manager and the Deputy City Manager authority to execute any and all documents necessary for the execution of this contract.

## AGENDA BILL - FUNDING RESOLUTION

## EXHIBIT

Project Name: Date: Fiscal Year: 

Fund (select):

GF  Water  Sewer  Arena CIP  Water CIP  Sewer CIP  Arena CIP Special Revenue Fund Type: Lapsing Non-Lapsing 

## Deauthorization

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

## Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	15013010	771000	XXXXX	34,273.00	-	-
2				-	-	-
3				-	-	-
4				-	-	-

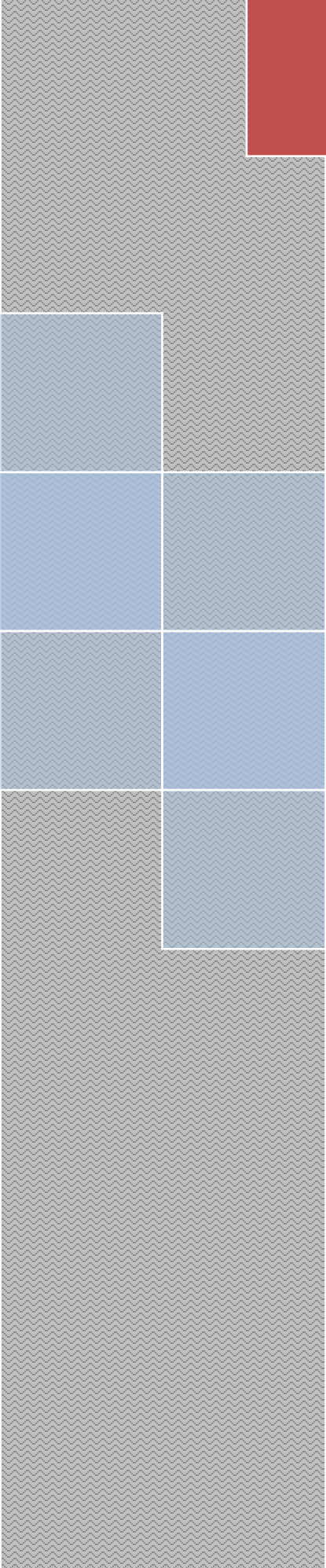
## Revenue

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

DUNS # CFDA # Grant # Grant Period: From   
To 

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

Reimbursement Request will be reduced Funds will be returned



This page has  
been  
intentionally left  
blank.





4/28/16

## 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

House Bill 1534 and Amendment 1514s - Poll Pads for Elections

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

AGENDA DATE	May 3, 2016		
DEPT. HEAD SIGNATURE	Kelly Walters, City Clerk		
DATE SUBMITTED	4/26/2016		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	5

## COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

## DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

## FINANCE &amp; BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Informational only at this time.
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

## LEGAL AUTHORITY

City Council.

CC FY 16 AB 156

**SUMMARY STATEMENT**

Summary statement provided by James Gray:

House Bill 1534

A public hearing on a proposed amendment #2016-1514s which would authorize an electronic poll book trial program in Manchester, Hooksett and Durham. This would be the first step in authorizing the use of the system state wide.

I recommend that the City support the amended bill. Use of the electronic poll book system will save the City Clerk's office many hours entering election information into the state wide database, increase the accuracy of the information entered, aid in voter identification and save hours of frustration for the election workers at the close of the polls compiling data for the state.

**RECOMMENDED ACTION**

Send a letter of support to the Representatives to the General Court.



LHS Associates, Inc. is pleased to announce its newest technology partner KNOWiNK. KNOWiNK provides a unique approach and a proven solution rooted in what they have learned from their extensive experience as former election officials and in speaking to election authorities across the country about their specific needs. Their approach and innovative solution will deliver an incomparable, state-of-the-art, seamless voter check-in and verification process for your election authority.

**Question:** How can you effectively process early, pre-registered & same day registration voters without using multiple hardware & software applications?



## Poll Pad e-poll book

- Processes voters on ONE system in seconds
- No external signature pads or scanners
- Most advanced & secure operating system (FIPS 140-2 certification)
- Syncs & backs up data in real time
- Quickly uploads into the VR database
- Ease of use, intuitive & friendly design

## All in One Solution

The iPad-based electronic Poll Pad is the next generation of electronic polling books for voters & election officials.

**Early Voting:** Process voters throughout early voting period on Poll Pad and run reports for upload into your VR database. Speed up check in for registered voters by scanning Drivers Licenses or Voter ID cards on Poll Pad.

**Same Day Registration:** Eliminate paper forms by processing new registrants on the Poll Pad. Print compact receipts for wet signature & storage. Data is formatted for upload into your VR database.

**iBallot:** Use the Poll Pad to print a full-size paper ballot as a part of the check-in process. Remove human error; voters receive the correct ballot every time.

**Consolidate & Save:** Reduce your election day poll workers by consolidating precincts into fewer polling places. Save election costs & time with accurate data uploads to your VR database & lower employee



Since introducing the Poll Pad in 2011, we have built a customer base in 12 states nationwide. The Poll Pad has been used in hundreds of elections including the 2012 Presidential election.

Arkansas • Arizona  
Florida • Indiana  
Kansas • Massachusetts  
Minnesota • Mississippi  
Missouri • Pennsylvania  
Tennessee • Texas



Town of Easton, Massachusetts  
Jeremy Gillis, Town Clerk  
Poll Pad Partner since 2014

"I looked at all the available systems and the Poll Pad was the most efficient. Easiest processing, no bulky attachments, a known platform and a style most people are familiar with. The fact that it was designed by an Election Official, not just a group of programmers who "thought" they knew what a product should be, made it even better."

"All political subdivisions will be saving money on this. Judges will love them, and voters will really love them because they can go to any line they want to." - Rich Chrismer, Election Director, St. Charles, MO

"We heard from many voters from across the county who loved using the Poll Pad on Election Day, we selected the Poll Pad product to improve the voting experience and make our elections more efficient. It was wonderful to hear how much the voters liked the improvements we made for them." - Michelle Fajman, Election Director, Lake County, IN

St. Louis, Missouri has been named a top 10 city for start-up & growing businesses. KNOWiNK was named one of 10 St. Louis businesses to watch in 2015. KNOWiNK was an ArchGrant recipient in 2013.



Sen. Boutin, Dist 16  
April 22, 2016  
2016-1546s  
03/04



Amendment to HB 1534

1 Amend the title of the bill by replacing it with the following:

2

3 AN ACT relative to reports of death of voters and authorizing an electronic poll book trial  
4 program.  
5

6 Amend the bill by replacing all after section 2 with the following:

7

8 3 Electronic Poll Book Trial Program.

9 I. The city of Manchester and towns of Hooksett and Durham are hereby authorized to  
10 conduct a trial of electronic poll book devices for voter registration and check-in for the 2016 state  
11 primary and general elections. The trial shall be compliant with all statutes directly or indirectly  
12 related to voter checklists and maintenance of the statewide centralized voter registration database  
13 including the processes related to voter registration and check-in, the processing of absentee ballots,  
14 the collection of all fields of data required for registration or check-in, and the delivery of that data  
15 to the secretary of state in a format compatible with the statewide centralized voter registration  
16 database. The secretary of state may waive statutory provisions related to manual entries on a  
17 paper checklist to accommodate an electronic poll book provided the same information required of  
18 the voter is obtained and recorded by the electronic poll book. In addition, as required in statute,  
19 nonpublic data related to individual voters shall remain confidential, and no voter data shall be  
20 used by an electronic poll book vendor, its agents, or individuals or entities from which the  
21 electronic poll book vendor obtains services for any purpose other than conducting a trial program  
22 under this section. Notwithstanding statutes relative to the privacy of voter information in the  
23 statewide database, year-of-birth information may be discreetly used by electronic poll books to help  
24 identify voters. Adequate back-up systems shall be in place during the trial as determined by the  
25 secretary of state. The city and towns shall assume all costs associated with the electronic poll book  
26 trial. The secretary of state shall prepare a memorandum of understanding that outlines specific  
27 conditions that must be met for compliance with this section. No electronic poll book trial may  
28 proceed unless the memorandum of understanding is signed by the secretary of state and the mayor  
29 or governing body of the town by June 15, 2016.

30 II. Within one month after the 2016 state primary election, and again, within one month  
31 after the 2016 general election, the city and towns shall submit a report to the secretary of state,  
32 who shall review such reports and forward them to the speaker of the house of representatives, the  
33 president of the senate, the chairperson of the house election law committee, and the chairperson of





1 the senate public and municipal affairs committee. Each report shall describe the outcome of the  
2 trial program, addressing voter experiences, wait times, voter throughput times, personnel costs,  
3 hardware and software costs, and the completeness and accuracy of the data recorded, reported,  
4 and submitted for import to the statewide centralized voter registration database.

5 4 Effective Date.

6 I. Sections 1-2 of this act shall take effect 60 days after its passage.

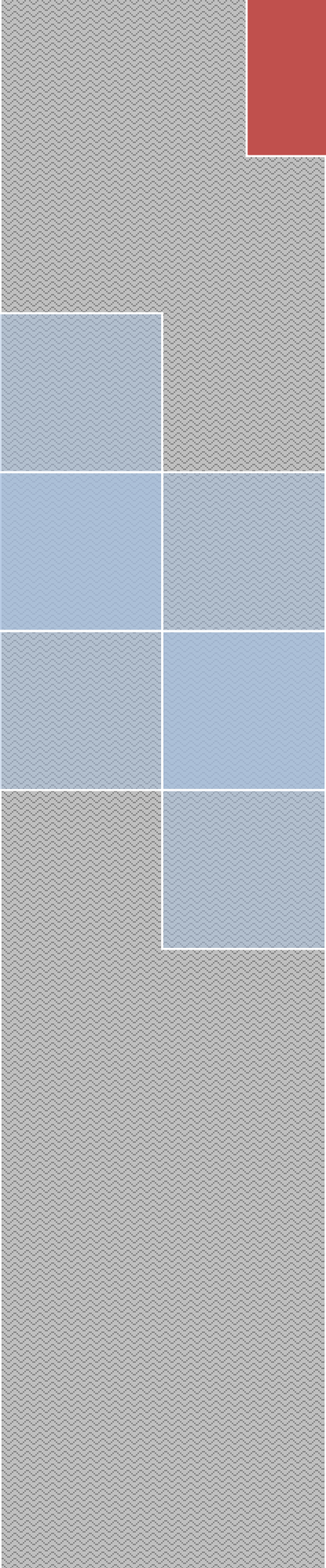
7 II. The remainder of this act shall take effect upon its passage.



2016-1546s

AMENDED ANALYSIS

This bill requires the state registrar to notify the city or town clerk upon receipt of a death record and requires the supervisors of the checklist to remove the name from the checklist. This bill also authorizes a trial of electronic poll book devices for voter registration and check-in for the 2016 state primary and general elections.



This page has  
been  
intentionally left  
blank.



**RESOLUTION AUTHORIZING A SUPPLEMENTAL APPROPRIATION IN SUPPORT  
OF THE PARTNERSHIP BETWEEN FRISBIE MEMORIAL HOSPITAL, SOS  
RECOVERY COMMUNITY CENTER AND OTHER LOCAL ORGANIZATIONS IN  
CONNECTION WITH A PROPOSED ADDICTIVE DISORDERS RECOVERY  
FACILITY PROJECT**

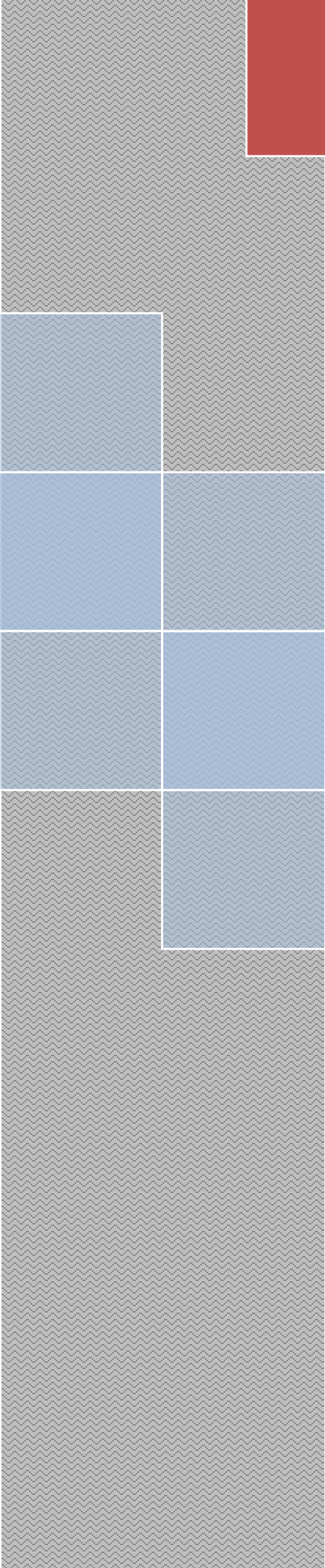
BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER,  
AS FOLLOWS:

WHEREAS, Frisbie Memorial Hospital, SOS Recovery Community Center, the Rochester Housing Authority, the Rochester Police Department, Rochester Bridging the Gaps, as well as other community oriented groups, are seeking to collaborate upon the creation of an addictive disorders recovery facility; and

WHEREAS, the City seeks to support the efforts of this partnership by supporting the creation of a facility, staffing and operational support to run this program, specifically the employment of a full time coordinator, peer-to-peer counselors, and office equipment and furnishings.

NOW, THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby resolve that the sum of Seventy-Five Thousand Dollars (\$75,000.00) be, and hereby is, appropriated as a supplemental appropriation to the 2015-2016 operating budget of the City of Rochester. The purpose of this supplemental appropriation is to provide the sums necessary to provide support with respect to the addictive disorders recovery center described above and provided further that such appropriation shall be drawn in its entirety from the General Fund undesignated fund balance of the City of Rochester.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. **CC FY 16 AB 157**



This page has  
been  
intentionally left  
blank.





4/28/16

**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 Addictive Disorders Recovery Facility Supplemental Appropriation

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

AGENDA DATE	May 3, 2016		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	April 28, 2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

**COMMITTEE SIGN-OFF**

COMMITTEE	NA
CHAIR PERSON	NA

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

**FINANCE & BUDGET INFORMATION**

DIRECTOR OF FINANCE APPROVAL	Signature on file
SOURCE OF FUNDS	General Fund fund balance
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

**LEGAL AUTHORITY**

City Charter

**SUMMARY STATEMENT**

Frisbie Memorial Hospital, SOS Recovery Community Center, the Rochester Housing Authority, the Rochester Police Department, Rochester Bridging the Gaps as well as other community oriented groups are seeking to collaborate upon the creation of an addictive disorders recovery facility. The City seeks to support the efforts of this partnership by supporting the creation of a facility, staffing and operational support to run this program; specifically, the employment of a full time coordinator, peer-to-peer counselors and office equipment and furnishings. The City Council is requested to consider joining this collaboration by supplying funding in the amount of \$75,000.

**RECOMMENDED ACTION**

Appropriation of \$75,000 from General Fund undesignated fund balance.

**AGENDA BILL - FUNDING RESOLUTION****EXHIBIT**

Project Name: Addictive Disorders Recovery Facility Supplemental Appropriation

Date: 04/28/2016

Fiscal Year: 2016

Fund (select):

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

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

**Appropriation**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD	TBD	-	-	75,000.00
2				-	-	-
3				-	-	-
4				-	-	-

**Revenue**

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

DUNS #

CFDA #

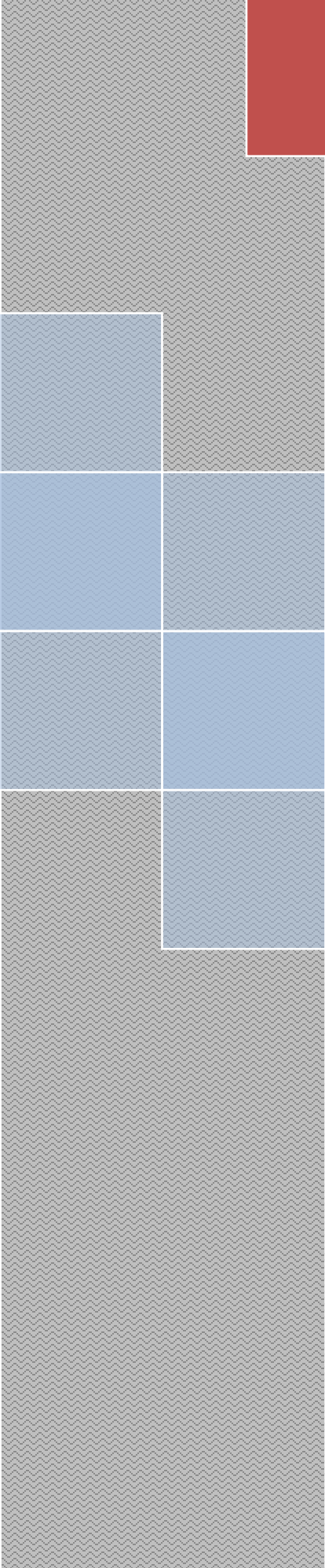
Grant #

Grant Period: From  
To

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

Reimbursement Request will be reduced ☐Funds will be returned ☐





This page has  
been  
intentionally left  
blank.



**RESOLUTION APPROVING 2016-2017 OPERATING BUDGET  
FOR THE CITY OF ROCHESTER**

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

That a twelve (12) month operating budget for the City of Rochester be, and hereby is, approved and appropriated for the period beginning July 1, 2016 and ending June 30, 2017 in the amounts and for the purposes more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2017 (July 1, 2016 - June 30, 2017), as amended, the provisions of which are incorporated herein by reference thereto by attached **Exhibit A**.

This budget may be reconsidered before the tax rate is set if City, School and/or County revenues are changed by the State of New Hampshire or by the Federal Government. The budget appropriations contained in this Resolution are predicated upon projected revenues as more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2017 (July 1, 2016 - June 30, 2017), as amended, the provisions of which are incorporated herein by reference thereto.

<b>Operations</b>		<b>FY17</b>
		<b>Mgr Proposed</b>
General Fund		
	City Operations	\$23,395,809
	County Taxes	\$6,075,141
	Debt Service	\$3,431,440
	Capital Projects Transfer	<u>\$2,088,400</u>
	<b>Total City General Fund Operations</b>	<b>\$34,990,790</b>
	School	\$58,878,599
	School State Education Tax	\$4,825,327
	City Grants & Special Rev Funds	\$436,052
	School Grants & Special Rev Funds	\$5,371,000
	Community Center	\$810,954
	<b>Total Operating Budgets</b>	<b><u>\$105,312,722</u></b>
Enterprise Funds		
	Water Fund	\$5,785,363
	Sewer Fund	\$6,885,179
	Arena Fund	\$581,453
	Tax Incremental Financing Districts	\$875,722
	<b>Total Enterprise Operating Budgets</b>	<b><u>\$14,127,717</u></b>
	<b>Total Operations all Funds</b>	<b><u>\$119,440,439</u></b>



4/28/16

**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 FY17 CITY MANAGER PROPOSED OPERATING BUDGET RESOLUTION

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

AGENDA DATE	05/03/2016		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	04/27/2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2	

**COMMITTEE SIGN-OFF**

COMMITTEE	NA
CHAIR PERSON	NA

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

**FINANCE & BUDGET INFORMATION**

FINANCE DEPARTMENT APPROVAL	Signature on file
SOURCE OF FUNDS	VARIOUS - SEE RESOLUTION EXHIBIT A
ACCOUNT NUMBER	TBD
AMOUNT	\$119,440,439
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

**LEGAL AUTHORITY**

CITY COUNCIL

**SUMMARY STATEMENT**

FIRST READING OF THE FY17 CITY MANAGER PROPOSED OPERATING BUDGET  
RESOLUTION.

**RECOMMENDED ACTION**

RECOMMEND FIRST READING.

**RESOLUTION AUTHORIZING AND APPROVING 2016-2017 CAPITAL  
BUDGET FOR THE CITY OF ROCHESTER AND AUTHORIZING  
BORROWING IN CONNECTION THEREWITH**

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

That the capital budget for the City of Rochester for the July 1, 2016 to June 30, 2017 fiscal year in the total amount specified in **Exhibit A** annexed hereto, be, and hereby is, authorized and appropriated, and, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, is hereby authorized to arrange borrowing to finance a portion of said capital budget appropriation as identified on Exhibit A annexed hereto.

The aforementioned borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter. The useful lives of the capital projects for which borrowing is authorized by this resolution shall be more particularly set forth in the "City of Rochester, New Hampshire, Proposed CIP Budget, Fiscal Year 2017 (July 1, 2016 –June 30, 2017), as amended.

## 2016-2017 CAPITAL IMPROVEMENTS REVENUE SUMMARY-RESOLUTION EXHIBIT A

	PROJECT AMOUNT	BORROWING PROCEEDS	O&M CASH	FUND BAL RET EARN	TIF REVENUE	TIF BORROWING	GRANTS
<b><u>GENERAL FUND</u></b>							
CITY*	5,453,400	3,310,000	2,088,400	0	0	0	55,000
SCHOOL	27,763,773	10,128,273	135,500	0	0	0	17,500,000
<b>TOTAL GENERAL FUND</b>	<b>33,217,173</b>	<b>13,438,273</b>	<b>2,223,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,555,000</b>
<b><u>ENTERPRISE FUNDS</u></b>							
WATER	4,544,000	4,355,000	189,000	0	0	0	0
SEWER	9,470,000	9,285,000	185,000	0	0	0	0
AREA	575,000	575,000	0	0	0	0	0
<b>TOTAL ENTERPRISE FUNDS</b>	<b>14,589,000</b>	<b>14,215,000</b>	<b>374,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b><u>TIFS</u></b>							
GRANITE STATE BUSINESS PARK	1,500,000	0	0	0	100,000	1,400,000	0
GRANITE RIDGE DEVELOPMENT	100,000	0	0	0	0	100,000	0
	<b>1,600,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>1,500,000</b>	<b>0</b>
<b>TOTAL ALL CIP</b>	<b>49,406,173</b>	<b>27,653,273</b>	<b>2,597,900</b>	<b>0</b>	<b>100,000</b>	<b>1,500,000</b>	<b>17,555,000</b>

\* Includes Community Center CIP's



4/28/16

## 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 FY17 CITY MANAGER PROPOSED CIP BUDGET RESOLUTION

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

AGENDA DATE	05/03/2016		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	04/27/2016		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2	

## COMMITTEE SIGN-OFF

COMMITTEE	NA
CHAIR PERSON	NA

## DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

## FINANCE &amp; BUDGET INFORMATION

FINANCE DEPARTMENT APPROVAL	
SOURCE OF FUNDS	VARIOUS - SEE RESOLUTION EXHIBIT A
ACCOUNT NUMBER	TBD
AMOUNT	\$49,406,173
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

## LEGAL AUTHORITY

CITY COUNCIL



**SUMMARY STATEMENT**

FIRST READING OF THE FY17 CITY MANAGER PROPOSED CIP BUDGET RESOLUTION.

**RECOMMENDED ACTION**

RECOMMEND FIRST READING.