



**Rochester City Council Meeting
May 7, 2019
Council Chambers
7:00 PM**

- 1. Call to Order**
- 2. Opening Prayer**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Acceptance of Minutes**
 - 5.1 Regular City Council Meeting: April 2, 2019
consideration for approval P. 11**
 - 5.2 Special City Council Meeting: April 16, 2019
consideration for approval P. 31**
 - 5.3 Special City Council Meeting: April 30, 2019
consideration for approval P. 35**
- 6. Communications from the City Manager**
 - 6.1 Employee of the Month Award P. 41**
 - 6.2 City Manager's Report P. 43**
- 7. Communications from the Mayor**
 - 7.1. *Proclamation:* Arbor Day P. 81**
 - 7.2. *Proclamation:* Public Works Day P. 83**
 - 7.3 Tri City Mayors' Task Force on Homelessness Master Plan *consideration to accept* P. 85**
- 8. Presentation of Petitions and Council Correspondence**

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City Clerk's Office

9. Nominations, Appointments, Resignations, and Elections

9.1 Election: Dennis Raymond, Moderator - Ward 5 P. 139

10. Reports of Committees

10.1. Appointments Committee P. 141

10.1.1. Re-appointment: Jonathan Shapleigh - Rochester Economic Development Commission, Term to Expire 1/2/2022

10.1.2. Appointment: Kristen Bournival – Rochester Economic Development Commission, Term to Expire 1/2/2022

10.1.3. Appointment: Paul Giuliano – Rochester Economic Development Commission, Term to Expire 1/2/2021

10.1.4. Re-Appointment: Sheila Lulek – Conservation Commission Alternate, Term to Expire 1/2/2022

10.2. Codes & Ordinances Committee April meeting cancelled

10.3. Community Development Committee P. 141

10.3.1 Resolution Adopting a 2019-2020 Rochester CDBG “Action Plan for the City of Rochester, NH” and Approving and Appropriating the 2019-2020 Community Development Budget for the City of Rochester *second reading and consideration for adoption* P. 147

10.3 CTE Joint Building Committee – Minutes Forthcoming

10.4 Finance Committee P. 229

10.5 Public Safety P. 231

10.5.1 Committee Recommendation: To accept the on-line Fire Permit System *consideration for approval* P. 232

10.5.2 Committee Recommendation: To relocate the “Deaf

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City Clerk's Office

Person” signs from 9 Madison Avenue to Wellsweep Acres at the discretion of the Department of Public Works *consideration for approval* P. 233

- 10.5.3 **Committee Recommendation:** To deny posting “Warning: Video Surveillance” signs on the Dewey Street Bridge *consideration for approval* P. 235

10.6 Public Works P. 239

- 10.6.1 **Committee Recommendation:** To approve the cut on Trinity Circle provided that Mirra Construction agrees to make the discussed pavement restoration recommendations *consideration for approval* P. 240

- 10.6.2 **Committee Recommendation:** To approve the cut on Blackwater Road provided that Mirra Cobnstruction agrees to make the discussed pavement recommendations *consideration for approval* P. 240

- 10.6.3 **Committee Recommendation:** Supplemental Appropriation to the Department of Public Works CIP in an amount of \$89,000.00 for the Community Center LED Lighting Project and Change of Funding Source for Previously Appropriated Funds for Community Center LED Lighting Project *consideration for approval* P. 245

11. Old Business

- 11.1. An Ordinance of the City of Rochester City Council Adopting Amendments to the Chapter 42 of the General Ordinances of the City of Rochester regarding Zoning and Development Standards for Development of Lands within the Downtown Commercial Zone District *second reading and consideration for adoption* P. 251
- 11.2. Resolution Authorizing the Changes in Street Names and Street Numbers *second reading and consideration for adoption* P. 269

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City Clerk's Office

12. Consent Calendar

- 12.1 Resolution Deauthorizing \$530.64 from the Rochester Police Department Highway Safety STEP Grant *first reading, consideration for a second reading, and adoption* P. 291**
- 12.2 Resolution Deauthorizing \$2,419.85 from the Rochester Police Department OARI Grant *first reading, consideration for a second reading, and adoption* P. 297**
- 12.3 Resolution Deauthorizing \$1,499.90 from the Rochester Police Department Highway Safety E-Ticketing Equipment Grant *first reading, consideration for a second reading, and adoption* P. 303**

13. New Business

- 13.1 Resolution Authorizing the Department of Public Works to Accept a Donation from Lowe's of Composite Decking with an Estimated Value of \$8,189.00 *first reading, consideration for a second reading, and adoption* P. 309**
- 13.2 Resolution Authorizing the Expenditure of Funds from the Riverwalk Special Revenue Fund *first reading, consideration for a second reading, and adoption* P. 313**
- 13.3 Resolution Approving Cost Items Associated with Proposed City of Rochester Multi-Year Collective Bargaining Agreement International Brotherhood of Teamsters Local 633 (Library Personnel) *first reading, consideration for second reading and adoption* P. 319**
- 13.4 Resolution Approving Cost Items Associated with Proposed City of Rochester Multi-Year Collective Bargaining Agreement with the American Federation of State, County and Municipal Employees (AFSCME) Local 93 (School Department Custodial, Grounds and Skilled Employees) *first reading, consideration for second reading and adoption* P. 323**

14. Other

15. Adjournment

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City Clerk's Office

**Committee of the Whole Budget Workshop
May 7, 2019
City Council Chambers
*Immediately Following the Regular Meeting***

AGENDA

- 1. Call to Order**
- 2. Public Input**
- 3. Budget Presentations:**
 - 3.1. Fire**
 - 3.2. Public Works, Public Buildings, Water, Sewer, Community Center**
 - 3.3. Economic Development**
 - 3.4. Information Technology**
 - 3.5. Legal**
 - 3.6. Planning**
 - 3.7. Building, Zoning & Licensing Services**
 - 3.8. Recreation & Arena**
- 4. Other**
- 5. Non-Public/Non-Meeting**
- 6. Adjournment**

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City Clerk's Office

**Regular City Council Meeting
April 2, 2019
Council Chambers
7:35 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Bogan
Councilor Gray
Councilor Hamann
Councilor Keans
Councilor Lauterborn
Councilor Torr
Councilor Varney
Councilor Walker
Mayor McCarley

OTHERS PRESENT

Blaine Cox, City Manager
Terence O'Rourke, City Attorney
Jim Quinn, Department of Public Works
Peter Nourse, Director of City Services

COUNCILORS EXCUSED

Councilor Gates
Councilor Hutchinson
Councilor Lachapelle

Minutes

1. Call to Order

Mayor McCarley called the Regular City Council meeting to order at 7:35 PM.

2. Opening Prayer

Mayor McCarley asked all those present to observe a moment of silence.

3. Pledge of Allegiance

Mayor McCarley led Council in the Pledge of Allegiance.

4. Roll Call

Kelly Walters, City Clerk, called the roll. All Council members were present except for Councilors Gates, Hutchinson, and Lachapelle, who had been excused.

5. Acceptance of Minutes

5.1 Regular City Council Meeting: March 5, 2019
consideration for approval

Councilor Walker **MOVED** to accept the minutes from the March 5, 2019, Regular City Council Meeting. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

5.2 Special City Council Meeting: March 19, 2019
consideration for approval

Councilor Walker **MOVED** to accept the minutes from the March 19, 2019, Special City Council Meeting. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

6. Communications from the City Manager

6.1 Employee of the Month Award

City Manager Cox invited Jim Quinn, Department of Public Works, and Peter Nourse, Director of City Services, to come forward. City Manager Cox announced that Mr. Quinn has been selected as the Employee of the Month for April. He read Mr. Quinn's nomination letter for the public.

6.2 City Manager's Report

City Manager Cox stated that the report can be found in the City Council packet. See summary below:

Contracts and documents executed since last month:

- Department of Public Works
 - 213 Chestnut Hill Road – proposal for building demolition
 - Colonial Pines Sewer Extension Project, Phase II – Construction Agreement
 - Colonial Pines – Notice to Proceed
 - Community Center Alarm Panel Project – Change Order
 - Cupola Repair and Replacement – Groen Construction
 - Geosyntec – MS4 Permitting
 - Geosyntec – Nutrient Control Plan
 - Granite Ridge Development District Phase II – HTA Engineering Contract
 - Strafford Square – 2-4 Walnut Street – Historical Artifacts Conveyance to Middle School
- Economic/Community Development
 - CDBG – Victims of Crime Act (VOCA) Grant Award Acceptance

- CDBG – CAP Weatherization – Door Assistance Grant application
 - JOB Loan – environmental review
- Fire Department
 - Apparatus Replacement – Toyne Contract – Change Order #1
- IT Department
 - Systems Engineering – Virtual Environment Additional RAM – server review
 - Twinstare – Phone System Replacement Bid Quote
 - Twinstare – Phone System Replacement – Service Agreement
 - Tyler Technologies – MUNIS Hub
- Recreation Department
 - Fireworks MOU Rochester Main Street

Standard Reports:

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

No discussion.

7. Communications from the Mayor

No discussion.

8. Presentation of Petitions and Council Correspondence

No discussion.

9. Nominations, Appointments, Resignations, and Elections

9.1 Appointment: Joe Boudreau – Strafford Regional Planning Commission

Mayor McCarley said the Planning Board recommended that Joe Boudreau be appointed to the Strafford Regional Planning Commission. Mayor McCarley appointed Mr. Boudreau to the Strafford Regional Planning Commission with a term to expire on June 30, 2022. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

9.2 Appointment: Barbara Holstein – Strafford Regional Planning Commission

Mayor McCarley said the Planning Board recommended that Barbara

Holstein be appointed to the Strafford Regional Planning Commission. Mayor McCarley appointed Ms. Holstein to the Strafford Regional Planning Commission with a term to expire on June 6, 2023. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Keans and Mayor McCarley thanked both Mr. Boudreau and Ms. Holstein for filling these vacant positions.

10. Reports of Committees

10.1. Appointments Committee

10.1.1 Re-appointment: Robert Gates – Zoning Board of Adjustments, Term to Expire 1/02/2022

Councilor Keans reviewed the Committees recommendation of Robert Gates. Mayor McCarley nominated Robert Gates to be reappointed to the Zoning Board of Adjustment, with a term to expire on 1/02/2022. Councilor Walker seconded the nomination. Councilor Walker **MOVED** that nomination cease and the City Clerk cast one ballot for Mr. Gates. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Gates has been reappointed to the Zoning Board of Adjustment with a term to expire on 1/02/2022 by a unanimous voice vote.

10.1.2 Re-Appointment: Leo Brodeur – Zoning Board of Adjustments, Term to Expire 1/02/2022

Mayor McCarley nominated Leo Brodeur to be reappointed to the Zoning Board of Adjustment, with a term to expire on 1/02/2022. Councilor Walker seconded the nomination. Councilor Walker **MOVED** that nomination cease and the City Clerk cast one ballot for Mr. Brodeur. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Brodeur has been reappointed to the Zoning Board of Adjustment with a term to expire on 1/02/2022 by a unanimous voice vote.

10.1.3 Re-Appointment: Lori-Jean Chick – Library Trustees, Term to Expire on 1/02/2021

Mayor McCarley nominated Lori-Jean Chick to be reappointed to the Library Trustees (Ward 4), with a term to expire on 1/02/2021. Councilor Walker seconded the nomination. Councilor Walker **MOVED** that nomination cease and the City Clerk cast one ballot for Ms. Chick. Councilor Bogan

seconded the motion. Councilor Keans said that Ms. Chick had been enthusiastic about serving on the Library Trustees. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Ms. Chick has been reappointed to the library Trustees (Ward 4) with a term to expire on 1/02/2021 by a unanimous voice vote.

10.1.4 Re-Appointment: Richard Clough – Recreation and Arena Commission, Term to Expire on 1/02/2022

Mayor McCarley nominated Richard Clough to be reappointed to the Recreation and Arena Commission, with a term to expire on 1/02/2022. Councilor Walker seconded the nomination. Councilor Walker **MOVED** that nomination cease and the City Clerk cast one ballot for Mr. Clough. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Clough has been reappointed to the Recreation and Arena Commission with a term to expire on 1/02/2022 by a unanimous voice vote.

10.1.5 Re-Appointment: Sheila Colson – Recreation and Arena Commission, Term to Expire 1/2/2022

Mayor McCarley nominated Ms. Colson to be reappointed to the Recreation and Arena Commission, with a term to expire on 1/02/2022. Councilor Walker seconded the nomination. Councilor Walker **MOVED** that nomination cease and the City Clerk cast one ballot for Ms. Colson. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Ms. Colson has been reappointed to the Recreation and Arena Commission with a term to expire on 1/02/2022 by a unanimous voice vote.

10.1.6 Re-Appointment: Joe Boudreau – Utility Advisory Board, Term to Expire 1/2/2022

Mayor McCarley nominated Mr. Boudreau to be reappointed to the Utility Advisory Board with a term to expire on 1/02/2022. Councilor Walker seconded the nomination. Councilor Walker **MOVED** that nomination cease and the City Clerk cast one ballot for Mr. Boudreau. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Boudreau has been reappointed to the Utility Advisory Board with a term to expire on 1/02/2022 by a unanimous voice vote.

**10.1.7 Appointment: Daniel Rines – Planning Board
Alternate, Term to Expire 1/2/2022**

Mayor McCarley nominated Daniel Rines to be appointed to the Planning Board, as an Alternate Member, with a term to expire on 1/02/2022. Councilor Walker seconded the nomination. Councilor Walker **MOVED** that nomination cease and the City Clerk cast one ballot for Mr. Rines. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Rines has been appointed to the Planning Board with a term to expire on 1/02/2022 by a unanimous voice vote.

**10.1.8 Re-Appointment: Dave Colson – Recreation and
Arena Commission, Term to Expire 1/2/2022**

Councilor Keans reviewed the Committees recommendation of Dave Colson. Mayor McCarley nominated Dave Colson to be reappointed to the Recreation and Arena Commission, with a term to expire on 1/02/2022. Councilor Bogan seconded the nomination. Councilor Walker **MOVED** that nomination cease and the City Clerk cast one ballot for Mr. Colson. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Colson has been reappointed to the Recreation and Arena Commission with a term to expire on 1/02/2022 by a unanimous voice vote.

10.2. Codes & Ordinances Committee

**10.2.1 Committee Recommendation: Amendment to
Chapter 75 of the General Ordinances of the City
of Rochester Regarding Knox-Box® Installation
*first reading, second reading and consideration
for adoption***

Councilor Lauterborn stated that there is one action item, which is an Amendment to Chapter 75. She said this would add the language “pursuant to the State Fire Code.” This would limit the authority of the Fire Chief as it relates to paragraph B as follows: *The Fire Chief shall have authority to require any other type of building, not listed above, **pursuant to the State Fire Code**, to install a Knox-Box® to meet rapid entry requirements, if in his discretion public safety considerations require such installation.*

Mayor McCarley asked if there is a requirement for a public hearing. City Attorney O’Rourke replied that the requirement is that it be read two times

and adopted; however, there is no requirement for this type of ordinance amendment to have a public hearing. Councilor Walker **MOVED** to read the Amendment for a first time by title only. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the Amendment for a first time by title only as follows:

Amendment to Chapter 75 of the General Ordinances of the City of Rochester Regarding Knox-Box Installation

THE CITY OF ROCHESTER ORDAINS:

That Chapter 75 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows (changes in red):

- A. For purposes of rapid entry in cases of emergencies or required access to buildings after hours, any new construction on the following type occupancies occurring after the date of the adoption of this article will require a Knox-Box® to be installed on such premises:
 - (1) Assembly.
 - (2) Educational.
 - (3) Mercantile.
 - (4) Business.
 - (5) Industrial.
 - (6) Apartment complex.
- B. The Fire Chief shall have authority to require any other type of building, not listed above, **pursuant to the State Fire Code**, to install a Knox-Box® to meet rapid entry requirements, if in his discretion public safety considerations require such installation.

The effective date of this Ordinance change shall be upon passage.

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

Councilor Walker **MOVED** to **ADOPT** the Amendment. Councilor Lauterborn seconded the motion.

Councilor Keans gave reasons why this amendment should be delayed by one month in order to gather more information about how the City defines a "Complex Apartment". She stated that residents of Rochester should not have to look up the State Fire Code to find this information. Councilor Torr complained about the Knox-Box® idea all together. Councilor Lauterborn clarified that the Fire Chief currently has full authority to require that a Knox-Box® be installed on other buildings without specific guidelines; however, this Amendment would limit the Fire Chief's authority by ensuring the State Fire Code is used in that determination.

Councilor Torr questioned how many people would have access to the Knox-Box® once installed on a building. Tim Wilder, Deputy Fire Chief, replied that only the fire department personnel has access [approximately 46 employees]; and for tracking purposes each employee has an individual code in order to access the Knox-Box®. Mr. Wilder stated that there have been no suspicious incidents reported since the program was implemented over 40 years ago.

Councilor Abbott reiterated the fact that the Knox-Box® has a tracking device and it's typically installed on commercial buildings. It would not make sense to define exactly what type of building could require a Knox-Box®. It is best to leave that description in the State Fire Code to avoid unintended consequences. Councilor Gray stated that it is best to utilize a Knox-Box® rather than an "axe" for rapid entry to a building in an urgent matter.

Councilor Keans expressed concerns about the definition of an apartment complex. She questioned if a duplex could be considered an apartment complex. Councilor Abbott replied that in this case a duplex would be treated as a single dwelling unit and there is no precedent for installing a Knox-Box® on single dwelling units; unless specifically requested by the homeowner.

Councilor Keans continued to request a definition of an apartment complex and inquired where the definition could be obtained. Councilor Abbott replied that the State Fire Code is kept in the Fire Department and the Building, Zoning, and Licensing Services Department.

Mayor McCarley called for a vote on the motion. Councilor Keans requested a show-of-hands vote. The **MOTION CARRIED** by an 8 to 2 show-of-hands vote.

Councilor Lauterborn encouraged any Council member who is opposed to Chapter 75 as written or any other ordinance to attend the next Codes and Ordinances Committee meeting to make suggested changes.

10.3. Community Development Committee

10.3.1 Resolution Adopting a 2019-2020 Rochester CDBG "Action Plan for the City of Rochester, NH" and approving and appropriating the 2019-2020 Community Development Budget for the city of Rochester *first reading and refer to a public hearing*

Councilor Lauterborn said this is the start of the adoption of the CDBG plan for 2019-2020. Councilor Walker **MOVED** to read the resolution for a first time by title only. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution by title only for a first time as follows:

RESOLUTION ADOPTING A 2019-2020 ROCHESTER CDBG "ACTION PLAN FOR THE CITY OF ROCHESTER, N.H." AND APPROVING AND APPROPRIATING THE 2019-2020 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 2019-2020 "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 estimated budget for the Office of Economic and Community Development for the City of Rochester in the total amount of Two Hundred Forty Seven **Thousand Dollars Forty One Dollars** and Forty Five Cents (\$247,041.45) be, and hereby is, approved and appropriated for fiscal year 2019-2020. 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	\$49,408.29
Public Service Agencies	\$37,056.22
Housing/Public Facilities/Infrastructure	\$160,576.94
Total	\$247,041.45

III. **Further**, that Eighty Seven Thousand Two Hundred Ninety Eight Dollars and Seven Cents (\$87,298.07) in prior year unexpended CDBG funds be repurposed for use in the FY 2019-2020 Action Plan year.

IV. **Further**, that Seventy Three Thousand Eight Hundred **Fifty** Eight Dollars and Seventy Nine Cents (\$73,858.79) in the Job Opportunity Benefit revolving loan fund loan fund, plus the principal and interest received monthly from existing loans' repayments, be appropriated for continued use in the FY 2019-2020 Action Plan year in granting loans to qualified small businesses that commit to the creation and/or retention of jobs made available to low to moderate-income Rochester residents.

This budget and the one-year action plan for 2019-2020 may be reconsidered if federal funding is changed or if it is inconsistent with the total 2019-2020 budget adopted for the Office of Economic & Community Development.

The sums necessary to fund the above appropriation in the amount of Two Hundred Forty Seven **Thousand** Dollars **Forty One Dollars** and Forty Five Cents (\$247,041.45) shall be drawn in their entirety from the above-mentioned 2019-2020 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 adjust 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, in accordance with the guidelines established by the Community Development Committee.

Councilor Walker **MOVED** to refer the matter to a public hearing. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lauterborn said the Community Development Committee has spent a lot of time meeting with the different non-profit agencies to present a well thought-out recommendation; however, further modification will be necessary. She cautioned the City Council that there have been request made both in the social services line item and the facilities line item which were three times the amount of available funds for those particular categories, which has made the process difficult. These categories will be reviewed at the next Community Development Committee meeting on Monday, April 8, 2019. She added that the location has been changed to the Rochester Community Center's conference room in order to meet with the Recreation Department.

Mayor McCarley stated the CDBG Grant Public Hearing is scheduled for April 16, 2019.

10.4 CTE Joint Building Committee *minutes forthcoming*

Councilor Varney referred to the CTE Joint Building Committee meeting minutes and the budget spreadsheet, which was distributed this evening. There is still a contingency of approximately \$389,000; however, it will likely be allocated in its entirety by the end of the project. He added that an expenditure for large equipment had been left out of the original budget; however, it does not make sense to finish the project without the appropriate equipment needed to operate. He said the amount needed is about \$400,000 and more details would be available once the request is made to the full City Council.

Councilor Gray encouraged the City Council to attend the walk-through scheduled for April 29, 2019, at the CTE Building. The CTE meeting is scheduled to follow at 7:00 PM.

10.5 Finance Committee

10.5.1 Committee Recommendation: To Approve the City Manager signing a Factory Court Lease with Revolution *consideration for approval*

Mayor McCarley **MOVED** to **APPROVE** the Committee recommendation as outlined above. Councilor Varney seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Mayor McCarley said the Finance Committee discussed the Fund Balance Policy verses Chapter 11 of the City Ordinances. It was determined that more information is needed prior to making a recommendation to the full City Council. This will be discussed at the next Finance Committee meeting.

Mayor McCarley stated that the Finance Committee briefly discussed the possibility of looking at calculating the tax cap differently; however, the Finance Department has not seen a significant benefit to making any changes at this time. Unless the City Council wishes to further investigate this matter it will not be pursued at this time.

Mayor McCarley stated that the City Manager would be presenting the City's proposed budget at the April 16, 2019, Workshop.

10.6 Public Safety

10.6.1 Committee Recommendation: To paint crosshatch markings for no parking within 20 feet of the crosswalk on Fairway Avenue and within 20 feet of the crosswalk on Washington Street by Goodfellas *consideration for approval*

Councilor Walker reviewed the Committee recommendations. He **MOVED** to **APPROVE** the first recommendation, which is to put painted crosshatch markings on Washington Street approximately 20 feet from the crosswalk and to put a "no parking" (here to corner) sign on Fairway Avenue by Goodfellas Pizzeria. Committee recommendation relative to "crosshatch" markings as presented above. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10.6.2 Committee Recommendation: To install blinking stop signs at the Cumberland Street/Franklin Street intersection *motion to deny*

Councilor Walker **MOVED** to **DENY** the request relative to the installation of "blinking" stop signs as presented above. Councilor Hamman seconded the motion. The **MOTION CARRIED** by a majority voice vote.

10.6.3 Committee Recommendation: To replace one "Slow School Zone" sign, which is currently out of compliance, with signs in each direction for school speed limit 20 MPH with the times and end school speed limit signs on Chamberlain Street at the discretion of DPW *consideration for approval*

Councilor Walker **MOVED** to **APPROVE** the Committee recommendation

relative to “slow school zone” signs as presented above for Chamberlain Street School. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Keans wished to clarify if the distance for posting a “no parking (here to corner)” sign is regulated by the State or not. Councilor Walker replied yes.

10.7 Public Works *minutes forthcoming*

10.7.1 Committee Recommendation: To Approve the installation of the high resolution PTZ camera on the Dewey Street Bridge *consideration for approval*

Councilor Torr spoke in favor of the Committee’s recommendation about installing a camera on the Dewey Street Bridge. He **MOVED** to **APPROVE** the Committee recommendation as presented above. Councilor Bogan seconded the motion. Councilor Hamman gave reasons he opposes the motion. Councilors Walker and Torr spoke in favor of the motion. Councilor Torr gave details of the advance in technology for cameras. Councilor Keans questioned if this would be the \$14,000 package previously discussed at the Committee meeting. Councilor Walker replied yes. The **MOTION CARRIED** by a majority voice vote.

10.8 Tri-City Mayors’ Task Force on Homelessness

Mayor McCarley stated that Councilor Hutchinson is not available this evening to give the Committee report; however, City Manager Cox has confirmed that this item is on the April 16 Workshop Agenda.

11. Old Business

11.1. Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding the Location and Boundaries of Zoning Districts *(petition submitted by landowners of two parcels) second reading and consideration for adoption, 2/3 majority vote required*

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

**Amendment to Chapter 42 of the General Ordinances of the City
of Rochester Regarding the Location and Boundaries of Zoning
Districts**

THE CITY OF ROCHESTER ORDAINS:

WHEREAS, Chapter 42.1, Section J establishes that the location and boundaries of zoning districts within the City of Rochester are established as shown on a map titled, "City of Rochester Zoning Map."

WHEREAS, Chapter 42.1, Section J further declares that the City of Rochester Zoning Map is incorporated by reference as party of Chapter 42 of the General Ordinances of Rochester regarding zoning.

WHEREAS, the Mayor and City Council of Rochester desire to amend the City of Rochester Zoning Map to change the zoning for the property located at 287 Rochester Hill Road from Agricultural to Office/Commercial.

THEREFORE, the Mayor and City Council of Rochester ordain that the zoning of the property located at 287 Rochester Hill Road in the City of Rochester shall be changed in accordance with the Attached Exhibit. (Exhibit A).

FURTHER, the City of Rochester Zoning Map shall be amended and updated to reflect that the above shown property are included in the Office/Commercial Zone and are removed from the Agricultural Zone. ***See Addendum A: Exhibit A***

The effective date of these amendments shall be upon passage.

Mayor McCarley confirmed that this is the Amendment relative to the area of Rochester Hill Road. Councilor Varney questioned if the Planning Board is still intending to review this area soon. Councilor Walker replied yes.

Councilor Walker **MOVED** to **ADOPT** the Amendment. Councilor Bogan seconded the motion. Councilor Walker stated he is not in favor of this Amendment because the Planning Board has been reviewing the area, which currently does not have City sewer lines.

Mayor McCarley called for a vote on the motion and said a two-thirds vote is required in order to pass. The **MOTION FAILED** by a unanimous voice vote.

11.2. Resolution Authorizing Transfer from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund in the amount of \$824,762.00 *second reading and consideration for adoption*

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

Resolution Authorizing Transfer from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund in the amount of \$824,762.00

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

Pursuant to New Hampshire RSA Chapter 34, that Eight Hundred Twenty Four Thousand Seven Hundred Sixty Two Dollars (\$824,762.00) be, and hereby is, transferred from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund, which was created by the City Council by way of Resolution on December 15, 2015.

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

Councilor Walker **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a majority voice vote. Councilor Hamman voted against the motion.

12. Consent Calendar

13. New Business

13.1 Resolution Deauthorizing \$123,587.62 from the School Department Capital Improvements Plan (CIP) Fund *first reading, consideration for second*

reading and adoption

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

Resolution Deauthorizing \$123,587.62 from the School Department Capital Improvements Plan (CIP) Fund

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

That One Hundred Twenty Three Thousand Five Hundred Eighty Seven and 62/100 Dollars (\$123,587.62) of funds previously appropriated to the School Department CIP for the Gonic School Roof Trusses Project is hereby deauthorized. All of the funds deauthorized herein shall be returned to the General Fund Unassigned Fund Balance.

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

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

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

13.2 Updated Equal Employment Opportunity Plan for the City of Rochester *consideration for adoption*

Mayor McCarley referred to the updated Equal Employment Opportunity Plan, which can be found in the City Council packet. She **MOVED** to **ACCEPT** the plan. Councilor Bogan seconded the motion. Councilor Keans questioned where this request originated from. Julian Long, Grant Coordinator, addressed the City Council. He said that because the City of Rochester is the recipient of federal grants, the City of Rochester is required to have such a policy adopted

by the City and kept on file; however, during a recent "grant monitoring" the City could not locate such documentation. Councilor Walker stated that there is a stipulation in the document that requires an Equal Opportunity Employer Advisory Committee. Mr. Long replied that it would be up to the discretion of the City Manager. Councilor Keans asked if this would require the City of Rochester to hire another employee to serve as the Equal Employment Opportunity Officer. Mr. Long clarified that the proposed plan does not require that a person be hired to fulfill that role. City Manager Cox confirmed that there is currently not a plan in place as to which department or employee will fulfill those duties. Councilor Keans requested advanced notice of how that would be accomplished. The **MOTION CARRIED** by a unanimous voice vote.

13.3 Resolution Authorizing Acceptance of an Emergency Management Performance Grant and Supplemental Appropriation To the 2018-2019 Fire Department Capital Improvement Plan Fund in the Amount of \$50,806 *first reading, consideration for second reading and adoption*

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

**RESOLUTION AUTHORIZING ACCEPTANCE OF AN EMERGENCY
MANGEMENT PERFORMANCE GRANT AND SUPPLEMENTAL
APPROPRIATION TO THE 2018-2019 FIRE DEPARTMENT CAPITAL
IMPROVEMENT PLAN FUND IN THE AMOUNT OF \$50,806**

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

WHEREAS, that a New Hampshire Emergency Management Performance Grant in the amount of Fifty Thousand Eight Hundred Six Dollars (\$50,806.00), for the purchase of Emergency Operations Center equipment, awarded to the City of Rochester's Fire Department, is hereby accepted by the City of Rochester;

WHEREAS, the City Council acknowledges that the total cost of this project will be One Hundred One Thousand Six Hundred Twelve Dollars (\$101,612.00), in which the city will be responsible for a 50% match of Fifty

Thousand Eight Hundred Six Dollars (\$50,806.00), which will be fulfilled through the use of previously allocated and expended city funds as fulfilling this match requirement;

FURTHER, that the sum of Fifty Thousand Eight Hundred Six Dollars (\$50,806.00) be, and hereby is, appropriated to the 2018-2019 Fire Department Capital Improvement Plan Fund for the purpose of carrying out the purposes of the Emergency Management Performance Grant to purchase Emergency Operations Center equipment;

FURTHER, that the City Manager, Blaine Cox, is authorized to enter into a grant agreement and to sign any other documents 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.

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

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

14. Non-Meeting/Non-Public Session

There are no Non-Public meetings scheduled; however, a short Non-Meeting shall take place directly after the Regular City Council Meeting.

15. Other

Councilor Keans stated that the "Strong Towns" meeting was spectacular and there were good ideas presented about how to deal with the empty store fronts in the downtown area. She stated that she would have liked to see more folks attend such meetings. Mayor McCarley agreed that there were interesting ideas for the City Council to consider for the downtown area. The event will be re-broadcast through the City's website as well as the Rochester Government Channel.

Councilor Varney questioned if Comcast would carry the Government Channel and the City Manager replied that this would be brought up during the negotiations.

Councilor Varney questioned if there is a new schedule for Phase II of the Waterstone Project. City Manager Cox replied that this has been discussed; however, there is not a revised plan in place yet. City Attorney O'Rourke confirmed that the City is working with the developer to propose a realistic time schedule.

16. Adjournment

Councilor Walker **MOVED to ADJOURN** the Regular City Council meeting at 8:01 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC
City Clerk

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City Clerk's Office

**Rochester City Council Special Meeting
April 16, 2019
Council Chambers
7:02 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Bogan
Councilor Gates
Councilor Gray
Councilor Hamann
Councilor Hutchinson
Councilor Keans
Councilor Lachapelle
Councilor Lauterborn
Councilor Torr
Councilor Walker
Deputy Mayor Varney
Mayor McCarley

OTHERS PRESENT

Blaine Cox, City Manager
Terence O'Rourke, City Attorney

Minutes

1. Call to Order

Mayor McCarley called the meeting to order at 7:02 PM. Deputy City Clerk Cassie Givara took a silent roll call. All Councilors were present.

2. Supplemental Appropriation to the 2018-2019 Water Capital Improvements Plan Fund in an amount of \$8,766,000.00 for Route 202A Water Main Extension Project and Bonding Authority pursuant to RSA 33:9 *second reading and consideration for adoption*

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

Supplemental Appropriation to the 2018-2019 Water Capital Improvements Plan Fund in an amount of \$8,766,000.00 for Route 202A Water Main Extension Project and Bonding Authority pursuant to RSA 33:9

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

That the amount of Eight Million Seven Hundred Sixty Six Thousand Dollars (\$8,766,000.00) is hereby appropriated as a supplemental appropriation to the 2018-2019 Department of Public Works Water Capital Improvements Plan fund for the purpose of paying costs associated with the Route 202A Water Main Extension.

The cash funds for this supplemental appropriation shall be derived as follows: Two Million Two Hundred Seven Thousand Dollars (\$2,207,000.00) from an MtBE Remediation Bureau Grant and Three Million Eight Hundred Thousand Dollars (\$3,800,000.00) from an NHDES Drinking Water & Groundwater Trust Fund (DWGTF) Grant.

In accordance with the provisions of RSA 33:9 and in conjunction with this supplemental appropriation, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Two Million Seven Hundred Fifty Nine Thousand Dollars (\$2,759,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate. One Million Two Hundred Ninety Three Thousand Dollars (\$1,293,000.00) of the borrow authority shall be exercised in regards to a DWGTF loan.

Further, One Hundred Thousand Dollars (\$100,000.00) of borrowing authority previously authorized for this project is hereby deauthorized and the source of those funds is changed to the MtBE Grant.

Still further, the City Manager and/or the Finance Director is hereby authorized to execute all grant and loan documents necessary to complete the above transactions on behalf of the City.

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

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

Councilor Varney clarified that most of the funding for this project is from grant money.

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

3. Adjournment

Councilor Walker **MOVED** to **ADJOURN** the Special City Council meeting at 7:04 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully Submitted,

Cassie Givara
Deputy City Clerk

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City Clerk's Office

**Rochester City Council Special Meeting
April 30, 2019
Council Chambers
7:00 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Bogan
Councilor Gates
Councilor Gray
Councilor Hamann
Councilor Hutchinson
Councilor Keans
Councilor Lachapelle
Councilor Lauterborn
Councilor Torr
Councilor Walker
Deputy Mayor Varney
Mayor McCarley

OTHERS PRESENT

Blaine Cox, City Manager
Terence O'Rourke, City Attorney

Minutes

1. Call to Order

Mayor McCarley called the meeting to order at 7:00 PM. Kelly Walters, City Clerk, took a silent roll call. All Councilors were present.

2. Resolution Approving the 2019-2020 Operating Budget for the City of Rochester *first reading and refer to a Public Hearing on May 21, 2019*

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

Resolution Approving Fiscal Year 2019-2020 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, 2019 and ending June 30, 2020 in the amounts and for the purposes more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2020 (July 1, 2019 - June 30, 2020), 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 2020 (July 1, 2019 - June 30, 2020), as amended, the provisions of which are incorporated herein by reference thereto. Exhibit A (See Addendum A)

Councilor Walker **MOVED** to refer the budget resolution to a public hearing to be held on May 21, 2019. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

3. Resolution Authorizing and Approving the 2019-2020 Capital Improvements Budget for the City of Rochester and Authorizing Borrowing in Connection Therewith *first reading and refer to a Public Hearing on May 21, 2019*

Resolution Authorizing and Approving Fiscal Year 2019-2020 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 fiscal year 2019- 2020 (July 1, 2019 to June 30, 2020) 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 2020 (July 1, 2019 – June 30, 2020), as amended. Exhibit B (See Addendum B)

4. Adjournment

Councilor Walker **MOVED** to **ADJOURN** the Special City Council meeting at 7:04 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully Submitted,

Kelly Walters, CMC
City Clerk

PROPOSED 2019-2020 OPERATING BUDGET-EXHIBIT A**OPERATING BUDGET SUMMARY****Proposed Appropriations:**

City	\$ 33,375,237
City Grants and Donations	\$ 131,855
Community Center	\$ 861,466
County Tax	\$ 6,610,000
Overlay *	\$ 460,000
Estimated Veteran's Credits *	\$ 668,375
State Property Tax	\$ 4,933,384
School	\$ 64,981,084
School Federal Grants	\$ 3,430,000
School Lunch	\$ 1,900,000
Water Works	\$ 6,607,310
Sewer Works	\$ 8,429,629
Arena	\$ 402,865
Tax Incremental Financing Districts	\$ 1,283,907
Sub Total	\$ 134,075,112

Proposed Revenues:

City	\$ 11,250,290
Use of Fund Balance	\$ 1,325,000
City Grants and Donations	\$ 131,855
Community Center	\$ 861,466
School	\$ 32,527,570
School Federal Grants	\$ 3,430,000
School Lunch	\$ 1,900,000
Water Works	\$ 6,607,310
Sewer Works	\$ 8,429,629
Arena	\$ 402,865
Tax Incremental Financing Districts	\$ 1,283,907
Amount to be Raised by Taxes *	\$ 65,925,220
Sub Total	\$ 134,075,112

* Estimated veteran's exemptions (credits) \$668,375 and additional overlay \$460,000

PROPOSED 2019-2020 CAPITAL BUDGETS-EXHIBIT A**CAPITAL BUDGET SUMMARY****Proposed Capital Appropriations:**

City	\$ 7,632,340
School	\$ 1,498,000
Water Works	\$ 3,695,000
Sewer Works	\$ 10,136,500
Arena	\$ 550,000
Community Center	\$ 35,000
Tax Incremental Financing Districts	\$ 67,500
Total Appropriations	\$ 23,614,340

Source of Revenues**General Fund**

Bonding and/or other Borrowing	\$ 6,035,000
Operating Budget	\$ 3,578,340
Other Sources	\$ 102,000
Subtotal General Fund Revenues	\$ 9,715,340

Enterprise Funds & Tax Incremental Financing Districts

Bonding and/or other Borrowing	\$ 13,305,000
Operating Budget	\$ 594,000
Subtotal Enterprise Funds & Tax Incremental Financing Revenues	\$ 13,899,000

Total Revenues

\$ 23,614,340

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City Clerk's Office

EMPLOYEE OF THE MONTH NOMINATION FORM

EMPLOYEE'S NAME **Chief Mark Klose**

DEPARTMENT **Fire**

Provide examples of how the employee has performed actions that were above and beyond those normally expected for the employee's position. The more examples you can give adds to the strength of the nomination. If more room is needed, please use reverse side.

SERVICE TO THE COMMUNITY

(Example: Volunteering at a blood drive, actively participating in the Adopt-a-Spot Program, chairing or sponsoring programs such as Toys for Tots or the Summer Fun Festival.)

Chief Klose has made a positive impact on the worst day in a lot of people's lives.

On Friday, March 1st, Berwick Maine had a firefighter line of duty death during a structure fire. Rochester Engine 3 and Engine 5 were called to respond to the fire. As with our normal mutual aid responses, RFD chiefs also responded. Chief Klose arrived on scene and realized, within a short amount of time, the seriousness and that his expertise was needed in other ways.

Chief Klose is the chairman for the Granite State Fire Service Support Team. He is extremely knowledgeable in everything that has to do with line of duty deaths. Because of this, and his focus on caring about people, He did many things to help during this terrible time:

- **Went to the hospital to be there for the injured firefighters.**
- **At the hospital, organized the chaos resulting from a firefighter's death. Dealing with families, visitors, other firefighters, all while keeping in mind that the hospital still had other emergencies going on.**
- **Spent time trying to find out next of kin for notifications.**
- **Stayed at the hospital the whole time until Captain Barnes' body was taken to Concord.**
- **Helped to organize and run an escort for the body (with Rochester Engines and neighboring department engines) from the hospital to the medical examiner in Concord. Then from Concord to a funeral home in Dover and from there to a funeral home in Old Orchard Beach, Maine.**
- **Arranged for Rochester Truck 1 to be visible, flying an American flag, at the service in Old Orchard Beach.**
- **Arranged for Berwick station coverage and EMS for the week**
- **Gave emotional and professional support to Chief Plante of the Berwick fire dept.**
- **Was a sounding board for Chief Plante.**
- **Gave emotional support to Berwick fire department members.**
- **Arranged for food to be available at the Berwick station.**
- **Helped organize and run a debriefing for all fire departments involved.**
- **Spent all day (long days) for the full week as support**

QUALITY CUSTOMER SERVICE (EXTERNAL/INTERNAL)

(Example: A City employee helping the elderly to their car in bad weather, creating special events for staff such as the Christmas party or the Chili Cook-Off.)

Chief Klose promotes family interaction with events at the fire station such as annual pumpkin carving day.

PROFESSIONALISM AND COMMITMENT BEYOND WHAT IS EXPECTED FOR THE EMPLOYEE'S POSITION

(Example: He/she gives extra hours to the job when necessary to get the job done.)

In the aftermath of the firefighter line of duty death, Chief Klose:

- **Covered firefighters who were involved in the rescue attempt (sent them home) because of fragile emotional states.**
- **Went out of his way to call and text the firefighters involved to make sure they were doing ok emotionally and physically.**
- **Paid for items out of his own pocket for the benefit of the firefighters involved (food, etc.)**

Typical things that Chief Klose does on a daily basis:

- **Constantly works to support Rochester fire personnel. That is his priority, he is a people person.**
- **Strives to make RFD a better place.**
- **Encourages and supports continuing education for all RFD personnel.**
- **Always shows Rochester FD in a positive light.**
- **As hard as the subject is, has encouraged all RFD firefighters to fill out a packet of information in case of a line of duty death here in Rochester.**

YOUR NAME: Captain Mark Avery, Lieutenant Steve Plante, Firefighter Beth Blake, Firefighter Rye Morrill, Firefighter (Ret.) Jimmy Jacques, Firefighter (Ret.) Doug Welch

DATE: 4/05/2019

PLEASE NOTE: You may use either this form or a letter, whichever is more convenient for you. Thank you for your time and interest in the Employee of the Month Program!

***ANY OF THE ABOVE ITEMS IS ENOUGH TO NOMINATE AN EMPLOYEE.**

RECEIVED

APR 08 2019

**FINANCE OFFICE
CITY OF ROCHESTER**



City of Rochester, New Hampshire

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

CITY MANAGER'S REPORT P. 43 **May 7, 2019**

The Employee of the Month is: Mark Klose, Fire Department **P. 41**

Contracts and documents executed since last month:

- Building, Zoning & Licensing Services Department
 - Partial Lien Release – Water Line Extension – 52, 54, 58 Constitution Way **P. 45**
- City Manager's Office
 - Connectivity Point Contract – Webx Training **P. 46**
- Department of Public Works
 - 2019 Pavement & Highway Improvements Project – Recommendation to Bid **P. 47**
 - Colonial Pines – Amendment 1 – Design Wildwood Lane Sewer **P. 48**
 - Drainage Easement – Winter/Franklin St Project **P. 49**
 - Dewey Street Camera Project – JCR Construction/HD Electrical **P. 50**
 - Engineering Assistance – Weston Sampson **P. 51**
 - Exactitude – Dewey Street Camera **P. 52**
 - GZA Geo Environmental – NHDES Compliance – WWTP **P. 53**
 - Loan Grant Disbursement #5 – Sewer & Drainage Asset Management Project **P. 54**
 - Notice to Proceed – 2019 Pavement & Highway Improvements Project – Brox Industries **P. 55**
 - Old Landfill – Groundwater Permit **P. 56**
 - Scope of Services – McInnis Easement Plan for High Street **P. 57**
 - Strafford Regional Planning Commission Sidewalk Assessment & Planning Joint Agreement **P. 58**
 - Strafford Square Project Amendment **P. 59**
 - Watershed Annual Monitoring – John Wallace **P. 60**
- Economic/Community Development
 - EMPG (Emergency Management Performance Grant) Award Acceptance documents **P. 61**
 - Bridging the Gaps - Drug Free Communities Grant Close-Out **P. 62**
 - CAP Weatherization – furnace installation **P. 63**
 - Gonic ERZ expansion request to State **P. 65**
 - Housing Authority Environmental Review **P. 66**
- Finance
 - Trust Fund Final Loan & Grant Application Authorization – Route 202A Water Main Extension **P. 67**
- Human Resources
 - Classification Review – Social Worker – Welfare **P. 68**
- IT Department
 - New Horizons – VMWare Course **P. 69**

- Legal
 - 44 Cormier Drive – tax deed sale **P. 70**
 - 70 Strafford Road – tax deed sale **P. 71**
 - 108 Briar Drive – tax deed sale **P. 72**
 - 118 Jamey Drive – tax deed sale **P. 73**
 - 141 Salmon Falls Road – tax deed sale **P. 74**
- Planning Department
 - Downtown RFP authorization to proceed **P. 75**
- Recreation Department
 - Fireworks State application **P. 76**

The following Computer Lease/Purchase or Tuition Reimbursement Requests are/have been enclosed:

- Tuition Reimbursement – Rice, J – Assessing **P. 77**

The following standard reports have been enclosed:

- Monthly Overnight Travel Summary **P. 78**
- Permission & Permits Issued **P. 79**
- Personnel Action Report Summary **P. 80**



City of Rochester, New Hampshire

Department of Building, Zoning & Licensing Services

April 30, 2019

MEMO

Re: Partial Release of Water Line Extension Lien

To whom it may concern:

City Managers review and approval is needed for a partial release of a water line extension lien agreement. BZLS received payment of \$4983.24 for 52, 54, 58 Constitution Way on April 29, 2019.

The release form from Terence O'Rourke is attached for review and approval, as well as a copy of the checks and letter sent with them.

Please return form to City Attorney.

Regards,

Julia Libby
Secretary II
Building, Zoning, Licensing Services

Approved: X

Denied:

Blaine Cox
Signature

4.30.2019
Date

Blaine Cox
City Manager
City of Rochester, NH

05/02/2019



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



March 26, 2019

MEMO

TO: Roland Connors, Interim Finance Director

CC: Blaine M. Cox, City Manager

FROM: Samantha Rodgers, Senior Executive Assistant

RE: Connectivity Point Contract – Leightronix WebEx Training

Attached is the Quote for Leightronix WebEx Training for the Government Channel Coordinator. This is for the new Leightronix equipment recently installed.


The amount of this is part of the CIP project within the City Manager's budget.

CIP Item for Recording Broadcast Equipment Account #: 15011000-773800-18502

Please sign the attached authorization.

Thank you,

Samantha Rodgers
Senior Executive Assistant


Roland Connors
Interim Finance Director

CITY OF
Rochester
MAR 27 2019
City Manager
ROCHESTER



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

CITY OF
Received
APR 9 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
Roland Connors, Interim Finance Director

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

DATE: April 8, 2019

SUBJECT: **2019 Pavement & Highway Improvements Project
Recommendation to Award Bid No. 19-31**

CC: Peter Nourse, PE, Director of City Services
Lisa Clark, Administrative Services & Utility Billing Supervisor

Based upon a review of the bids received for the above referenced project, I am recommending Award of Bid #19-31 to Brox Industries, Inc. Enclosed please find one (1) original Notice Of Award for signature.

The total award is for \$1,099,445.00. This project is proposed to be funded as follows:

15013010-771000-19524, FY19 Pavement Rehabilitation Program (\$999,445.00)
(less any available funds in the FY18 Pavement Rehabilitation Program)

55016010-771000-19536, WTP Pavement Rehabilitation (\$100,000)

If there are any questions regarding this request, please contact me or Lisa Clark. Once approved by the Finance Department by signature below, please forward to the City Manager for signature. Please return the signed document to DPW for distribution.
Thank you.

Roland E. Connors, Interim Finance Director



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

05/02/2019



CITY OF
Received
APR 22 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

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

DATE: April 18, 2019

SUBJECT: Underwood Engineers Engineering Services \$11,500
Colonial Pines Amendment #1 –Design Wildwood Lane Sewer

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

Attached please (1) one copy of the Underwood Engineers Contract Amendment #1 for the additional engineering for the sewer extension on Wildwood Lane as part of the Colonial Pines Project. . This work will be completed with the existing contractor as a change order at the end of this phase 2 of the project.

The funds are available in the Sewer Fund CIP Account as follows:

Colonial Pines Project 55026020-771000-19542 = \$11,500

If you have any question, please call me, if not please pass on to the City Manager for signature. This document should be returned to the DPW distribution.

Roland Connors, Interim Finance Director



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

05/02/2019



CITY OF
Received
APR 3 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER

FROM: LISA J. CLARK, ADMIN SUPERVISOR

DATE: April 2, 2019

SUBJECT: Drainage Easement
Winter Street - Franklin Street Area Project
Brian Boudreau and Charles Clement III

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

Attached is one copy of the drainage easement located at 0 Silver Street, Rochester NH-Map120/Lot No 200, which has been signed by the owners. Please sign the drainage easement agreement where indicated and send back to the Public Works Department. The actual drainage project was completed with the Franklin Street Project and this plan needs to be recorded at the Strafford County Registry of deeds.

This document should be returned to the DPW distribution.



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
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05/02/2019



CITY OF
Received
APR 17 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

FROM: LISA J. CLARK, ADMIN SUPERVISOR

DATE: April 16, 2019

SUBJECT: Dewey Street Bridge – Camera Project
JCR Construction Company \$2,400
HD Electrical Supply Company \$1,600

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

Attached please (1) one copy of the JCR Construction Company proposal and (1) one copy of the HD Electrical Supply Company proposal for their professional services. JCR will be erecting the new utility pole and HD Electric will be installing the power including panel, piping and meter for cameras. These proposals are for the Dewey Street Camera project as described and approved by the full City Council at the meeting held on April 2, 2019.

The funds have been transferred from the General Fund Contingency Account to the following General Fund DPW Account:

13010057-5739000-19572

If you have any question, please call me, if not please pass on to the City Manager for signature. This document should be returned to the DPW distribution.

Roland Connors, Interim Finance Director



City of Rochester, New Hampshire
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05/02/2019



CITY OF
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City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

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

DATE: April 4, 2019

SUBJECT: Weston & Sampson Engineers
Engineering Assistance

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

Attached please (1) one copy of the Weston & Sampson Engineer Contract for Engineering Assistance. This contract is for temporary engineering assistance while the department seeks to fill the position vacated by resignation of Owen Friend-Gray.

The funds to be used will be from the O&M Salary accounts in the DPW Gen, Water & Sewer Funds.

If you have any question, please call me, if not please pass on to the City Manager for signature. This document should be returned to the DPW distribution.

Roland Connors, Interim Finance Director



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05/02/2019



CITY OF
Rochester
APR 15 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

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

DATE: April 15, 2019

SUBJECT: Exactitude
Dewey Street Camera System \$9,072

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

Attached please (1) one copy of the Exactitude Scope of work for signature. This proposal is for the Dewey Street Camera project as described and approved by the full City Council at the meeting held on April 2, 2019.

The funds have been transferred from the General Fund Contingency Account to the following Account:

13010057-5739000-19572

If you have any question, please call me, if not please pass on to the City Manager for signature. This document should be returned to the DPW distribution.

Roland Connors, Interim Finance Director



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CITY OF
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APR 18 2019

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

FROM: LISA J. CLARK, ADMIN SUPERVISOR *ljc*

DATE: April 16, 2019

SUBJECT: GZA Geo Environmental Inc \$4,100
NHDES Compliance Above & Underground Tank Rules
Rochester WWTP

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

Attached please (1) one copy of the GZA Geo Environmental Scope of Service Agreement for signature. GZA will be working with the WWTP Staff to attain compliance with the State of NH Administrative Rules on both the above and underground storage tanks. Currently the WWTP is non-compliant and was ~~been~~ issued a Letter of Deficiency (LOD) on January 25, 2019. .

The funds are available in the Sewer Fund O&M Account as follows:

52602074-543000 = \$4100

If you have any question, please call me, if not please pass on to the City Manager for signature. This document should be returned to the DPW distribution.

Roland Connors, Interim Finance Director



City of Rochester, New Hampshire

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CITY OF
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APR 3 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

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

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

DATE: April 1, 2019

SUBJECT: CWSRF- Loan / Grant #CS-330122-13
Disb #5 **Sewer and Drainage** Asset Management Project
Disbursement Amount \$16,000
Proj#17581 Gen & Sewer Fund 50/50

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

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

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

Roland, Please review, sign below and pass on to the City Manager for signatures, If you have any questions please let me know.

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

Reviewed by Finance

Roland E. Connors

Roland E. Connors



City of Rochester, New Hampshire

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CITY OF
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APR 30 2019

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine Cox, City Manager
FROM: Michael Bezanson, PE, City Engineer *[Signature]*
DATE: April 30, 2019
SUBJECT: **2019 Pavement & Highway Improvements Project (#19-31) - Construction Agreement and Notice To Proceed**
CC: Peter Nourse, PE, Director of City Services
Lisa Clark, Administrative Services & Utility Billing Supervisor

Attached please find two (2) originals of the Agreement between Brox Industries, Inc. and the City of Rochester for the construction of the 2019 Pavement & Highway Improvements project. This project was publicly bid and awarded to Brox Industries, Inc. on April 9, 2019.

Also attached are two (2) originals of the Notice To Proceed to Brox Industries, Inc. for the construction of the 2019 Pavement & Highway Improvements project stating that the contract time will commence to run on May 1, 2019.

Please sign both originals of the Agreement and both originals of the Notice To Proceed and return the entire package to me at Public Works.

Please contact me with any questions. Thank you.



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05/02/2019



CITY OF
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APR 10 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

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

DATE: April 9, 2019

SUBJECT: Rochester Old Landfill Groundwater Permit Permit #198705045
Additional Groundwater Sampling (PFAS) \$4500
Ransom Consulting, Inc.

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

Attached please (1) one copy of the Ransom Consulting Inc contract. Ransom has been the consultant of record since the issuance of this Groundwater Permit #198705045 for the Old Dover Road Landfill site in 2006. Ransom does all required testing, monitoring and reporting to the State of NH DES. The annual testing and monitoring is approximately \$7,000. This contract is for additional PFAS testing required by the State of NH.

This contract has been reviewed by the City Engineer and the funds for the additional Testing will be from the DPW General Fund O&M Account as follows:

13010057-533000 = \$4,500

If you have any question, please call me, if not please pass on to the City Manager for signature. This document should be returned to the DPW distribution.

Roland Connors, Interim Finance Director



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
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05/02/2019



INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

FROM: LISA J. CLARK, ADMIN SUPERVISOR

DATE: March 27, 2019

SUBJECT: Norway Plains Associates, Inc.
Professional Services Scope/Contract
McInnis Easement Plan for High Street \$1,750.00

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

CITY OF
Rochester

1 2019

City Manager
ROCHESTER

Attached is one copy of Norway Plains Associates Scope of services for approval and signature. This Scope of service is for work associated with the McInnis Easement Plan for High Street, Map 122, Lot 170. This scope includes work to obtain site details, computations and drafting, and the preparation of an easement plan suitable for recording at Strafford County Registry.

The funds are available in the following O&M account:

13010057-533000

If you have any question, please call me, if not please pass on to the City Manager for signature. This document should be returned to the DPW distribution.

Roland Connors, Interim Finance Director



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05/02/2019



Recd

APR 26 2019

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

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

DATE: April 16, 2019

SUBJECT: Strafford Regional Planning Commission (SRPC)
Sidewalk Assessment & Planning Joint Agreement
\$5,000

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

Attached please (1) one copy of the Strafford Regional Planning Commission Sidewalk Assessment Agreement. This agreement is for the Strafford Regional Planning Commission to conduct an inventory of the City of Rochester sidewalks utilizing the "pedestrian infrastructure inventory and asset condition collection criteria" which was established through the NH Statewide Asset Data Exchange System. Data will be collected and mapped for all sidewalks, curb ramps, and crosswalks in the City. They will also update the previously collected information on 10 miles of sidewalks and complete the assessment on the other approximate 31 miles. The total cost for the intern's efforts is estimated to be \$10,000 of which the City is asked to pay \$5,000 with SRPC paying the remaining \$5,000.

The funds are available in the Highway Division General Fund O&M Account as follows:

13010057-533000 = \$5000

If you have any question, please call me, if not please pass on to the City Manager for signature. This document should be returned to the DPW distribution.

Roland Connors, Interim Finance Director



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05/02/2019



CITY OF
Received
APR 10 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

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

DATE: April 9, 2019

SUBJECT: NHDOT Strafford Square Project #14350
Project Amendment Document

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

Attached please find 3 copies of the Revised Project Agreement from NHDOT in regards to the Strafford Square Project. This amendment increases the NHDOT /Federal Hwy Share of the project from \$1,197,600 to \$1,998,400. The total NH DOT participation amount at 80% is \$2,498,000. (\$2,498,000x80%=\$1,998,400). The current total project estimate \$5,691,373.00

NOTE: This was previously signed in December 2018 (copy attached) but had two additional revisions that are highlighted on the copy attached to the cover letter from NHDOT for reference.

If you have any question, please call Michael Bezanson, PE if not please pass on to the City Manager for signature. This document should be returned to the DPW distribution.

Roland Connors, Interim Finance Director



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05/02/2019



CITY OF
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APR 18 2019

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: BLAINE M. COX, CITY MANAGER
ROLAND E. CONNORS, INTERIM FINANCE DIRECTOR

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

DATE: April 16, 2019

SUBJECT: Watershed Property Annual Monitoring
John Wallace \$1200

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

Attached please (1) one copy of the John Wallace proposal. Mr. Wallace has been contracted annually for the past 8 years to perform the NHDES required annual monitoring and reporting on the (4) watershed properties that are part of a conservation easement. Those properties include the Ferenald, LeClaire, Smith-Berube and White Crest properties. .

The funds for this annual reporting is budgeted in the Water Fund O&M Account Annually as follows:

51601073-533000=\$1200

If you have any question, please call me, if not please pass on to the City Manager for signature. This document should be returned to the DPW distribution.

Roland Connors, Interim Finance Director

Date: April 3, 2019
To: Blaine Cox
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
APR 3 2019
City Manager
ROCHESTER

Re: Award Acceptance Documents for Emergency Management Performance Grant

Please see attached the completed award acceptance documents that will be submitted to the New Hampshire Department of Safety for the awarded Emergency Management Performance Grant. City Council voted to approve acceptance of the awarded grant at the April 2, 2019 City Council meeting.

The grant award acceptance requires the signature of the City Manager *before a notary* before submittal. Please sign the attached acceptance *before a notary* as the authorized official and return the signed documents to Julian. *Please also initial and date all pages of the grant acceptance.*

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

Date: April 9, 2019
To: Blaine Cox
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager



Re: Bridging the Gaps DFC Grant Close-out

Please see attached the SF-428 forms that are required by the Substance Abuse and Mental Health Services Administration as part of the Drug Free Communities grant close-out paperwork. The SF-428 main form requires the signature of the City Manager as the City's authorized official. Please sign and return to Julian.

The information in the collective SF-428 forms has been verified with former Coalition Coordinator Julie Perron, Deputy Police Chief Gary Boudreau, and Finance Deputy Director Mark Sullivan.

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

05/02/2019

CITY OF
Received
APR 29 2019
City Manager
ROCHESTER

Date: April 29, 2019
To: Blaine Cox
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2018-2019 CDBG Environmental Review – CAP Weatherization

Please see attached the completed FY 2018-2019 Community Development Block Grant (CDBG) environmental review for a proposed project site under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The proposed project will replace a water heater in a stick-built house located in the greater downtown region of the city. The City Council approved funding to the CAP weatherization program at the June 19, 2018 City Council meeting.

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

05/02/2019

CITY OF
Received
APR 26 2019
City Manager
ROCHESTER

Date: April 26, 2019

To: Blaine Cox
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

Re: FY 2018-2019 CDBG Environmental Review – CAP Weatherization

Please see attached the completed FY 2018-2019 Community Development Block Grant (CDBG) environmental review for a proposed project site under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The proposed project will replace a furnace and install insulation in a manufactured home located in the northeast of the city. The City Council approved funding to the CAP weatherization program at the June 19, 2018 City Council meeting.

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



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



CITY OF
Received
APR 12 2019
City Manager
ROCHESTER

MEMO

TO: Blaine Cox, City Manager

CC: Jonathan Shapleigh, REDC Chairperson Samantha Rodgerson, Executive Secretary

FROM: Jennifer Marsh, Interim Economic Development Manager

DATE: April 4, 2019

RE: Expansion of the Gonic Economic Revitalization Zone (ERZ)

The Rochester Economic Development Commission (REDC) was asked to look at expanding the Gonic ERZ for the potential expansion of a Rochester business. The REDC voted in favor of reaching out to the State of NH to request the zone be expanded

The lot for potential expansion is located at 217 Pickering Road, 0257-0056-0000. The lot consists of 5 acres and currently has approximately 17,000 of finished square feet. There are 2 manufacturing that we wanted to include and in order to include those lots we needed to include the city lots that abut the current zone.

To expand a zone I need to send the following to the State of NH, Division of Economic Development:

1. Letter signed by the City Manager requesting the expansion of the ERZ
2. Map showing the requested expansion (lots in red)
3. Minutes from the March 21, 2019 REDC meeting
4. Tax cards for all four properties

Please let me know if you have any questions.

CITY OF
Received
APR 26 2019
City Manager
ROCHESTER

Date: April 25, 2019
To: Blaine Cox
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

Re: Rochester Housing Authority Environmental Review Statement

Please see attached the Environmental Review Statement for the Rochester Housing Authority's planned rehabilitation activities for FY 2019-2020. As per 24 CFR 58, the City of Rochester is the responsible entity for conducting environmental reviews for the Rochester Housing Authority. The environmental review statement requires the signature of the City Manager as the City of Rochester authority.

The Environmental Review Statement was prepared by the Community Development Coordinator with assistance from Rochester Housing Authority staff.

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



City of Rochester, New Hampshire

Finance Office

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

CITY OF
Received
APR 26 2019
City Manager
ROCHESTER

Date: April 26, 2019

To: Blaine Cox, City Manager

From: Roland Connors, Interim Finance Director

RE: Drinking Water & Groundwater Trust Fund Final Loan and Grant
Application Authorization – Route 202A Water Main Extension

Please note that the following documents have been authorized related to the Route 202A Water Main Extension project. The Rochester City Council approved this project on April 16, 2019.

- Authority to Borrow – Signed 04/18/2019
- Certified Special City Council Meeting Minutes – Signed 04/18/2019
- Final Loan and Grant Application – Signed 04/26/2019
- Financial Certification – Signed 04/25/2019
- Asset Mgmt Maintenance and Renewal Plan – Signed 04/25/2019

DWGTF Loan Amount = \$1,293,000
DWGTF Grant Amount = \$3,800,000

Roland Connors, Interim Finance Director

05/02/2019

Memorandum

CITY OF
Received
APR 15 2019
City Manager
ROCHESTER

To: Blaine Cox, City Manager
CC: Todd Marsh, Welfare Director
From: Diane Hoyt, Human Resource Manager *DH*
Date: 4/15/2019
Re: Classification Review

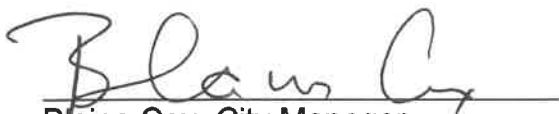
Attached is a copy of an amended job description for your review and approval.

The following requires no change in grade or FLSA status:

- Social Worker

I have worked with the Welfare Director to update this job description (position is currently vacant). The changes do not impact the terms and conditions of employment.

Changes authorized:


Blaine Cox, City Manager

Date 4-15-2019



City of Rochester, New Hampshire

INFORMATION TECHNOLOGY SERVICES

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CITY OF
Received
APR 9 2019
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Blaine M. Cox, City Manager
Roland Connor, Deputy Finance Director

FROM: Sonja Gonzalez, Chief Information Officer

DATE: April 8, 2019

SUBJECT: New Horizons
VMware Course - \$3,825.00

CC:

Attached please find one copy of VMware vSphere Install, Configure, Manage v6.7 Course. The work described in this scope of services is for week long on line live course.

There is sufficient funding in the Staff Development Account 1102-0050-532001.

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

Signature 

Roland Connor, Deputy Finance Director



Memorandum

To: Blaine Cox, City Manager
From: Terence O'Rourke, City Attorney
Date: April 30, 2019
Re: Sale of 44 Cormier Drive

On April 22, 2019, the Tax Collector issued a Tax Deed for 44 Cormier Drive located within a mobile home park. The City Council has authorized the City Manager to sell tax deed manufactured homes in mobile home parks without using a bid or auction process. The City has negotiated the terms of the sale of 44 Cormier Drive to Bruce Robinson. In order to complete the sale the City must issue Mr. Robinson a Quitclaim Deed which must be signed by the City Manager.

Summary of Property Sale

Property Taxes & Interest Owed on Deed Date:	\$12,259.12
Filing Fee and Notice Fee:	\$ 36.49
Total Projected Redemption Amount:	\$12,295.61
 Additional Costs After Deeding:	 \$ N/A
Total Amount:	\$12,295.61
 Sale Price:	 \$2,000.00
 Difference between Redemption Amount and Sale Price	 \$ (10,295.61)

Blaine Cox
City Manager



CITY OF
Received
APR 11 2019
City Manager
ROCHESTER

Memorandum

To: Blaine Cox, City Manager
From: Terence O'Rourke, City Attorney *TO*
Date: April 10, 2019
Re: Sale of 70 Strafford Road

On February 9, 2019, the City conducted an auction to dispose of certain properties taken by way of Tax Deed. The winning bid on 70 Strafford Road was submitted by K-B Properties, LLC. In order to complete the sale the City must issue K-B Properties, LLC a Quitclaim Deed which must be signed by the City Manager.

Summary of Property Sale

Property Taxes & Interest Owed on Deed Date:	\$74,579.33
Filing Fee and Notice Fee:	\$ 36.49
Total Projected Redemption Amount:	\$74,615.82
 Additional Costs After Deeding:	 \$ N/A
Total Amount:	\$74,615.82
 Sale Price:	 \$14,000.00
 Difference between Redemption Amount and Sale Price	 \$ (60,615.82)

Blaine Cox
City Manager

Blaine Cox



CITY OF
Received
APR 11 2019
City Manager
ROCHESTER

Memorandum

To: Blaine Cox, City Manager
From: Terence O'Rourke, City Attorney *TO*
Date: April 10, 2019
Re: Sale of 108 Briar Drive

On February 9, 2019, the City conducted an auction to dispose of certain properties taken by way of Tax Deed. The winning bid on 108 Briar Drive was submitted by Shawn Jackson. In order to complete the sale the City must issue Shawn Jackson a Quitclaim Deed which must be signed by the City Manager.

Summary of Property Sale

Property Taxes & Interest Owed on Deed Date:	\$17,622.53
Filing Fee and Notice Fee:	\$ 36.49
Total Projected Redemption Amount:	\$17,659.02
Additional Costs After Deeding:	\$ N/A
Total Amount:	\$17,659.02
Sale Price:	\$1,750.00
Difference between Redemption Amount and Sale Price	\$ (15,909.02)

Blaine Cox
City Manager

Blaine Cox



Memorandum

CITY OF
Rochester
APR 11 2019
City Manager
ROCHESTER

To: Blaine Cox, City Manager
From: Terence O'Rourke, City Attorney *TO*
Date: April 10, 2019
Re: Sale of 118 Jamey Drive

On February 9, 2019, the City conducted an auction to dispose of certain properties taken by way of Tax Deed. The winning bid on 118 Jamey Drive was submitted by Danziger Properties. In order to complete the sale the City must issue Danziger Properties a Quitclaim Deed which must be signed by the City Manager.

Summary of Property Sale

Property Taxes & Interest Owed on Deed Date:	\$12,741.32
Filing Fee and Notice Fee:	\$ 36.49
Total Projected Redemption Amount:	\$12,777.81

Additional Costs After Deeding:	\$ N/A
Total Amount:	\$12,777.81

Sale Price:	\$10,500.00
--------------------	--------------------

Difference between Redemption Amount and Sale Price	\$ (2,277.81)
--	----------------------

Blaine Cox
City Manager

Blaine Cox



Memorandum

To: Blaine Cox, City Manager
From: Terence O'Rourke, City Attorney *TO*
Date: April 10, 2019
Re: Sale of 141 Salmon Falls Road

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Received
APR 11 2019
City Manager
ROCHESTER

On February 9, 2019, the City conducted an auction to dispose of certain properties taken by way of Tax Deed. The winning bid on 141 Salmon Falls Road was submitted by Richard Gray. In order to complete the sale the City must issue Richard Gray a Quitclaim Deed which must be signed by the City Manager.

Summary of Property Sale

Property Taxes & Interest Owed on Deed Date:	\$9,751.85
Filing Fee and Notice Fee:	\$ 36.49
Total Projected Redemption Amount:	\$9,788.34
Additional Costs After Deeding:	\$ N/A
Total Amount:	\$
Sale Price:	\$4,500.00
Difference between Redemption Amount and Sale Price	\$ (5,288.34)

Blaine Cox
City Manager

Blaine Cox

05/02/2019



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

Planning Board
Conservation Commission
Historic District Commission
Arts & Culture Commission

CITY OF
Received
APR 26 2019
City Manager
ROCHESTER

MEMO

BMC
4-29-19

Date: April 24, 2019

To: Blaine Cox
City Manager

From: Michelle Mears, AICP
Senior Planner/Planning and Development Department

Re: Downtown Master Plan RFP # 19-29

After reviewing the proposals for the Downtown Master Plan BID the Downtown RFP Review Committee has decided to move forward with professional services for the rewrite of the Downtown Master Plan with Resilience Planning and Design the total cost of the project is \$52,000. The committee reviewed several RFP's for this project over the last few weeks. This firm experience is the best fit for the City in the ability, capacity, and skill to perform the project within the specified time limits, and past performance.

Michelle Mears

Thank you
Michelle Mears, AICP
Senior Planner

Samantha Rodgerson

From: Chris Bowlen
Sent: Thursday, April 25, 2019 8:47 AM
To: Blaine Cox
Cc: Samantha Rodgerson
Subject: Fireworks State Permit
Attachments: State of NH Application Rochester NH July 3 Signature 1 of 2.pdf

CITY OF
Received
APR 25 2019
City Manager
ROCHESTER

Good morning Blaine. As we approach our July 3rd Fireworks display, I am attempting to get all of our paperwork completed and submitted. We are required to submit an application to the State of NH for the for our show. Fire Chief Klose has signed off on his required area and I am now seeking your signature as the head of the licensing board. This will complete our internal sign-offs so that I can get this document back to our fireworks vendor to send off to the State.

Could you please sign and return to my office. If you have questions please contact me so I can address them.

Thank you,
Chris

Chris Bowlen



City of Rochester, New Hampshire

ASSESSING DEPARTMENT

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

CITY OF
Received
APR 2 2019
City Manager
ROCHESTER

MEMO

To: Blaine Cox, City Manager
From: Jonathan Rice, Chief Assessor
Date: April 2, 2019

RE: Request for Signature for Tuition Reimbursements

Dear Blaine,

Would you please sign the attached Tuition Reimbursement Pre-Approval form in support of my continuing education?

I am resubmitting the request for reimbursement for the Economics course from 1/14/19 thru 3/8/19 as the cost estimate I provided originally was under the actual cost.

Thank you,

Jonathan Rice
Chief Assessor

MONTHLY DEPARTMENT TRAVEL SUMMARY

05/02/2019

[illegible]

DATE RECEIVED	DATE ISSUED	PERMISSION PERMITS	MISCELLANEOUS	DATE OF EVENT
3/27/2019	4/8/2019	TAG	Knights of Columbus - tagging	August 30-31, 2019
3/31/2019	4/8/2019	TAG	Maine Stars Cheer Gym	April 6-8 & 26-28, 2019
4/3/2019	4/8/2019	TAG	SHS - Educators Rising	April 19-20, 2019
4/11/2019	4/17/2019	TAG	Studio 109 Dance	June 21-23, 2019
4/11/2019	4/17/2019	EVENT	Monarch School - Charity Bike Ride	7/13/2019
4/5/2019	4/17/2019	TAG	Dance n' Motion	May 25-26, 2019
4/10/2019	4/17/2019	EVENT	SOS Recovery - community fesitval	7/13/2019
4/9/2019	4/17/2019	EVENT	Next Level Church - Easter egg drop	4/21/2019
4/22/2019	4/29/2019	SOLICIT	ABB - Dowd/O'Brien	90 day approval
4/17/2019	4/25/2019	TAG	RYFL - tagging	Aug 24-25 & Oct 12-13
4/18/2019	4/25/2019	TAG	Dance n' Motion	June 1-2, 2019
4/24/2019	4/25/2019	BANNER	YMCA	5/4 - 18/2019
4/22/2019	4/25/2019	BANNER	Rotary Club - Wings & Wheels	5/18/2019 - 6/1/2019
4/22/2019	4/25/2019	EVENT	Rochester Opera House - Porch Fest	9/29/2019

ELECTRONIC MESSAGE BOARD REQUESTS				
3/29/2019	4/2/2019	MESSAGE	Pancake Breakfast	4/27/2019
3/29/2019	4/2/2019	MESSAGE	Church Yard Sale	5/4/2019
4/5/2019	4/9/2019	MESSAGE	St. Elizabeth Seton 5K	5/18/2019
4/5/2019	4/9/2019	MESSAGE	RYSA Spring Sign-Ups	4/4-25/2019
4/11/2019	4/11/2019	MESSAGE	Monarch School - puppet show	5/3/2019
4/12/2019	4/12/2019	MESSAGE	Drug Take-Back Day	4/27/2019
4/17/2019	4/17/2019	MESSAGE	Rochester Senior Center - Bake Sale	4/20/2019
4/18/2019	4/18/2019	MESSAGE	Rochester First United Methodist Church - Photography Show	May 15 - June 15
4/22/2019	4/22/2019	MESSAGE	First United Methodist Church - Spring Fair & Rummage Sale	4-May-19
4/24/2019	4/24/2019	MESSAGE	EasterSeals	5/8/2019
4/26/2019	4/26/2019	MESSAGE	Rabies Clinic	5/4/2019

[illegible]



City of Rochester, New Hampshire

OFFICE OF THE MAYOR

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

www.RochesterNH.net

05/02/2019



ARBOR DAY PROCLAMATION

- WHEREAS,** In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and
- WHEREAS,** this holiday, called ARBOR DAY, was first observed with the planting of more than a million trees in Nebraska; and
- WHEREAS,** ARBOR DAY is now observed throughout the nation and the world; and
- WHEREAS,** trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and
- WHEREAS,** trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and
- WHEREAS,** trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community; and
- WHEREAS,** trees, wherever they are planted, are a source of joy and spiritual renewal; and
- WHEREAS,** Rochester has been recognized for eighteen years as a Tree City USA member, by the National Arbor Day Foundation, and desires to continue its tree-planting ways.

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 April 26, 2019 was ARBOR DAY in the City of Rochester and I do support our community's efforts to protect our trees and woodlands, and to support our City's efforts to maintain our environment by planting trees to gladden the hearts and promote the well-being of present and future generations.

IN WITNESS WHEREOF, I have set my hand and caused to be affixed the Seal of the City of Rochester this the 7th Day of May in the year of our Lord, Two Thousand and Nineteen

Caroline McCarley
Mayor

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City Clerk's Office



City of Rochester, New Hampshire

CITY COUNCIL

31 Wakefield Street • Rochester, NH 03867

(603) 332-1167

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 19-25, 2019 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 7th Day of May in the year of our Lord, Two Thousand and Nineteen.

Caroline McCarley

Mayor

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City Clerk's Office

Tri-City Mayors' Joint Task Force on Homelessness

Master Plan

Adopted by:
Tri-City Mayors' Task Force on DATE
City of Dover on DATE
City of Rochester on DATE
City of Somersworth on DATE

DRAFT

Executive Summary

The purpose of the Tri-City Homeless Master Plan is to provide the Tri-City councils of Dover, Rochester, and Somersworth (and going forward, the surrounding communities of Strafford County) a starting point and road map to find resolutions to the growing and very real issue of homelessness in our community.

The Task Force was established in response to the emergency cold weather shelter in Rochester, NH in late December 2017 and early January 2018, as well as the increased demand for services and supports for the homeless population in Strafford County. The Mayors of Dover, Rochester and Somersworth jointly formed a Tri-City Task Force on Homelessness, first meeting on April 12, 2018, to work together to address the regional issues contributing to and stemming from homelessness. The goal of the commission was to recommend a plan for adoption by the Tri-City governing boards which would guide the region to address and reduce homelessness using a regional approach

Meeting monthly, the Task Force Studied varying approaches implemented in other areas of the state and the country to respond to homelessness, reviewed existing data and emergency plans, as well as learned about existing resources and gaps in the current delivery network. Meetings were attended by task force members, individuals experiencing homelessness, community members and other stakeholders. All meetings were posted on the Dover, Rochester and Somersworth city websites and were open to the public.

The Task Force understands that the issue is very complex and undefined. There are multiple factors and circumstances for which someone comes into homelessness, and the numbers are growing at an alarming rate. Data for the county shows that homelessness is growing in the region at a faster rate than NH coupled with a 1% vacancy for rentals and sky high housing market create additional challenges to reducing homelessness in the region.

The Task Force recommends seven key strategies as potential solutions to address homelessness in our region:

- Strategy #1- Create Seasonal Cold Weather Shelter
- Strategy #2- Create Affordable Housing
- Strategy #3- Increase Homeless Prevention and Rapid Rehousing Programs
- Strategy #4- Support Access to transportation
- Strategy #5- Enhance access to quality healthcare, mental health and education
- Strategy #6- Support efforts to decrease Substance Use Disorder and increase prevention
- Strategy #7- Engaging the Community to End Homelessness

Each strategy has a set of objectives, challenges to address, timeline and measurable outcomes. Although there is no one solution, we feel these strategies are the basis and a guidepost to determine next steps and layout a plan which is reasonable, yet effective.

The next steps after plan adoption will be to continue meeting as a region with smaller work groups to continue to plan for executing the strategies and deliverables. The Task Force has

resulted in agreement on the issues, the need for solutions, and the desire to work together as a Tri-City Force to effectively utilize existing agencies, businesses, and municipality resources so that we may maximize results and limit duplication of efforts and funding. This plan is the starting point.

DRAFT

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1. INTRODUCTION

In response to the emergency establishment of a cold weather shelter in Rochester, NH in late December 2017 and early January 2018 and increased demand for services and supports for the homeless population in Strafford County, the Mayors of Dover, Rochester and Somersworth jointly formed a Tri-City Task Force on Homelessness to work together to address the regional issues contributing to and stemming from homelessness.

The Mayors appointed representatives from social services, government, business, faith based organizations, and others to the commission. Each municipality had equal representation (four appointed members each). An additional representative was added to the Task Force on August 9, 2018 to provide direct voice to a member of the homeless community and represent the homeless perspectives on the commission. One representative from Rochester was replaced after she moved out of the region. Various social service providers, advocates, and citizens also attended meetings, contributed to the small work groups, and participated in public forums.

The original charge of the task force was to:

1. Identify and define aspects of homelessness to be addressed by regional action
2. Articulate appropriate benchmarks and metrics to measure success
3. Develop sustainable programs and proposals to achieve success by using the resources and skills of the task force's participants
4. Create and forward a Tri-City homelessness master plan to Dover, Rochester, and Somersworth City Councilors for approval

The goal of the commission was to recommend a plan for the Tri-City governing boards to adopt which would guide the region to address and/or eliminate homelessness using a regional approach.

2. TASK FORCE MEMBERS

<u>MAYORS</u>		
<u>Chairman</u> Jeremy Hutchinson	Mayor Caroline McCarley Mayor Karen Weston Mayor Dana Hilliard	<u>Vice Chair</u> Marcia Gasses
<u>Rochester Members</u> Elizabeth Atwood Kila Downum Rev. Eliza Tweedy Jeremy Hutchinson	<u>Dover Members</u> Phyllis Woods Betsey Andrews Parker Andrew Howard Marcia Gasses	<u>Somersworth Members</u> Todd Marsh Laura Hogan Rick Michaud Dina Gagnon
Alternate (Dover): Lindsey Williams		Homeless Liaison Terra Stewart

3. METHODOLOGY

The Task Force met between April 12, 2018 and March 2019. It gathered data regarding the scope and impact of homelessness in the three cities as well as the county as a whole. It studied varying approaches implemented in other areas of the state and the country to respond to homelessness, reviewed the emergency plans from the municipalities for a declared weather emergency, and heard from area providers and various Strafford County leaders. All meetings were posted on the Dover, Rochester and Somersworth city websites and were open to the public.

In order to obtain input from across the region, the Task Force held public input sessions before and after each commission meeting. The plan was then presented to each of the three City Councils for their review and adoption.

4. WHY ARE PEOPLE HOMELESS IN THE TRI-CITY REGION?

The following data report has been reprinted with permission from the Community Action Partnership of Strafford County 2017 Community Needs Assessment. The full report can be found at www.StraffordCAP.org.

Income

Income measured by the Census Bureau incorporates all sources of income; earnings from work, unemployment compensation, workers' compensation, Social Security, Supplemental Security Income, public assistance, veterans' payments, pensioner retirement income, educational assistance, alimony, child support, etc. "Median Income" is the level at which half of incomes are above, and half are below. This is different from the "average" or "mean" income. "Per capita" measures are for all persons, regardless of their household situation.

According to the American Community Survey for 2012/16, the median income of households in Strafford County was \$63,533. An estimated 9 percent of households had incomes below \$15,000 a year and 11 percent had incomes over \$150,000 or more. By all measures, incomes in Strafford County are greater than the nation as a whole, but lower than New Hampshire overall.

The median household income level in Strafford County of \$63,533 has increased greatly over the past 5 years, closing the gap on the New Hampshire median income level of \$68,485. It is important to note that income varies significantly by town within Strafford County. The wealthiest towns of Lee, Madbury, Strafford, New Durham, Barrington, and Durham show incomes of greater than \$70,000, and the least wealthy towns of Rochester and Farmington demonstrate incomes less than \$60,000. Significant changes over the past 5 years indicate a trend of increased median income overall: specifically the towns of Dover and Somersworth with incomes now exceeding \$60,000.

On average, residents within the *Head Start / Early Head Start* target area have a lower household income compared with the state and other areas of the county. The difference in available income has far-reaching consequences. *Head Start* families have to pay for housing, meals, and other living expenses with a mere fraction of the resources the average person in Strafford County or New Hampshire does. They need to stretch each dollar as far as it can go,

and most certainly require community assistance just to acquire sufficient food, housing, and childcare. The last study of basic needs budget and livable wages in New Hampshire found basic needs family budgets ranged from two- to three-and-a-half times the federal poverty line.

Poverty

In 2012-2016, 10.1 percent of people living in Strafford County were in poverty. An estimated 10 percent of related children under 18-years old were below the poverty level, compared with 6 percent of people 65-years old and over.

How poverty is measured

The Census Bureau uses poverty ‘thresholds’ to estimate the number of families or individuals living in poverty. If a family’s or individual’s income is below the threshold, they are considered to be living in poverty. Thresholds vary based on the size of a family and the age of family members, and thresholds are the same throughout the country. There is no reflection of the differences in cost of living in different parts of the country. Thresholds are revised every year based upon changes in the Consumer Price Index. The thresholds reflect needs, but are intended for use as a statistical ‘yardstick’ rather than as a complete description of the monetary amount people need to live. Many government aid programs use a different poverty measure. For example, CAPSC’s federal programs such as Head Start, Early Head Start, Low Income Heating Energy Assistance Program (LiHEAP) and weatherization use up to 200% of the federal poverty threshold for program qualification. For example, a family of four would qualify for LiHEAP if the total household income were \$49,200 or less.

Table 1 : Poverty Thresholds in the United States, 2016

Size of Family Unit	Average Poverty Threshold
One person (unrelated individual)	\$ 12,228
Under 65 years	\$ 12,486
65 years and over	\$ 11,511
Two people	
Household under 65 years	\$ 16,151
Household 65 years and over	\$ 14,522
Three people	\$ 19,105
Four people	\$ 24,563
Five people	\$ 29,111
Six people	\$ 32,928
Seven people	\$ 37,458

Source: U.S. Census Bureau 2016

Poverty Rate

Table 14 shows the total population estimates for all persons in poverty for Strafford

County. According to the American Community Survey 5-year estimates, an average of 10.1 percent of persons in Strafford County lived in a state of poverty during the 2011 - 2016 period. The poverty rate for all persons living in Strafford County is less than the national average of 15.1 percent.

Table 2: Poverty Status by Age Group over the Past 12-Months, 2016

Geographic Area	All Ages		Under Age 5		Age 5-17	
	Number of Persons	Poverty Rate	Number of Persons	Poverty Rate	Number of Persons	Poverty Rate
Strafford County	11,878	10.1%	835	13.1%	1,768	10.0%
United States	46,932,225	15.1%	4,614,933	23.6%	10,720,850	20.3%

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates.

Table 3: Poverty Rate 2012 - 2016

Geographic Area	Poverty Rate for All Persons		
	Total Population	In Poverty	Poverty Rate
Strafford County	117,181	11,875	10.1%
New Hampshire	1,285,437	109,690	8.5%
United States	310,629,645	46,932,225	15.1%

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates.

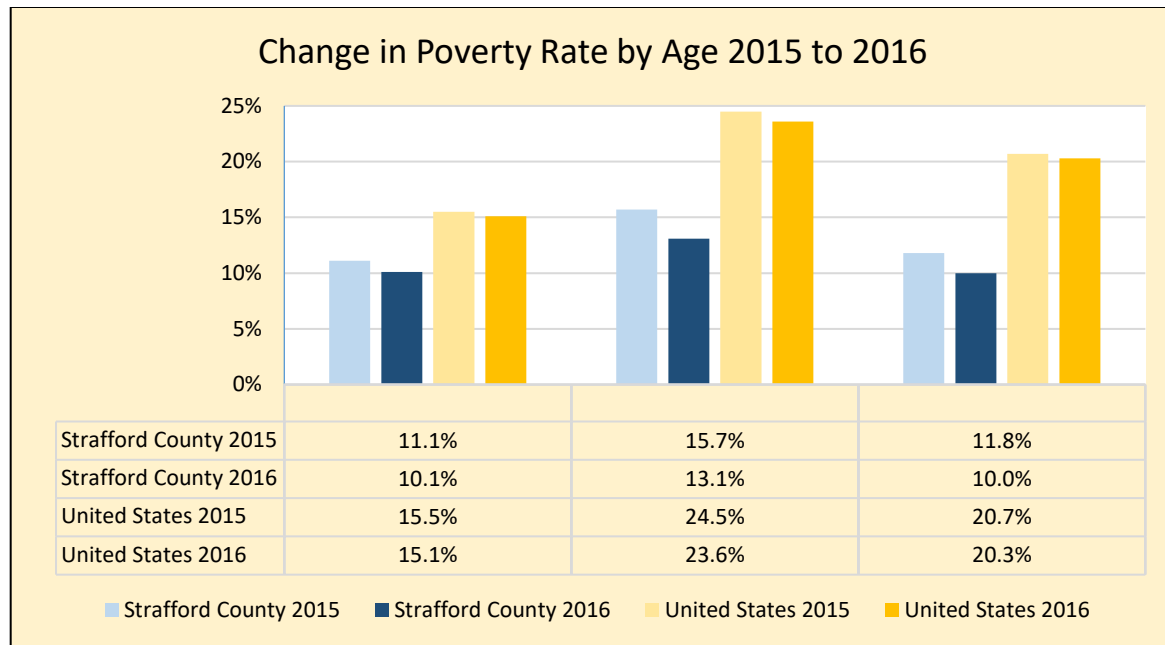
Poverty Rate Change, 2012 - 2016

Poverty rate change in Strafford County from 2012 to 2016 is shown in Table 16. According to the U.S. Census, the poverty rate for area decreased by 1.1%, compared to a national decrease of only 0.2%.

Table 4: Change in Poverty Rate 2012-2016

Geographic Area	Persons in Poverty, 2012	Poverty Rate, 2012	Persons in Poverty, 2016	Poverty Rate, 2016	Change in Poverty Rate, 2012 - 2016
Strafford County	12,986	11.2%	11,875	10.1%	-1.1%
United States	44,852,527	14.9%	46,932,225	15.1%	-.02%

Source: U.S. Census Bureau, 2012-2016 and 2008-2012 American Community Survey 5-Year Estimates.



Source:

U.S. Census Bureau, 2012-2016 and 2011-2015 American Community Survey 5-Year Estimates.

Households in Poverty:

Table 17 shows the number and percentage of households in poverty in Stafford County. In 2016, it is estimated that there were 4,958 households, or 10.4 percent, living in poverty within Stafford County.

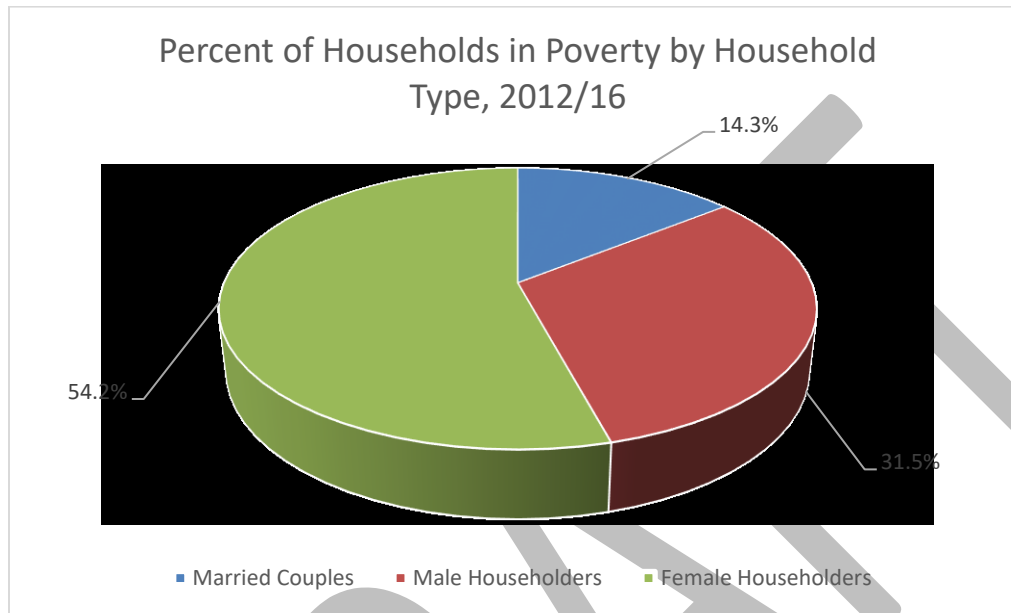
Table 5 Households in Poverty, 2012/16

Geographic Area	Total Households	Households in Poverty	% Households in Poverty
Stafford County	47,779	4,958	10.4%
New Hampshire	521,373	44,054	8.4%
United States	117,716,237	16,652,240	14.1%

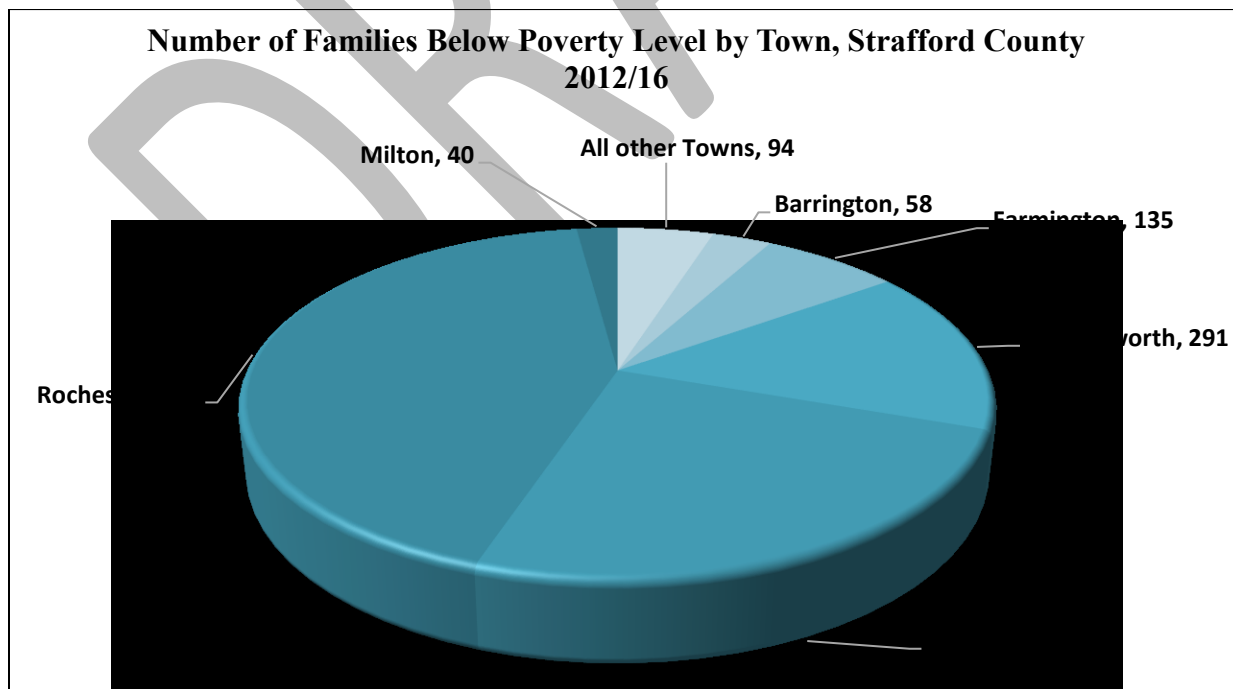
Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimate.

Household Poverty Rate by Household Type:

The graphs below demonstrate the percentage of households in poverty by household type in Strafford County. Of the households in poverty, female-headed households represented 54.2 percent of all households in poverty compared to 31.5 and 14.3 percent of households headed by males and married couples respectively.



Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimate.



Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimate.

Child (0-4) Poverty Rate (ACS):

Table 18 shows the population and poverty estimates for children under five years of age for the county. According to the American Community Survey 5-Year data, an average of 13.1 percent of children under five years of age lived in a state of poverty in Strafford County during 2016. The poverty rate for children under five years of age living in Strafford County is less than half the national average of 23.6 percent.

Table 6: Child (0-4) Poverty Rate, 2012/16

Geographic Area	Children, Ages 0 - 4 years		
	Total Population	In Poverty	Poverty Rate
Strafford County	6,350		13.1%
New Hampshire	63,727	8,333	13.1%
United States	19,554,400	4,614,933	23.6%

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimate.

Child (5-17) Poverty Rate (ACS):

Table 19 shows the population and poverty estimates for children aged five to seventeen for the county. According to the American Community Survey 5-year data, an average of 10 percent of children aged five to seventeen lived in a state of poverty during the 2016 calendar year. The poverty rate for children age five to seventeen living in Strafford County is less than half the national average of 20.3 percent.

Table 7 Child (5-17) Poverty Rate, 2012/16

Geographic Area	Children, Ages 5 - 17 years		
	Total Population	In Poverty	Poverty Rate
Strafford County	17,752	1,768	10.0%
New Hampshire	198,713	20,496	10.3%
United States	52,901,696	10,720,850	20.3%

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimate

Child (0-17) Poverty Rate (ACS):

Table 20 shows the population and poverty estimates for children in Strafford County. According to the American Community Survey 5 year data, an average of 10.8 percent of children lived in a state of poverty during the 2016 calendar year. The poverty rate for children living in Strafford County is less than the national average of 21.2 percent.

Table 8 Child (0-17) Poverty Rate, 2012/16

Geographic Area	Children, Ages 0 - 17 years		
	Total Population	In Poverty	Poverty Rate
Strafford County	24,102	2,603	10.8%
New Hampshire	262,440	28,829	11.0%
United States	72,456,096	15,335,783	21.2%

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimate

Seniors in Poverty

Poverty rates for seniors (persons age 65 and over) are shown in Table 22. According to American Community Survey estimates, there were 970 seniors, or 5.8 percent, living in poverty within Strafford County.

Table 9: Seniors in Poverty, 2012/16

Geographic Area	Seniors	Seniors in Poverty	Senior Poverty Rate
Strafford County	16,641	970	5.8%
New Hampshire	202,174	11,352	5.6%
United States	44,874,586	4,195,427	9.3%

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates

Employment

According to New Hampshire's Labor Market Report, 2017ⁱ, "the unemployment rate has been below 3.0 percent for an extended period of time (18-months). This has raised concerns among businesses regarding where they will find additional workers. The low unemployment rate is a reversal of the labor market trend from a couple of years ago, where there were many unemployed persons and few openings available".

Current Unemployment

In November 2017, there were an estimated 1,600 unemployed residents in Strafford County, or 2.2% of the workforce. We know from our direct work in the adult dislocated worker program and workplace success, that adults are staying unemployed longer and having a harder time finding meaningful employment with wages and benefits. Several manufacturing companies have moved into the county, bringing jobs and opportunities for the region.

Housing and Homelessness

Strafford County residents have lower home-ownership rates than other New Hampshire Counties and pay a higher percentage of their income in rent. They are more likely to have moved in the past year, and depend more heavily on the higher-cost home heating sources of oil and electricity.

These factors are frequently cited by service providers as causes of family homelessness. Housing and homelessness were identified by service providers as one of the county's greatest concerns, and the numbers of people experiencing homelessness, as shown below, consistently exceed the available shelter space in the region.

There is a significantly higher percentage of mobile homes in Strafford County than the rest of the state as well. Nearly 20% of the housing units in Rochester and Farmington are mobile homes, while only 0.2% of Rollinsford's and 0.2% of Durham's housing units are mobile homes. There is also a higher concentration of low-income residents in mobile home parks.

Homeowners and Housing Types

In 2012-2016, Strafford County had approximately 47,800 occupied housing units, of which 65 percent were owner occupied. An estimated 13.5 percent of households (owner and renter occupied) had moved in since 2015.

Table 10 Selected Housing Data, 2012/16

Geographic Area	% of Housing Units		
	Owner - Occupied	2+ units/structure	Mobile Homes
Strafford County	68.4%	30.6%	9.8%
New Hampshire	74.0%	25.3%	5.8%
United States	65.1%	26.1%	6.3%

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimate

Vacancy Rates

The U.S. Postal Service provided information quarterly to the U.S. Department of Housing and Urban Development on addresses identified as vacant in the previous quarter. Residential and business vacancy rates for Strafford County in the third quarter of 2016 are reported in Table 33. In the third quarter of 2016, a total of 619 residential addresses were identified as vacant in Strafford County, a vacancy rate of less than 1 percent. 323 business addresses were also reported as vacant, a rate of 6.4 percent.

Table 11 USPS Address Vacancies, 3d Quarter, 2016

Geographic Area	Residential Addresses	Vacant Residential Addresses	Residential Vacancy Rate	Business Addresses	Vacant Business Addresses	Business Vacancy Rate
Strafford County	71,235	619	0.9%	5,065	323	6.4%
New Hampshire	637,702	6,430	1.0%	71,286	3,283	4.6%
United States	146,832,025	3,825,190	2.6%	13,835,679	1,232,945	8.9%

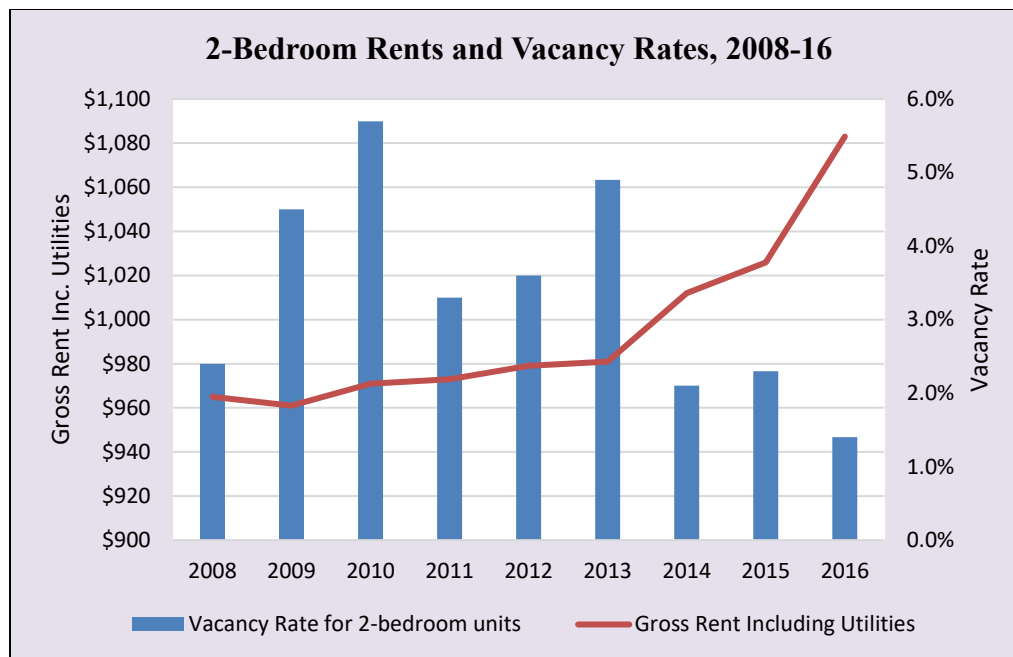
Source: U.S. Department of Housing and Urban Development Aggregated USPS Administrative Data on Address Vacancies, Third Quarter, 2016.

Housing Affordability

An estimated 34 percent of homeowners with mortgages, 21 percent of owners without mortgages, and 49 percent of renters in Strafford County spent 30 percent or more of household income on housing. The median monthly housing costs for mortgaged homeowners was \$1,816 and \$1,083 for a 2-bedroom apartment.

The New Hampshire Housing Finance Authority (NHHFA)ⁱⁱ considers “Affordable Gross Rent” to be 30% of a household’s income. Based upon the median income of renting households in Strafford County, the ideal affordable median gross rent would be \$871. Unfortunately, for low-income households, most rental units are priced well above that level especially in the surrounding areas of Dover. Rents in Strafford County are at an all-time high, increasing 5.5 percent from 2015 alone with vacancy rates at an all-time low of 1.4 percent. By NHHFA’s calculations, less than 3% of the housing units in the county are priced below an affordable rent compared to 14% in other parts of New Hampshire.

The following graph demonstrates the climbing gross rent and decreased availability of 2-bedroom units in Strafford County.



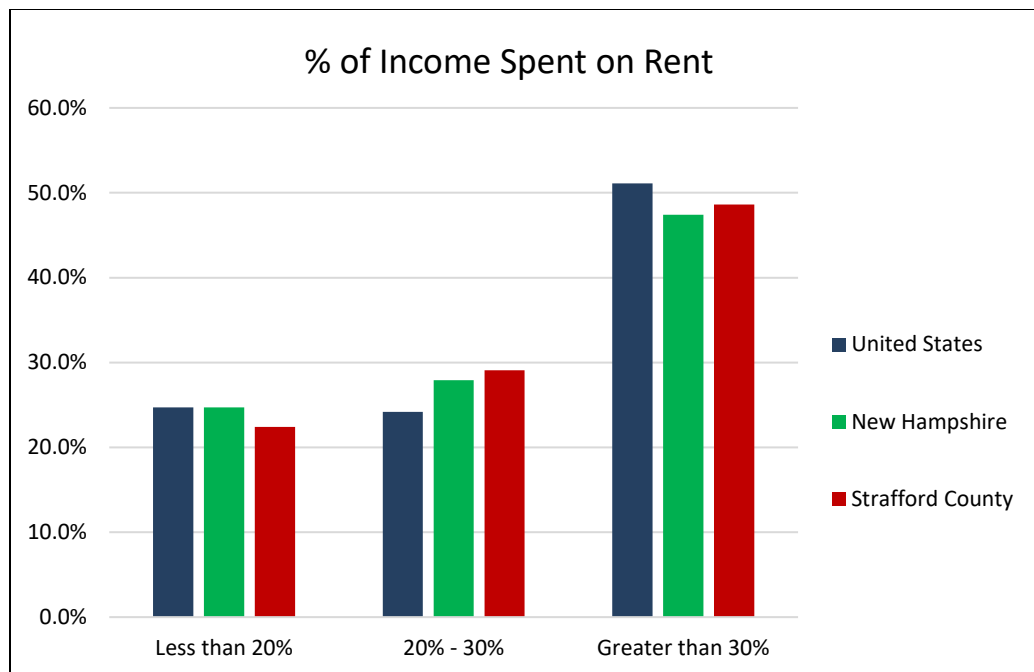
Source: NH Housing Finance Authority Rental Cost Survey 2016

In Strafford County, between 2012 and 2016 there was an 8.5 percent increase in median household income (\$58,538 to \$63,533). During the same period, Strafford County saw a 10.6 percent increase in median rent for a 2-bedroom unit (\$979 to \$1,083 per month). As Table 34 below demonstrates, the gap between affordable gross rent and the median gross rent for a 2-bedroom unit in Strafford County is significant, with only 3 percent below the affordable rent range.

Table 12 Rental Affordability for Median Household Incomes, 2016

Geographic Area	Median Income of Renter Households (est.)	Affordable Gross Rent based on Median Income	Median 2 BR Gross Rent	% of 2 BR Apartments priced Below Affordable Rent
Strafford County	\$ 34,857	\$ 871	\$ 1,083	3.0%
New Hampshire	\$ 37,949	\$ 949	\$ 1,157	14.0%

Source: NH Housing Finance Authority, Rental Cost Survey 2016



Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimate

Public / Subsidized Housing

Strafford County has multiple housing assistance programs for individuals meeting income eligibility requirements. Dover, Rochester, and Somersworth each have a Housing Authority program that operates Section 8 Housing Choice Vouchers and affordable housing and public housing programs within Strafford County (NH Housing Finance Authority, 2018). There are significant waiting lists for these programs (one to three years). In addition, multiple property management companies manage affordable housing units within the towns of Dover, Farmington, Rollinsford, Rochester and Somersworth.

Table 13: Total HUD-Assisted Housing Units, 2016

Demographic Area	Total Housing Units (2010)	Total HUD-Assisted Housing Units	HUD-Assisted Units, Rate per 10,000 Housing Units
Strafford County, NH	51,697	2,722	526.53
New Hampshire	614,754	21,355	347.37
United States	133,341,676	5,005,789	375.41

HUD-Assisted Units, Rate per 10,000 Housing Units



■ Strafford County, NH (526.53)
■ New Hampshire (347.37)
■ United States (375.41)

Source: US Department of Housing and Urban Development, 2016. Source geography: County

Homelessness

According to the 2017 State of Homelessness in New Hampshire reportⁱⁱⁱ, the reported number of overall homeless individuals increased by 66.7% between 2016 and 2017. Strafford County saw a 28% increase in the number of adults in shelters from 2016 to 2017 but a 20% decrease in children in shelters.

Table 14: Strafford County Residents Served by Regional Homeless Shelters, 2017

Shelter	Adults	Children
My Friend's Place, Dover	111	26
Homeless Center, Rochester	73	59
Cross Roads House, Portsmouth	156	34
Total	340	119

Source: Shelter reporting

For purposes of the federal Point-in-Time Count, The NH Coalition to End Homelessness defines people experiencing homelessness in one of two distinct categories: those who are living in temporary shelters, such as emergency shelters or transitional housing, and those who are living unsheltered, such as in a tent, a car, or somewhere else not meant for human habitation. People experiencing unsheltered homelessness often have higher mortality rates due to exposure to hazardous environments and less access to preventative healthcare.

Table 15: Point-In-Time Count of Homeless Persons in Strafford County, Jan. 25, 2017

	Individuals	Families	Family Members
Sheltered	36	12	36
Unsheltered	30	4	8
Doubled Up	21	8	17
Total	87	24	61

Source: New Hampshire Department of Health and Human Services, Bureau of Homeless and Housing Services, 2017

Table 16: Students Identified as Homeless in Selected School Districts, SY 2016/2017

District	# Homeless	% of Total
Barrington	30	7.26%
Cocheco Arts and Technology	0	0.00%
Dover	108	26.15%
Farmington	44	10.65%
Milton	16	3.87%
Rochester	158	38.26%
Rollinsford	0	0.00%
Seacoast Charter	0	0
Somersworth	57	13.80%
Strafford	0	0.00%
<i>Total</i>	<i>413</i>	<i>100.00%</i>

Source: New Hampshire Department of Education

Reporting of this data has historically been by type of homeless (doubling up, hotel/motel, shelter, etc.) but the data is not available from the NH Department of Education for the most recent year as of this publication due to the size of the data pool. The low numbers could lead to identification of students, therefore numbers are reported here in total to protect identifies.

5. COSTS TO THE COMMUNITY

The direct and indirect financial costs of sheltered and unsheltered homeless to the Tri-City Region is both measurable and immeasurable, including, but not limited to social services, police, fire, schools, health care, economic development and the local economy.

Maximizing homeless prevention, minimizing duration of homelessness and providing appropriate shelter options when it occurs is cost effective, as targeted investment funding will largely be offset by longer term savings.

“When people have a place to live, they become better parents, better workers, better citizens” – Matthew Desmond, *Evicted*, 2016.

Avoided costs example – “A program that ran from 2005 to 2008 in the South Bronx provided more than 1,300 families with legal assistance and prevented eviction in 86 percent of cases. It cost around \$450,000, but saved New York City more than \$700,000 in estimated shelter costs alone.” (from p 304-305 in *Evicted* by Matthew Desmond, 2016).

For context, in 2008, “federal expenditures for direct housing assistance totaled less than \$40.2 billion, but homeowner tax benefits exceeded \$171 billion.” (from p 312 in *Evicted* by Matthew Desmond, 2016).

6. STRATEGIES

The Tri-City Mayors’ Task Force on Homelessness has developed seven strategies to help the region begin the implementation process to eliminate homelessness. The following strategies outline the actions recommended, the timeline, the issues addressed, collaboration, and possible funding.

Strategy #1- Create Seasonal Cold Weather Shelter

Strategy #2- Create Affordable Housing

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

Strategy #4- Support Access to transportation

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

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

Strategy #7- Engage the Community to End Homelessness

Strategy #1 – Create Seasonal Cold Weather Shelter

Narrative: Temporary seasonal winter shelters are a starting point to transition the homeless to permanent shelters with additional resources, transitional housing, and then finally to permanent housing. Emergency shelters provide individuals, families, and youth with a safe place to stay in the winter months, allow social service agencies time to connect individuals with services, meet municipality’s legal obligations and create long term strategies for permanent housing placement.			
Recommended Actions	Tentative Starting Implementation Timeline*	Challenge to Implementation	Success Measurement*
1. Clarify the definition of a “warming center” verses shelter	Immediate	<ul style="list-style-type: none"> • Lack of a unified definition • 	<ul style="list-style-type: none"> • Formal and consistent communication to area agencies, government leaders, media
2. Communicate strategy to opening warming centers	Immediate	<ul style="list-style-type: none"> • Each municipality may have different strategy 	<ul style="list-style-type: none"> • Formal and consistent communication to area agencies, government leaders, media
3. Determine the climate/weather/conditions required to open warming centers and temporary emergency winter shelters	Immediate	<ul style="list-style-type: none"> • Not a consistent threshold or agreement across municipalities 	<ul style="list-style-type: none"> • Agreement by the three municipalities on the climate/weather/conditions to open
4. Fund seasonal winter shelters	FY 20 budget adoption	<ul style="list-style-type: none"> • Limited funding • Multiple requests from various agencies, including existing shelters • Resource reallocation • Site control/zoning • funding • experienced operator 	<ul style="list-style-type: none"> • Allocation/reallocation of funding to seasonal winter shelter • Sufficient additional bed capacity available during the winter for shelter • Identify and reduce barriers to zoning.

<i>Strategy #1 cont'd</i>		community support/volunteers	
		<ul style="list-style-type: none"> • limited space • Not enough time to make operational until winter 2019 • Additional funding without reducing funding to existing moderate and lower barrier shelters. 	
<i>Challenges being addressed</i>			
<ul style="list-style-type: none"> • Limited bed space at established shelters 			
<ul style="list-style-type: none"> • Need for safe, cold weather shelter with low barrier for entry 			
<ul style="list-style-type: none"> • Creating a diversion from sleeping in the street, City-owned land, and other places not meant for human habitation 			
<i>Possible Collaborating Entities</i>		<i>Possible Funding Sources</i>	
Municipal EMD, Inspection Services, Planning boards and city councils		Municipal	
Social service agencies		County	
Faith based		Foundation	
		Donations	
		Grants	
		Faith Communities	
		Business Community	

Strategy #2- Create Affordable Housing for all

Narrative: Increase the availability and accessibility of affordable, safe/stable housing through a combination of land use policy changes, subsidies for permanent and transitional housing development and other approaches.			
Recommended Actions by Priority	Tentative Starting Implementation Timeline*	Challenge to Implementation	Success Measurement*
1. Commit to review barriers and opportunities in zoning and planning	Summer/Fall 2019	<ul style="list-style-type: none"> Existing ordinances Community perception Legal restrictions/requirements Green space vs housing space 	<ul style="list-style-type: none"> Density review Parking review Multi-use
2. Conduct Regional Planning	Summer/Fall 2019	<ul style="list-style-type: none"> Single municipal approach vs a collaborative communication Tri-City Regional approach Need to engage planning, welfare and conservation Securing joint municipal funding for agreed housing initiatives 	<ul style="list-style-type: none"> Ongoing agenda item on municipal agenda Engage Strafford Regional Planning Commission Engage workforce housing coalition Survey community perceptions and invite input Annual Joint board meetings of board related to land-use Consideration of access to green space (health) and hazard resilience (safety) in design of affordable housing
3. Make investments in Affordable Housing	<ul style="list-style-type: none"> Ongoing 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Engage landlords and developers Coordinate funding for a coordinated system Partner with Homes for All to adapt and implement possible property tax credit program designed to incentivize landlords to keep units under market rate, accept tenants holding

<i>Strategy #2 cont'd</i>			Housing Choice Vouchers, and/or work with local shelters to move those experiencing homelessness into permanent housing
4. Identify opportunities for mixed income/affordable housing	Ongoing	<ul style="list-style-type: none"> Private developers need incentives to include affordable housing NIMBY (“Not in my backyard”) concerns from public 	<ul style="list-style-type: none"> Density bonuses for including affordable units in multi-unit housing developments Incentives for including affordable units in multi-unit housing developments Explore affordable unit percentage requirements for multi-unit housing developments
<i>Challenges being addressed:</i>			
<ul style="list-style-type: none"> Lack of affordable housing contributes to homelessness across all walks of life and reduces ability to escape poverty and homelessness. 			
<ul style="list-style-type: none"> Lack of affordable housing limits options for an aging population, resulting in eviction or foreclosure for some and also prevents younger populations from staying in New Hampshire or moving here, further limiting economic growth. 			
<ul style="list-style-type: none"> Affordable housing is both a solution to existing homelessness and a form of prevention to avoid those at risk of losing their housing. 			
<ul style="list-style-type: none"> In addition, we need to be prepared for the future, thinking about climate change and hazard resilience. We need to be sure that we're not looking to build affordable housing in marginal lands that are going to be at most risk for extreme events in the future. We also need to be looking at where existing housing is and whether or not our lowest income communities are already vulnerable in their current states. 			
<i>Possible Collaborating Entities</i>		<i>Possible Funding Sources</i>	
Workforce Housing Coalition		HUD/other federal grants	
SRPC		State and/or local CDBG funds	
Coastal Risks and Hazards Commission		Municipal funds	
Planning Boards		Private foundation funds (may require non-profit partner as applicant)	
NH Department of Health and Human Services, Bureau of Elderly and Adult Services and the NH State Plan on Aging Planning Committee		Faith Communities	
Community Development staff		Business Community	
The Housing Partnership			

<i>Strategy #2 Cont'd</i>	
Community Action Partnership of Strafford County	
Homeless Coalition of the Greater Seacoast	
NH Listens / Rochester Listens	

DRAFT

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

Narrative: Helping households maintain their housing is less costly and more effective than helping households obtain housing after they become homeless. Reducing homelessness requires effective strategies to decrease the number of families and individuals who lose their housing and become homeless.			
Recommended Actions by Priority	Tentative Starting Implementation Timeline*	Challenge to Implementation	Success Measurement*
1. Prevent evictions by expanding short-term rental assistance for person(s) on a fixed income	Immediate	<ul style="list-style-type: none"> Funding 	<ul style="list-style-type: none"> Reduced number of evictions
2. Endorse and promote landlord education for eviction prevention	Immediate and Ongoing	<ul style="list-style-type: none"> Assists landlords with identifying red flags earlier Provides landlords with information on available resources 	<ul style="list-style-type: none"> Earlier interventions to reduce evictions Landlords feel supported, empowered and confident Nonprofit outreach to landlords and clients Reduced stigma/biases regarding housing assistance
3. Support a centralized navigation to assistance eviction prevention system for both landlords and at risk tenants	Ongoing	<ul style="list-style-type: none"> Providing landlords and at-risk tenants a clear way to access supports and services to prevent evictions 	<ul style="list-style-type: none"> Access to centralized system Reduced number of evictions
4. Expand long-term case managed rental subsidy programs for individuals on a	Immediate and Ongoing	<ul style="list-style-type: none"> Finding willing landlords Tight housing market/low vacancy 	<ul style="list-style-type: none"> Reduced evictions Increased landlord participation

<i>Strategy #3 cont'd</i> path to gainful employment		<ul style="list-style-type: none"> • Clients with no referrals/bad referrals 	
5. Expand an array of homeless prevention services.		<ul style="list-style-type: none"> • Funding • Individual and family circumstances 	<ul style="list-style-type: none"> • Reduced number of people in shelters • Reduced evictions • Expand the residential utility assistance and security deposit programs to cover individuals and families that fall into the gap for services.
6. Promote criminal record “clearing clinic” and expungements to reduce barriers for housing		<ul style="list-style-type: none"> • Costs to clear records • Finding affordable attorneys • Funding or pro bono 	<ul style="list-style-type: none"> • Number of records cleared • Number of housing obtained • Number jobs obtained
7. Financial record clearing		<ul style="list-style-type: none"> • Costs to clear records • Finding affordable legal representation • Funding or pro bono 	<ul style="list-style-type: none"> • Number of records cleared • Number of housing obtained • Number jobs obtained
8. Review of Regulations involved in eviction proceedings		<ul style="list-style-type: none"> • Municipal code challenges • State Codes • School Procedures 	<ul style="list-style-type: none"> • Reduced evictions
9. Increased awareness of and access to legal aid for low-income families		<ul style="list-style-type: none"> • Costs to increase awareness • Affordable legal representation 	<ul style="list-style-type: none"> • Reduced evictions
10. Expand Weatherization of and energy efficiency programs affordable housing		<ul style="list-style-type: none"> • Costs of weatherization • CDBG Funding availability 	<ul style="list-style-type: none"> • Utility cost saving • Reduced displacement due to housing condition • Reduced energy costs

<i>Strategy #3cont'd</i> to decrease energy costs			
11. Support local welfare, including local access, case management and flexible decision making to reduce eviction and homelessness	Immediate	<ul style="list-style-type: none"> • Municipal officials understanding of local welfare laws, including humanitarian purpose • Potential initial increased costs 	<ul style="list-style-type: none"> • Reduced evictions • Maximum self sufficiency • Local and operation hours accessibility.
<i>Challenges being addressed</i>			
<ul style="list-style-type: none"> • Stabilize households prior to them becoming homeless 			
<ul style="list-style-type: none"> • Promote individuals in becoming self-sufficient 			
<ul style="list-style-type: none"> • Reduce evictions for those unable to sustain a rent increase 			
<ul style="list-style-type: none"> • Landlords do not have information on resources available to assist tenants who might be in challenging situations (e.g. starting to get behind in rent) Educational resources might help with warning signs, red flags where landlord might encourage tenant to contact social services (i.e. one month rent is easier to support than dealing with three months back rent and/or eviction). 			
<i>Possible Collaborating Entities</i>		<i>Possible Funding Sources</i>	
Workforce Housing Coalition		NH Legal Assistance	
Developers		Federal Funding	
New Hampshire Legal Assistance (Housing Justice Program)		NH Housing Finance	
Seacoast Landlord Association		Faith Communities	
Gift of Warmth		Business Community	
Local Welfare			

Strategy #4 – Support Access to transportation

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

<i>Strategy #4 cont'd</i> homeless population and those at risk of homelessness		<ul style="list-style-type: none"> Identifying gaps in service (time & type) that need to be filled Funding to pay for services that will cover the gaps <i>Advertising....</i> 	<ul style="list-style-type: none"> Elimination of redundant services
4. Identify impediments (liability, funding, etc.) to the development of transportation services to the homeless and develop solutions	Fall 2019	<ul style="list-style-type: none"> Gathering all relevant info from providers re restrictions/ limitations of service Limitations of existing funding 	<ul style="list-style-type: none"> Reduced impact from identified impediments
5. Identify funding mechanisms that can support ongoing, and increased, service to homeless.	Fall 2019	<ul style="list-style-type: none"> Time to research funding mechanisms Ability/time to seek/prepare requests for funding 	<ul style="list-style-type: none"> Database of existing funding sources Identification of potential funding sources and opportunities to leverage funds
6. Identify and modify land use practices that result in impediments to transportation to the homeless.	Ongoing	<ul style="list-style-type: none"> Time to identify and evaluate local, county and state actions for their potential hindrance 	<ul style="list-style-type: none"> Municipal actions (infrastructure, zoning, etc.) support reduction of identified impediments. Increase in engagement by private sector regarding support of transportation to homeless population.
<i>Challenges being addressed</i>			
<ul style="list-style-type: none"> Costs of services 			
<ul style="list-style-type: none"> Financial support 			
<ul style="list-style-type: none"> Coordination of services 			
<ul style="list-style-type: none"> Land use practices, both public and private, that hinder access to transportation 			
<ul style="list-style-type: none"> Availability of transportation 24/7/365 			
<ul style="list-style-type: none"> Reaching homeless population to determine eligibility for services 			
<ul style="list-style-type: none"> Governmental and private sector actions that fail to promote access to transportation services 			

<i>Strategy #4 cont'd</i>	
<i>Possible Collaborating Entities</i>	<i>Possible Funding Sources</i>
COAST	Federal Programs
Municipalities	State Programs
County	Municipal Funding
Strafford Regional Planning Commission	CDBG (Community Development Block Grant)
VA	Alliance for Community Transportation (?)
DHHS/CTS	Private Donations
NHDOT	Healthcare Providers
Homeless Shelters	Faith Communities

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

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

<i>Strategy #5 Cont'd</i>		<ul style="list-style-type: none"> • Clients must connect with a approved provider to verify hardship and need for fee waiver • Transportation to municipal offices/DMV • IT infrastructure at each city • Each municipality may not have capacity to implement • Budget 	<ul style="list-style-type: none"> • Homeless prevention • Clients can access records offsite
5. Increase numbers of case managers at social service agencies	July 2020	<ul style="list-style-type: none"> • Workforce shortage • Funding does not allow for case management • Not enough funding/need to braid funding for positions 	<ul style="list-style-type: none"> • Increased case managers in Tri-City area • Maximum self-sufficiency • Homeless prevention • Shortened length of homelessness
6. Increase access to affordable and quality food resources for health benefits	Immediate and Ongoing	<ul style="list-style-type: none"> • Cost of fresh food • Storage and preparation options • Ability to heat/cook fresh food • Food deserts, etc • Transportation 	<ul style="list-style-type: none"> • Development and Support of partnership with Seacoast Eat Local, food pantries, UNH Cooperative Extension and other related organization • Decreased Hunger
7. Increase awareness of options available for public school lunch programs (all three cities are experiencing high rates of unpaid lunch balances and lower than past sign-ups for free/reduced lunch)	Fall 2019	<ul style="list-style-type: none"> • Awareness of sign ups • Confusion over forms • Stigma of sign up 	<ul style="list-style-type: none"> • Education and Access to free and reduced lunches (reduction in unpaid expenses, initial increase, then hopefully decrease in free/reduced sign ups). • To better identify and enroll families eligible for free/reduced lunch programs
8. Assist homeless community members and advocates with safe camp maintenance	Immediate and Ongoing	<ul style="list-style-type: none"> • Stigma • Zoning ordinances • Sharps containers 	<ul style="list-style-type: none"> • Agencies/advocates permitted to use waste facilities for disposal • Medical waste disposal secured

<i>Strategy #5 Cont'd</i>		<ul style="list-style-type: none"> • Access to camps • Where to place garbage 	<ul style="list-style-type: none"> • Agencies/Advocates not penalized for helping homeless camp sites • Reduced risk of injury at camp sites
<i>Challenges being addressed</i>			
<ul style="list-style-type: none"> • Educate and inform all individuals and families of services 			
<ul style="list-style-type: none"> • Increase access to services in the community where people reside to eliminate transportation barriers 			
<ul style="list-style-type: none"> • Increased collaboration among agencies at CCT 			
<ul style="list-style-type: none"> • Eliminate barrier of cost for vital records 			
<i>Possible Collaborating Entities</i>		<i>Possible Funding Sources</i>	
Wentworth Douglas Hospital		Municipal funding- CIP for infrastructure improvements	
Frisbie Memorial Hospital		Federal grants	
Greater Seacoast Community Health Center (formally Avis Goodwin and Families First)		Department of Education	
Community Partners		Faith Communities	
Seacoast Mental Health		Business Community	
NH Department of Health and Human Services District Offices			
UNH Cooperative Extension			
Seacoast Eat Local			
New Hampshire Women's Foundation			

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

Narrative: Recognizing the substantial impact the increase in substance abuse has which leads many to homelessness, we encourage efforts to address remedies to assist those individuals.			
Recommended Actions by Priority	Tentative Starting Implementation Timeline*	Challenge to Implementation	Success Measurement*
1. Develop respite and recovery housing	Immediate and Ongoing	<ul style="list-style-type: none"> • Lack of access to respite care • Overcome capital funding needs to create short term respite care • Code enforcement and zoning barriers • Workforce Shortage 	<ul style="list-style-type: none"> • Increasing percentage of individuals with Substance Use Disorder and mental health issues with access to respite care • Longer sustained recovery rates • Reduced hospitalization and reduced incarceration rates
2. Create LEAD (Law Enforcement Assisted Diversion) programs in each community	July 2020	<ul style="list-style-type: none"> • Personnel Resources • Funding • Policies and Procedures • Stigma 	<ul style="list-style-type: none"> • Decrease number of individuals arrested • Increase number of individuals diverted to treatment • Reducing cost of SUD (Substance Use Disorder) to municipalities
3. Reduce barriers that limit development/ placement of substance use services/recovery	Immediate and Ongoing	<ul style="list-style-type: none"> • Define data so they are consistent across municipalities • Data to be collected • Define how this data will be used • Stigma 	<ul style="list-style-type: none"> • Increase treatment, recovery housing and respite recovery center beds by a minimum of 25 • Increase homeless transitional housing beds by a minimum of 100 • Increase agencies providing day out services for recovery

4. Enhance recovery-friendly workplace initiatives	Immediate and Ongoing	<ul style="list-style-type: none"> • Lack of job training programs for trades • Lack of use of current vocational schools • Ban the box • Reduce stigma • employer education/knowledge • Increase employee Education 	<ul style="list-style-type: none"> • Increase in employed individuals struggling SUD • Increase in training programs • Increase workplace cultures with reduced stigma • The three Municipalities lead by example and become Recovery Friendly Workplaces • Recovery Friendly Workplace designation (partnership with local Chambers of Commerce)
5. Partner with “The Doorway” at Wentworth-Douglass as the regional hub for single point of entry into SUD treatment system	Immediate and Ongoing	<ul style="list-style-type: none"> • Development of increased partnerships (i.e. spokes) • Who is and what are the Spokes? 	<ul style="list-style-type: none"> • Increased access to recovery and healthcare services • Increased communication between service providers • Development of increased partnerships (i.e. spokes)
6. Support access to affordable health care	Immediate and Ongoing	<ul style="list-style-type: none"> • Transportation • Cost of insurance/ medication • Qualified providers in the network 	<ul style="list-style-type: none"> • More individuals accessing medical care in non-Emergency Room settings • More individuals accessing mental health care and treatment • Reduced costs to hospitals and municipalities • Municipalities and business leaders provide SUD and mental health coverage as a benefit
7. Assist with funding “spoke” services that will ultimately serve those entering the HUB	Immediate and Ongoing	<ul style="list-style-type: none"> • Funding • Lack of effective co-occurring disorders services 	

<i>Strategy #6 Cont'd</i>	
<i>Challenges being addressed</i>	
<ul style="list-style-type: none"> The lack of transitional or respite housing means that individuals are coming out of detox and out of incarceration without proper supports to maintain recovery and get themselves into a stable situation 	
<ul style="list-style-type: none"> There are not sufficient SUD treatment providers; we need to promote area provider services- use the Pro Business Model for SUD 	
<ul style="list-style-type: none"> Cost of municipal expenses needs to be visible so that it becomes clear that providing housing and recovery services is a net decrease in expenditures for municipalities in the longer-term. 	
<i>Possible Collaborating Entities</i>	<i>Possible Funding Sources</i>
Municipalities	CSBG/CDBG
Police Departments	
Chambers of Commerce (recovery friendly workplaces, “ban the box”, etc)	DEA
	City Budget Line Item
	Faith Communities
	Business Communities

Strategy #7- Engaging the Community to End Homelessness

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

affordable housing, etc			
<i>Strategy #7 Cont'd</i>			
3. Create and support mechanisms for community education and input on the Master Plan	Immediate and Ongoing	<ul style="list-style-type: none"> • Time • Resources • Childcare for meetings • ADA Compliance • Identifying leadership • Transportation 	<ul style="list-style-type: none"> • Forum conducted (public input for plan) • Listening sessions / community engagement forums through NH Listens, etc to begin to reduce the stigma
<i>Challenges being addressed</i>			
Reducing NIMBY (“Not in my backyard”) Generates support for municipal involvement/funding at the tax payer level Creates a stronger sense of community			
<i>Possible Collaborating Entities</i>		<i>Possible Funding Sources</i>	
Workforce Housing Coalition of the Greater Seacoast		United Way	
Housing For All		NH Charitable Foundation	
Local Planning Departments		Municipalities	
Local Media		Leveraged Support from Partners	
		Faith Communities	
		Business Communities/Private Sector	

6. CONCLUSION

The plan outlined represents over 1,000 hours of work to develop strategies, objectives, timelines and measurable outcomes to address the issue of homelessness in the Tri- City region. Although there is no one solution, we feel these strategies are the basis and a guide post to determine next steps and layout a plan that is reasonable yet effective. The next steps after plan adoption will be to continue meeting as a region with smaller work groups to continue to plan for executing the strategies and deliverables. The Task Force has resulted in agreement on the issues, the need for solutions, and the desire to work together as a Tri-City Force to effectively utilize existing agencies, businesses, and municipality resources so that we may maximize results and limit duplication of efforts and funding. This plan is the starting point.

DRAFT

Appendix A

Housing for Homeless People in Tri-City Region (*please see agency websites for updated information*)

Emergency Shelter

Organization	Program	Beds	Type
Cross Roads House	Provides emergency shelter and permanent supportive housing for single men, single women, and families.	96 beds	SM, SF, M, F, C
My Friend's Place	Provides emergency shelter and transitional housing for single women and families.	18 beds	SF, M, C
Homeless Center for Strafford County	Provides emergency shelter and transitional housing for single women and families.	20 beds	SF, M, C

Transitional Housing

Organization	Program	Beds	Type
My Friend's Place	Provides four units of transitional housing, located in the City of Dover.	4 units	SF, F, M, C
New Generation	Provides transitional housing program for pregnant and parenting homeless women and their infants.	9 beds	SF, F, C
Lydia's House of Hope	Provides a 12-month, faith-based transitional housing program for homeless single women and homeless families.	25 beds	SF, F, M, C
Hope on Haven Hill	Provides a substance use treatment facility serving pregnant and newly parenting women who are in	8 beds	SF, C

	substance use recovery.		
Families in Transition	Provides residential-style transitional housing for individuals and families experiencing homelessness.	6 beds	SF, SM, F, M, C

Permanent Supportive Housing

Organization	Program	Beds	Type
Cross Roads House/Concord Coalition to End Homelessness	Provides long-term rental assistance and supportive services to at least 28 chronically homeless individuals, usually with substance use disorders and mental illness, in scattered-site apartments in Eastern Rockingham, Strafford, and Merrimack Counties.	28	S, M, F
Families in Transition/New Horizons	Provides 8 units of SRO PSH housing, serving 8 homeless single women, and provides supportive services in the form of a Housing Advocate. At least three of these women must be chronically homeless. This facility is located in Dover.	8 beds	S, F
Home at Last (Families in Transition/New Horizons)	Provides 12 units of housing for 12 chronically homeless individuals and provides supportive services in the form of a Housing Advocate. Its	12 beds	S, M, F

	geography includes Carroll, Belknap, Merrimack, Hillsborough, Strafford, and Rockingham Counties. The majority of participants reside in Greater Concord or the Portsmouth-Rochester HMFA.		
Community Partners	Tideview Condos provides permanent supportive housing for persons with disabilities. The project leases three apartment units and serves six chronically homeless individuals.	6 beds	S, M, F

S= single individuals

M=males

F=females

C=households with children

*There are additional beds for other populations such as domestic violence victims and persons living with HIV/AIDS.

Appendix B

Listing of Agencies serving homeless *(please see agency websites for updated information)*

HOUSING – HOMELESS AND TRANSITIONAL SHELTERS AND PROGRAMS

GREATER SEACOAST COORDINATED ACCESS & HOMELESS PREVENTION:
Homeless prevention and diversion services as well as shelter referrals to individuals and families in Strafford and Eastern Rockingham counties and Kittery and Eliot, ME.
Phone: (603) 435-2500 ext. 8143

My Friends Place *(24 Hrs/7Days)*
368 Washington Street
Dover, NH 03820
Phone: (603) 749-3017

Homeless Shelter for Strafford County 9 Islington Drive (Seasonal)
PO Box 7306
Rochester, NH 03839
Phone: (603) 823-8842

Crossroads House *(24 Hrs/7Days)*
600 Lafayette Street
Portsmouth, NH 03801
Phone: (603) 436-2218

New Generation-Pregnant Women & Mothers of Infants *(24 Hrs/7Days)*
568 Portsmouth Avenue
PO Box 676
Greenland, NH 03840
Phone: (603) 436-4989

Lydia's House of Hope Transitional Housing Program
21 Grand Street
Somersworth, NH 03878
Phone: (603) 692-3100

Hope on Haven Hill Recovery Center for Pregnant Women
326 Rochester Hill Road
Rochester, NH 03867
(603) 948-1230

Seacoast Family Promise
6 Emery Lane
PO Box 233
Stratham, NH 03885
Phone: (603)658-8448
www.seacoastfamilypromise.org

SOS Recovery Community Center
63 South Main Street
Rochester, NH 03867
Phone: (603) 841-2351 ext. 1

SOS Recovery Community Center
4 Broadway
Dover, NH 03820
Phone: (603) 841-2350 ext. 2

The Doorway
789 Central Avenue
Dover, NH 03820

EMPLOYMENT

SOCIAL SECURITY ADMINISTRATION
80 Daniel Street – Federal Building, PO Box 209 Portsmouth, NH 03801
Phone: 1-800-772-1213 / Fax: (603) 433-5933
www.ssa.gov

Responsible for providing monthly Social Security benefits to retired or disabled workers or their survivors. Provides monthly cash benefits to people in need who are 65 or older, blind, or disabled under Supplemental Security Income Program. Hospital and Medical Insurance/Medicare Program.

SOUP KITCHENS, PANTRIES & CLOTHING

Did you know you can apply for food stamps even if you are homeless?
Call 603-332-9120, Visit DHHS, 150 Wakefield St., Rochester, and Apply online at:
<https://nheasy.nh.gov>

SALVATION ARMY WORSHIP & COMMUNITY CENTER: Emergency food, pastoral counseling, character building program, Wish Upon a Star Christmas program, children's program, food baskets, clothing, emergency clothing, toys and Coats for Kids.
10 Olde Farm Lane
PO Box 1029
Rochester, NH 03867
Phone: (603) 332-2623 / Fax: (603) 332-1872

COMMUNITY MEALS

Dover Friendly Kitchen: A Shared Community Meal St. Thomas Episcopal Church Tues and Thurs 5-6pm (Corner of Locust and Hale) **Phone:** (603) 743-4988

Rochester First United Methodist Church: 34 South Main St. Tues, Thurs & Sun 5-6pm
Phone: (603) 332-4170

Salvation Army Soup Kitchen in Rochester: 10 Old Farm Lane. Mon, Wed & Fri 12-1pm
Phone: (603) 332-2623

Table of Plenty: 37 School Street. Berwick United Methodist Church Wed 5-6pm **Phone:** (207) 698-1065

Farmington Community Meals: (FREE) 51 Main St Farmington Rec in Town Hall. Wed 5- 7pm
Mustard Seed Café: First Congregational Church of Farmington. Community Sunday Dinner on first and third Sunday 3-5pm. The public is invited - donations are welcome

Community Action Partnership of Strafford County: Summer Meals Program, free breakfast and lunch to children ages 0-18 (summer only). For locations and times: **Phone:** (603) 435-2500 x2339
www.straftfordcap.org

Bethany Methodist Church 24 Main St. E. Rochester Free luncheon on specific Sat. Call for schedule. **Phone:** (603) 332-3618

FOOD PANTRIES

Barrington

Community Food Pantry: 105 Ramsdell Lane (Residents only) Thurs 6-7:30 pm **Phone:** (603) 664-0233

Dover

Food Pantry at First Parish Church: One Silver Street Tues 3-5, Thurs 9-11. Proof of residency needed. ID or utility bill. **Phone:** (603) 742-5664

Food Pantry at St. Joseph's Church: 150 Central Ave. Tue & Wed 9-12, Sat 10:30-12
Phone: (603) 742-4837

CAP Outreach and Food Pantry: 61 Locust St. 2nd floor McConnell Center. Mon, Tues, Wed, Fri 9-3pm **Phone:** (603) 460-4237 – *a program of Community Action Partnership of Strafford County*

St. Thomas Episcopal Church: 5 Hale Street Soup kitchen Tues & Thurs 5-6pm **Phone:** (603) 742-3155

Durham

Cornucopia Food Pantry: 15 Mill Road Tues 4-5:30, Fri 12-1 Call for more information: Mon-Fri 1-5 **Phone:** (603) 862-1165

St. Thomas Moore Food Pantry: 6 Madbury Road Thurs 4-6pm **Phone:** (603) 868-2666

Farmington

Interfaith Food Pantry: First Congregational Church Last Sat of month 9:30-10:30am **Phone:** (603) 755-4816

CAP Outreach Office and Food Pantry 527 Main St. Mon, Wed, Fri 8:30-12:00pm **Phone:** (603) 460-4313– *a program of Community Action Partnership of Strafford County*

Grace Place Food Pantry: 9 Mechanic St. Call ahead. Thurs 9:30-11:30am **Phone:** (603) 833-7541

Lee

Wilkinson Food Pantry in Congregational Church: 17 Mast Road (Lee, Madbury, Durham, Nottingham and Newmarket residents only) 1st & 3rd Monday of the month 6- 7pm **Phone:** (603) 659-2861

New Durham

Food Pantry 5 Main Street Sat 9-10am Residents only **Phone:** (603) 817-0372

Rochester

E. Rochester Bethany Methodist Church: Food Pantry 24 Main Street. Mon 12-2pm **Phone:** (603) 332-3618

Salvation Army Food Pantry: 10 Olde Farm Lane Mon, Wed, Fri 9-2pm (Rochester, E. Rochester, Gonic, and Barrington residents only) **Phone:** (603) 332-2623

Gerry's Emergency Food Pantry: Rochester ID Needed 150 Wakefield St, Mon.& Fri 1- 3:15, Wed 10-3:15 (Roch, E. Roch, Gonic & Farm. only) **Phone:** (603) 330-3468

Joseph's Storehouse at Journey Baptist Church: 124 Milton Rd, 3rd Sat. of the month 9- 12pm. Call first to see what verification is needed. **Phone:** (603) 509-0591

Rollinsford

Seeds of Faith Food Pantry: One Front Street #160 Monday 10-12pm, Every 1st and 3rd Thursday from 6-7pm. **Phone:** (603) 692-2907

Somersworth

The Community Food Pantry: 176 West High Street First Parish Church Mon 10-12pm, Wed 6-8pm, and Thurs 3-5pm **Phone:** (603) 692-2907

Christian Believers Fellowship: 32 Chapel Lane (off Indigo Hill Road) - every 4th Saturday of each month between 11-12pm **Phone:** (603) 692-9320

Strafford

Food Pantry: 30 Strafford Rd. in the Christian Center of the Third Baptist Church in Center Strafford. Thurs 8-10am Residents only. **Phone:** (603) 664-7750

END 68 HOURS OF HUNGER: Parents of children can contact their school's guidance counselor to see if their school is participating and request a backpack of food to take home over weekends or holiday breaks. <http://end68hoursofhunger.org>

NH FOOD BANK: SNAP/Food stamp application assistance and advocacy.
Phone: (603) 669-9725x224

STRAFFORD NUTRITION / MEALS ON WHEELS: Provides meals and companionship; congregate meals in specific locations, Meals-On-Wheels delivered to the homebound. Nutrition, services to participants in meals program available.

9 Bartlett Avenue Somersworth, NH

Phone: (603) 692-4211 Fax: (603) 692-2877 www.traffordmealsonwheels.org

CLOTHING**Name/Address****Comments****BARRINGTON/DOVER****The Village Barn**

611 Franklin Pierce Hwy
Barrington
(603) 664-5512

What's New? Second Hand**Shop**

93 Franklin Pierce Hwy,
Barrington
(603) 793-7639

www.whatsnewsecondhandstore.com

CERV

Route 108 Dover
(603) 516-2378

Call First

First Parish Church Thrift Store
1 Silver Street Dover

DURHAM

Echo Thrift Store
Community Church of
Durham
17 Main St.
(603) 868-1230

Entrance is in the back of
the church

FARMINGTON

Blessed Bargains
400 Main Street
(603) 755-4876

NEWINGTON

Donated building
ReStore (Habitat for Humanity)
29 Fox Run Rd
(603) 750-3200
manager@restore.org

Materials, home
improvement supplies,
overstock, discontinued,
new, or used offered at
bargain prices

Savers Thrift Store
2064 Woodbury Ave
(603) 427-0814

Many 50% off sales around
holidays.
Shopping card provides
early access to some sales.

PORTSMOUTH

Operation Blessing
600 Lafayette Rd, Portsmouth
(603) 403-8561

SOMERSWORTH

Goodwill
450 High Street
(603) 343-5560

Empire Beauty School
362 High Street
(603) 692-1515

Discount haircuts and
washes. Call for
appointment.

ROCHESTER

Annie's Book Stop
51 Columbus Avenue
(603) 332-9605

New and pre-owned books
at discounted prices

**Community Clothing
Shop Rochester**
Community Center 150
Wakefield Street
(603) 994-3199

Free shopping available to
those who qualify.
Speak with shop volunteers
for information.

Salvation Army Family Shop
28 Signal Street
(603) 332-2698

Trinity Anglican Church
108 Rochester Road (Route 108)
(603) 332-1376

HOUSING AUTHORITIES & OTHER HOUSING

ROCHESTER HOUSING AUTHORITY
Wellsweep Acres Rochester, NH 03867
Phone: (603) 332-4126, **Fax:** (603) 332-0039

SOMERSWORTH HOUSING AUTHORITY
9 Bartlett Avenue Somersworth, NH 03878
Phone: (603) 692-2864, **Fax:** (603) 692-2877

DOVER HOUSING AUTHORITY
62 Whittier Street, Dover, NH 03820
Phone: (603) 742-5804 / **Fax:** (603) 742-6911

2-1-1 NH Telephone Information and Referral - 2-1-1 is a telephone number that connects callers, at no cost, to information about critical health and human services available in their community. 2-1-1 NH is an initiative led by United Ways of New Hampshire, in partnership with Public Service of New Hampshire (PSNH), and the State of New Hampshire. Residents in New Hampshire can contact 2-1-1 NH toll-free by dialing **2-1-1** in state or **1-866-444-4211** from out of state.

TRANSPORTATION

THE COMMUNITY RIDES: The goal is to expand affordable and efficient community transportation service in the region. Their website and/or community transportation directory is intended to be a source for transportation options as well as information concerning human service and transportation coordination in the region.

COAST Call Center, 1 (855) SENH-BUS, OR (603) 743-5777, Option 2
callcenter@communityrides.org, www.communityrides.org

C & J: Provides scheduled motor coach transportation to downtown Boston, Logan Airport and links to other destinations.

185 Grafton Drive
Portsmouth, NH 03801
Phone: (603) 430-1100 www.ridecj.com

COAST – COOPERATIVE ALLIANCE FOR SEACOAST TRANSPORTATION: Provides scheduled transportation throughout Strafford County and into Portsmouth.

42 Sumner Dr.
Dover NH 03820
Phone: (603) 743-5777, Fax: (603) 743-5786
Email: info@coastbust.org www.coastbus.org

FRANK'S TAXI

350 Route 108, Somersworth, NH
Phone: (603) 335-7433 www.frankstaxicab.com

FREE CHARITY CARS: Assistance with getting a car. www.freecharitycars.org

GOOD NEWS GARAGE: Assistance with getting a car so you can get to your job. Must meet specific requirements to receive a vehicle.

Phone: 1-877-400-6065
www.goodnewsgarage.org

LILAC CITY TAXI:

65 Estes Rd, Rochester, NH 03839, **Phone:** (603) 335-4600

SENIOR TRANSPORTATION (age 60 and up): -A Program of Community Action Partnership of Strafford County Provides door-to-door, low-cost, wheelchair-accessible transportation to grocery stores and shops to anyone age 60 and over.

Phone: (603) 817-8207,
www.straffordcap.org/programs/senior-transportation

SUNSHINE TAXI, INC.

Dover, NH 03820, Rochester, NH 03867
Phone: (603) 742-5000 OR (603) 332-5100

WHEELS ON WHEELS – WHEELCHAIR TRANSPORTATION SERVICE: Provides transportation to and from doctor's appointments, hospital discharges, rehabilitation therapy, nursing home transfers and admits, and all other types of medical appointments. NH Medicaid is approved for all medical appointments.

14A Madison Avenue

Rochester, NH 03867

Phone: (603) 335-3862

WELFARE OFFICES

Under New Hampshire Revised Statutes Annotated (RSA) 165, "Whenever a person in any town is poor and unable to support himself, he shall be relieved and maintained by the overseers of public welfare of such town, whether or not he has residence there. For the purposes of this chapter the term "residence" shall have the same definition as in RSA 21:6-a." Each town has a welfare office which provides emergency financial assistance for critical needs such as food, rent, utilities, and medication

. Town	Address	Phone Number
Barrington	333 Calef Highway	(603) 664-0155
Dover	McConnell Ctr., 61 Locust St.	(603) 516-6500
Durham	Town Hall, 8 Newmarket Road	(603) 868-8043
Farmington	365 Main Street	(603) 755-3100
Gonic/Rochester/East Rochester	City Hall, 31 Wakefield Street	(603) 332-3505
Lee	Town Hall, 7 Mast Rd.	(603) 659-4528
Madbury		(603) 742-5131
Middleton	182 King's Highway	(603) 473-5230
Milton/Milton Mills	424 White Mountain Highway	(603) 652-4501 ext. 9
New Durham	4 Main Street	(603) 859-2091
Rollinsford	667 Main Street	(603) 742-2510
Somersworth	City Hall, One Government Way	(603)

Appendix C

Acronyms Contained in the Master Plan Document:

ADA	Americans with Disabilities Act
CAP	Community Action Partnership
CCT	Critical Care Transfer
CIP	Capital Improvement Plan
CDBG	Community Development Block Grant
CERV	Christian Emergency Response Volunteers
COAST	Cooperative Alliance for Seacoast Transportation
CSBG	Community Services Block Grant
CTS	Community Transportation System
DEA	Drug Enforcement Agency
DHHS	Department of Health and Human Services
DMV	Department of Motor Vehicles
EMD	Emergency Medical Director
IT	Information Technology
LEAD	Law Enforcement Assisted Diversion
NHDOT	New Hampshire Department of Transportation
NIMBY	“Not In My Backyard”
SRPC	Strafford Regional Planning Commission
SUD	Substance Use Disorder
VA	Veteran’s Administration

Other Commonly Used/Relevant Acronyms:

AHAR	Annual Homeless Assessment Report
APR	Annual Performance Report
CoC	Continuum of Care approach to assistance to the homeless Continuum of Care
	Federal program stressing permanent solutions to homelessness
	Con Plan Consolidated Plan
CPD	Community Planning and Development (HUD Office of) Data Warehouse
	Information system storing program and operational data
ESG	Emergency Solutions Grant (new with Hearth) Emergency Shelter Grant
	(previous program name)
FMR	Fair Market Rent
HIC	Housing Inventory Count
HMIS	Homeless Management Information System
HOPWA	Housing Opportunities for Persons with AIDS
HRE	Homelessness Resource Exchange
HPRP	Homeless Prevention and Rapid Re-Housing Program
HQS	Housing Quality Standards
HUD	U.S. Department of Housing and Urban Development

IDIS	Integrated Disbursement and Information System
NOFA	Notice of Funding Availability
OMB	Office of Management and Budget
PIT	Point in Time
PBRA	Project Based Rental Assistance
PRN	Pro Rata Need
RHSP	Rural Housing Stability Program
S+C	Shelter Plus Care
SHP	Supportive Housing Program
SRA	Sponsor-Based Rental Assistance
SRO	Single Room Occupancy
SSO	Supportive Services Only
Super	NOFA HUD's consolidated approach to issuance of Notices of Funding Availability
TBRA or TRA	Tenant Based Rental Assistance
TH	Transitional Housing

ⁱ <https://www.nhes.nh.gov/elmi/documents/2017-economic-analysis-final.pdf>

ⁱⁱ http://www.nhhfa.org/assets/pdf/data-planning/rentalsurvey/RentSurvey_2017.pdf

ⁱⁱⁱ <https://www.scribd.com/document/367248603/2017-State-of-Homelessness-in-New-Hampshire>

^{iv} https://www.hudexchange.info/resources/documents/CommonHUDTermsandAcronyms_Handout.pdf

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City Clerk's Office



05/02/2019

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

RECEIVED
FEB 2 2019
CITY CLERK'S OFFICE
ROCHESTER, NH

**STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: Moderator WARD 5

NEW ☒ RE-APPOINTMENT ☐ REGULAR ☐ ALTERNATE ☐

NAME: Dennis M. Raymond

STREET ADDRESS: 134 Estes Rd.

ZIP 03867

TELEPHONE: (H) 440-213-5617 ~~NO~~ **E-MAIL** den2mark@gmail.com

REGISTERED VOTER: (CIRCLE ONE) ☒ YES ☐ NO **WARD** 5

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

Served as Moderator for the last 2 elections.
I am willing to continue as Moderator
and stand for election to that position

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

Trained as Moderator w/ City Clerk
& Trained in pre-election training for election
officers, as well in 2018.

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

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

Yes DM Raymond

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City Clerk's Office



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

Appointments Committee Minutes

April 3, 2019

City Hall Annex (Isinglass Room – 33 Wakefield Street)
6:30 PM

Committee Members Present:

Sandra Keans, Chair
James Gray, Vice-Chair
Tom Abbott

Committee Members Absent:

Robert Gates
Donna Bogan

The meeting was called to order at 6:35 p.m. on April 3, 2019.

Jonathan Shapleigh – REDC (6:30 PM)

Mr. Shapleigh is the current Chair for the REDC. He is pleased with how the Commission is working and is anxious to have replacement members appointed soon. Having Mr. Giuliano of the School Department (who submitted a Statement of Interest for the REDC) will be a good addition to the Commission. He will be able to provide insight between the needs of the potential companies and the schools for the Commission. Mr. Shapleigh said that he was sorry to hear that Karen Pollard has left her employment with the City and hopes to meet with potential replacement candidates.

Councilor Gray **MOVED** to recommend Mr. Shapleigh. Councilor Abbott seconded the recommendation. The Appointments Committee unanimously recommends Mr. Shapleigh to be reappointed to the REDC, with a term to expire 1/2/2022.

Kristen Bournival – REDC (6:45 PM)

Ms. Bournival is a native of the Manchester area. She is currently living in the City of Somersworth; however, she is working at Safran in the City of Rochester. She believes her skills will be helpful for the REDC in analyzing data submitted by potential new companies.

Councilor Gray **MOVED** to recommend Ms. Bournival. Councilor Abbott seconded the recommendation. The Appointments Committee unanimously recommends Ms. Bournival to be appointed to the REDC, with a term to expire 1/2/2022.

Paul Giuliano – REDC (7:00 PM)

Mr. Giuliano is affiliated with Great Bay Community College and coordinates with the high school. He works with existing companies' to understand their needs, which he believes could be helpful to the Commission. He believes the Commission should focus on mid-size companies and a vibrant downtown.

Councilor Gray **MOVED** to recommend Mr. Giuliano. Councilor Abbott seconded the recommendation. The Appointments Committee unanimously recommends Mr. Giuliano to be reappointed to the REDC, with a term to expire 1/2/2021.

Sheila Lulek – Conservation Commission (7:15 PM)

Ms. Lulek is looking forward to continuing to serve as an Alternate Member of the Conservation Commission. She has the interest and will to attend the site walks; however, Ms. Lulek does not drive. She does a lot of walking on existing trails and paths along the Cochecho River. She has a background in landscaping.

Councilor Gray **MOVED** to recommend Ms. Lulek. Councilor Abbott seconded the recommendation. The Appointments Committee unanimously recommends Ms. Lulek to be reappointed to the Conservation Commission as an Alternate Member, with a term to expire 1/2/2022.

Sheila Lulek – Planning Board (7:15 PM)

The Committee did not recommend Ms. Lulek to serve on the Planning Board as an Alternate Member due to some concerns about skills needed for construction/development plans.

The meeting was adjourned at 8:00 PM.

Respectfully submitted,

Sandra B. Keans, Chair



Rochester City Council

Community Development Committee

MEETING MINUTES

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

Meeting Date:	Monday, April 8, 2019	
Members Present:	Tom Abbott Donna Bogan James Gray Elaine Lauterborn	Members Absent: Jeremy Hutchinson
Guests/Staff:	Julian Long, Rochester Community Development Coordinator Chris Bowlen, Recreation and Arena Director Lauren Krans, Recreation and Arena Assistant Director Jennifer Murphy Aubin, Economic Development Executive Secretary Matthew Winders, Resident Bob Brown, Recreation and Arena Advisory Commission Kevin Barry, Recreation and Arena Advisory Commission Dick Clough, Recreation and Arena Advisory Commission Dale Bickford, Recreation and Arena Advisory Commission Dave Anctil, Recreation and Arena Advisory Commission Dave Colson, Recreation and Arena Advisory Commission Sheila Colson, Recreation and Arena Advisory Commission	

This was a joint meeting between the Community Development Committee and the Recreation and Arena Advisory Commission. Councilor Lauterborn called the meeting to order at 7:04 p.m. The Recreation and Arena Advisory Commission approved its March meeting minutes and discussed its monthly revenue and expense reports.

Motion was made by Councilor Bogan and seconded by Councilor Abbott to approve the March 11, 2019 Community Development Committee minutes. The minutes were approved unanimously.

PUBLIC INPUT	There was no public input.
COMMUNITY CENTER/RECREATION DEPARTMENT OFFICE IMPROVEMENTS	Ms. Krans gave a tour of the renovated Recreation Department offices in the Community Center. She explained that Mr. Bowlen will be moving offices to the Arena building and that there is a new welcome kiosk to provide better service to both Recreation Department visitors and other Community Center visitors. The Recreation Department is proposing in its FY 20 budget to reclassify a part-time seasonal employee to part-time permanent employee to help ensure the kiosk is adequately staffed.

	<p>Councilor Gray asked about police calls to the Community Center and whether they are disproportionately for a particular building agency. Mr. Bowlen said that they are not, and Ms. Krans added that the Police Department tracks calls by building location but not specific agency. Mr. Bowlen stated that the Community Center holds a monthly meeting for all tenants to help address any shared concerns. Councilor Lauterborn requested that the Community Development Committee be provided the Police Department data on Community Center police calls.</p>
OUTDOOR FITNESS COURT	<p>Ms. Krans passed out photographic examples of outdoor fitness courts. Mr. Bowlen gave a brief history of the project. The Economic Development Department had requested \$50,000 in the FY 2019 CIP budget but there is still a shortfall in funding for the project. The Economic Development Department is in the process of reaching out to local businesses to bridge a funding gap of \$30,000. The project will be receiving \$10,000 in grant funds from the National Fitness Campaign, for a total project cost of \$90,000.</p> <p>Mr. Bowlen suggested a change in location from the original plan of installing the fitness court at the Rochester Commons to the Hanson Pines Park instead. Ms. Murphy Aubin explained that the choice of the Rochester Commons was influenced by the National Fitness Campaign's preference for a centralized location.</p> <p>Mr. Bickford asked whether the outdoor fitness court will be self-directed. Ms. Murphy Aubin replied that it will be completely self-directed. Concerns regarding potential vandalism were discussed.</p> <p>Councilor Abbott stated that he preferred the Rochester Commons for the location of the outdoor fitness court as the court is intended for adult use and placement at Hanson Pines Park would mean it would be used mostly by Spaulding High School students. Mr. Bowlen replied that children will likely play on the fitness court if it is placed at the Commons, as well. Councilor Bogan suggested investigating the possibility of a third location, and Councilor Lauterborn suggested the Arena. Mr. Bowlen replied that the outdoor fitness court project is meant to be located in a very visible, highly-trafficked area.</p> <p>The Community Development Committee agreed to continue to consider project locations. Mr. Bowlen suggested scheduling an</p>

	annual joint meeting between the Community Development Committee and the Recreation and Arena Advisory Commission.
FY 2019-2020 CDBG ANNUAL ACTION PLAN – Seacoast Youth Services/Bridging the Gaps	<p>Councilor Lauterborn explained to the Community Development Committee that the planned fiscal agency relationship between Seacoast Youth Services and Bridging the Gaps has not gone forward. Mr. Long added that Seacoast Youth Services has not responded to multiple contact attempts and that Bridging the Gaps, while still interested in opening a teen center, is unlikely to be able to do so within the next fiscal year. Therefore, the Committee was asked to reallocate the \$2,000 in FY 2020 Community Development Block Grant (CDBG) funding originally allocated to the teen center project.</p> <p>Councilor Lauterborn asked Mr. Long about the process for the reallocation. Mr. Long suggested that the Committee vote on its recommendations and then mention the new recommendations at the scheduled April 16th public hearing. Then an amendment could be made at the second reading and adoption of the draft FY 2020 CDBG Annual Action Plan at the May 7th City Council meeting.</p> <p>Councilor Lauterborn suggested funding Cross Roads House at an additional \$1,000. <i>Motion was made by Councilor Bogan and seconded by Councilor Gray to recommend an additional \$1,000 in FY 20 CDBG funding for Cross Roads House, for a total FY 20 funding recommendation of \$12,000. The motion passed unanimously.</i></p> <p>Councilor Lauterborn suggested that the remaining \$1,000 be allocated to the SHARE Fund. Councilor Bogan suggested that it be allocated to Strafford Nutrition Meals on Wheels. Mr. Long suggested that it might be allocated to the SOS Recovery Center, as it provides substance use disorder services, which is the category of services provided by Seacoast Youth Services and Bridging the Gaps. Councilor Lauterborn stated that she is opposed to funding SOS Recovery Center in both the CDBG budget and general city budget and prefers to fund the agency in the general city budget.</p> <p><i>Motion was made by Councilor Bogan and seconded by Councilor Abbott to recommend an additional \$1,000 in FY 20 funding for Strafford Nutrition Meals on Wheels, for a total FY 20 funding recommendation of \$2,000. The motion passed unanimously.</i></p>

PROGRAMS REPORT – CDBG Projects, Other Grant Projects	<p>Mr. Long provided a brief overview of current CDBG projects, including the Maple St. Magnet School and Spaulding High School chairlift installation projects. He has also started the process of conducting the environmental reviews for proposed FY 20 CDBG facilities projects.</p> <p>Mr. Long also shared with the Committee that the City of Rochester had been contacted by the organization Curtains Without Borders regarding the historic preservation of the East Rochester Fire Station’s stage curtain and the current Moose Plate Grant application round. He added that the Committee had originally considered the topic at its November 2017 meeting and had decided to postpone any decisions regarding the stage curtain until plans for the fire station had been made.</p> <p>Councilor Lauterborn stated that it doesn’t make sense to renovate the fire station if there’s no planned use for the building. She suggested that the fire station building could be used as a community center for East Rochester. Ms. Murphy Aubin suggested that the stage curtain, once restored, could be placed on display at the Rochester Opera House. Mr. Bowlen suggested that it could also be displayed in the Spaulding High School auditorium.</p> <p>Councilor Lauterborn asked why an archaeological survey is required for the Riverwalk Committee’s Recreational Trails Program grant project to install a footbridge at Hanson Pines. Mr. Long replied that the state is requiring the survey as the project will involve digging.</p>
OTHER BUSINESS	<p>There was no other business.</p>

The meeting was adjourned at 8:07 p.m.

Next Meeting – Monday, May 13, 2019 at 7:00 p.m. in Isinglass Conference Room in City Hall Annex (33 Wakefield Street)

Topics – Projects Program Report

RESOLUTION ADOPTING A 2019-2020 ROCHESTER CDBG
“ACTION PLAN FOR THE CITY OF ROCHESTER, N.H.” AND
APPROVING AND APPROPRIATING THE 2019-2020
COMMUNITY DEVELOPMENT BUDGET FOR THE CITY OF ROCHESTER

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

WHEREAS, the City of Rochester has received its FY 2020 Community Development Block Grant program allocation in the total amount of Two Hundred Fifty Nine Thousand and Nine Hundred Forty-Three Dollars (\$259,943.00), an increase of Twelve Thousand Nine Hundred One Dollars and 55/100 Cents (\$12,901.55) over the estimated Two Hundred Forty Seven Thousand and Forty-One Dollars and 45/100 Cents (\$247,041.45) included previously in the resolution presented to City Council at its April 2, 2019 meeting;

WHEREAS, the final allocation of funds 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:

Category	April 2, 2019	Additional Funding	Final Allocation
Administration and Planning	\$49,408.29	\$2,580.31	\$51,988.60
Public Service Agencies	\$37,056.22	\$1,935.23	\$38,991.45
Housing/Public Facilities	\$160,576.94	\$8,386.01	\$168,962.95
TOTAL	\$247,041.45	\$12,901.55	\$259,943.00

WHEREAS, the Mayor and City Council of the City of Rochester desire to program these additional funds into other worthwhile activities;

FURTHER, that a twelve (12) month Community Development Block Grant estimated budget for the Office of Economic and Community Development for the City of Rochester in the total amount of Two Hundred Forty Seven Thousand Forty One Dollars and Forty Five Cents (\$247,041.45) be, and hereby is, approved and appropriated for fiscal year 2019-2020. 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:

THEREFORE, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby appropriate Two Hundred Fifty Nine Thousand and Nine Hundred Forty-Three Dollars (\$259,943.00) for the FY 2020 Community Development Block Grant program;

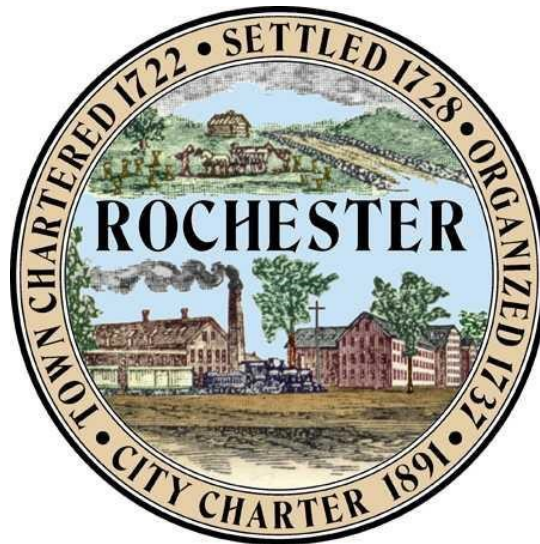
FURTHER, that Eighty Seven Thousand Two Hundred Ninety Eight Dollars and Seven Cents (\$87,298.07) in prior year unexpended CDBG funds be repurposed for use in the FY 2020 Action Plan year;

FURTHER, that the funds necessary to fund the above appropriation shall be drawn in their entirety from the above-mentioned 2020 fiscal year Community Development Block Grant from the federal government to the City of Rochester;

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



Fifth Program Year Action Plan



The City of Rochester, N.H.

DUNS # 099446879

Fifth Program Year Action Plan (July 1, 2019 – June 30, 2020) Consolidated Plan (FY 2015-2020)

Approved May XX, 2019

Submitted May XX, 2019

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Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

This Action Plan represents the fifth and final year (FY 2020; July 2019-June 2020) of the City of Rochester's current Five Year Consolidated Plan (FY 2015-2020) for its Community Development Block Grant (CDBG) program. This plan is an extension of the identified needs as defined in the FY 15-20 Consolidated Action Plan and the preliminary analysis of the most current needs as identified by the consultations and research conducted for the upcoming FY 2020-2025 Five Year Consolidated Plan.

The FY 2020 Community Development Block Grant (CDBG) amount for the City of Rochester is \$259,943.00, with \$51,988.60 (20%) allocated for planning and administration, \$38,991.45 (15%) for public services, and the balance of \$256,261.02 (\$168,962.95 + \$87,298.07 in prior year CDBG funds) for projects focused on the areas of housing rehabilitation and public facilities/infrastructure. The U.S. Department of Housing and Urban Development (HUD) restricts public services funding (non-construction operating expenses) to 15% of the city's overall annual grant allocation and administrative costs to 20% of the city's overall annual grant allocation.

Administration (20% cap set by HUD): \$51,988.60

Administration (staff salary, benefits, travel, training, public notices, environmental reviews, Davis-Bacon Act labor monitoring, action plan preparation, annual report preparation, etc.)

Public Services (15% cap set by HUD): \$38,991.45

My Friends' Place: \$8,000.00

Cross Roads House: \$12,000.00

Community Partners: \$2,000.00

SHARE Fund: \$3,991.45

Dover Adult Learning Center: \$5,000.00

Strafford Nutrition Meals on Wheels: \$2,000.00

Tri-City Co-op: \$2,000.00

MY TURN: \$4,000.00

Housing Rehabilitation and Public Facilities (remaining 65% of grant allocation): \$256,261.02 (\$168,962.95 + \$87,298.07 in prior year CDBG funds)

Rochester Child Care Center – Fire Sprinkler System: \$20,000.00

Community Action Partnership of Strafford County – Weatherization Program: \$68,261.02

Rochester Opera House – Chairlift Project: \$23,000.00

East Rochester Public Library – Roof Replacement: \$10,000.00

Rochester Riverwalk – Canoe/Kayak Launch Project: \$25,000.00

Gonic Pool/Recreation Area Improvements: \$50,000.00

Historic District Commission – Downtown Façade Improvements Program: \$10,000.00

Homeless Center for Strafford County – Land Acquisition for New Shelter: \$50,000.00

The primary focus of the FY 2020 Action Plan is to support the regional homeless shelters and their services and to prevent homelessness through support of rental assistance and home rehabilitation programs aimed at low to moderate income Rochester residents. Each activity addresses one of the three national objectives set forth by 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

The FY 2020 Action Plan's goals and 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 residents of the City of Rochester. 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 best meet the identified needs of the City's low to moderate income population over the next year. Prioritization was based on meeting basic needs, such as housing and health, first and then addressing less urgent needs as possible.

Program Goal #1: To Provide Decent Housing

1. Assisting Homeless Persons to Obtain Affordable Housing and Assisting Persons at Risk of Homelessness
 - Homeless shelters
 - Rental assistance programs

2. Retention of Affordable Housing Stock

- Housing rehabilitation/weatherization programs, including lead paint contamination testing efforts
- Rental assistance/subsidy programs for low-income residents

3. 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
- Rent assistance/subsidy programs for residents with disabilities

Program Goal #2: To Provide a Suitable Living Environment

1. Improving the Safety and Livability of Neighborhoods

- Continued review of neighborhood conditions in low-income neighborhoods
- Improvements for child care centers, libraries, and public parks
- Downtown revitalization program to improve commercial building facades

2. Increase Access to Quality Public and Private Facilities and Services

- Land acquisition to construct a new, larger in-city homeless shelter
- Improvements for child care centers, libraries, and public parks
- Downtown revitalization program to improve commercial building facades
- Participation in and regional and local coalitions of service providers (e.g., Balance of State Continuum of Care, Tri-City Homelessness Task Force, and Greater Seacoast Coalition to End Homelessness)

Program Goal #3: To Expand Economic Opportunities

1. Establishment, Stabilization, and Expansion of Small Businesses, Including Micro-Businesses
 - Revolving loan fund for small business financing
 - Revolving loan fund for job creation for low to moderate income residents
2. Provision of Public Services Concerned with Employment

- Educational/high school equivalency programs for low-income residents
- Vocational skills programs for young low-income residents

3. Evaluation of past performance

All CDBG activities planned for FY 2020 have been chosen to advance one or more of the three national HUD objectives: (1) to provide decent housing; (2) to provide a suitable living environment; or (3) to expand economic opportunities. Public service activities (non-construction funding for social service agencies) include funding for two of the region's three homeless shelters (the third is receiving CDBG public facilities financial support from the city), rental assistance for low-income families and for residents with mental health concerns, and educational programs for low-income residents. Most of these activities are aimed at providing a suitable living environment or providing decent and affordable housing for low- and moderate-income residents.

Housing rehabilitation funding supports the Community Action Partnership for Strafford County's weatherization assistance program, which weatherizes the homes of low-income residents. This activity is aimed at providing decent, affordable housing. Public facilities funding will be used for improvements for child care centers, libraries, and public parks serving low to moderate income residents.

The most recently submitted Consolidated Annual Performance and Evaluation Report (CAPER) for the city's CDBG program was submitted in September 2018 and covered FY 2018. In most categories of funding, goals were met or exceeded, such as "Affordable Housing for Homeless Persons," "Increase Access to Quality Facilities and Services," and "Retention of Affordable Housing Stock." The one exception was the category of "Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit," which was the Rochester Community Center tennis court lights project. The project suffered delays but was completed in FY 2019.

Performance goals for FY 2019 CDBG subrecipients are on track thus far, with the possible exception of the Rochester Housing Authority and its Supportive Housing for Chronically Homeless Residents project. The housing authority is still in the process of finalizing gap funding for the project. In light of the Rochester Housing Authority's difficulties in this regard, particular attention has been paid to project readiness and funding sources in evaluation of proposed FY 2020 public facility and infrastructure projects.

4. Summary of Citizen Participation Process and consultation process

The City of Rochester has conducted extensive public outreach: two public hearings, attendance at all six of the local neighborhood ward meetings, consultations with local public service agencies, consultations with relevant government agencies, consultations with local business organizations, social media outreach, and an online survey. This outreach was conducted in accordance with the revised 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 18, 2018. No comments were made at this hearing.

The Community Development Committee voted on its grant application tentative funding recommendations at the February 11, 2019 Community Development Committee meeting and finalized its recommendations at the March 11, 2019 Community Development Committee meeting. Throughout the evaluation process, careful attention was paid to the priorities identified in the FY 2015-2020 Consolidated Action Plan as well as public input on CDBG funding recommendations gathered during the FY 2020 citizen participation process.

The formal public comments period notice was posted in local newspaper *Foster's Daily Democrat* on March 16, 2019, and copies of the public comments notice were also posted at City Hall, the Rochester Public Library, the Rochester Community Center, on the City's website, and on the Office of Economic and Community Development's Facebook page on March 14, 2019. In the notice, the public was invited to review the draft Annual Action Plan in-person at the Office of Economic and Community Development, the City Clerk's Office at City Hall, the public library, and/or on the City's Community Development Division webpage. No comments were received.

The draft FY 2020 Annual Action Plan was presented for a first reading to the full City Council at the April 2, 2019 City Council Meeting. A second public hearing was held on April 16, 2019. One comment was received, from a member of Tri-City Consumer Cooperative's board of directors, suggesting that more funding be allocated to Tri-City Coop. A second reading of the draft plan occurred at the **May 7, 2019** City Council meeting. City Council adopted the FY 2020 Annual Action Plan at the **May 7, 2019** meeting.

5. Summary of public comments

The following comments from the public regarding the FY 2020 Annual Action Plan were received:

Ward 6 Meeting (8/22/2018): Concerns regarding sex offenders in neighborhood, concerns about downtown vacancies and support for downtown revitalization, suggestion to provide free laundry services for Rochester Housing Authority and other low-income minor residents.

Ward 4 Meeting (9/10/2018): Lack of support for elementary school projects, as there are too many elementary schools; suggestion for new playground at Roger Allen Park; suggestion to fund End 68 Hours of Hunger; suggestion to install lights at Hanson Pines Park basketball courts.

Ward 1 Meeting (9/12/2018): Concerns regarding homelessness and support for homeless shelters, support for The Grange, suggestion for public places for homeless persons to charge phones.

Ward 5 Meeting (9/19/2018): Support for a downtown teen center, support for downtown green spaces projects, support for Bridging the Gaps and other youth substance use prevention organizations.

Ward 2 Meeting (9/24/2018): Suggestion to fund Rochester Fairgrounds, concerns regarding substance use disorder and overdoses, concerns regarding road infrastructure, support for Hope on Haven Hill, support for services for abused and neglected children, support for downtown revitalization projects.

Ward 3 Meeting (9/27/2018): There was no attendance at this meeting.

State Plan on Aging Public Listening Session (11/15/2018): Residents spoke on the need for transportation, walkable communities/access to community resources, palliative care, Alzheimer's/dementia resources, lack of home care providers workforce, need for better education on existing resources and better partnerships between resource providers.

Public Hearing (First) (12/18/2018): No comments were made at the hearing.

Public Comments Period: No comments were received.

Public Hearing (Second) (4/16/2019): One comment was received, from a member of Tri-City Consumer Cooperative's board of directors, suggesting that more funding be allocated to Tri-City Coop.

Online Community Development Survey: Concerns regarding housing affordability and increasing lack of affordability, broad support for FY 18-19 CDBG subrecipients except for split support/lack of support for SOS Recovery Center, suggestions to build new housing for homeless and low-income residents, recreational facilities for youth, and affordable child care for at-risk parents.

6. Summary of comments or views not accepted and the reasons for not accepting them

Ward 6 Meeting (8/22/2018): N/A. All comments and views were accepted.

Ward 4 Meeting (9/10/2018): N/A. All comments and views were accepted.

Ward 1 Meeting (9/12/2018): N/A. All comments and views were accepted.

Ward 5 Meeting (9/19/2018): N/A. All comments and views were accepted.

Ward 2 Meeting (9/24/2018): N/A. All comments and views were accepted.

Ward 3 Meeting (9/27/2018): N/A. There was no attendance at this meeting.

State Plan on Aging Public Listening Session (11/15/2018): N/A. All comments and views were accepted.

Public Hearing (First) (12/18/2018): N/A. No comments were made at the hearing.

Public Comments Period: N/A. No comments were received.

Public Hearing (Second) (4/16/2019): TBD.

Online Community Development Survey: N/A. All comments and views were accepted.

7. Summary

The FY 2020 Annual Action Plan focuses on the community needs identified during the FY 2015-2020 Consolidated Action Plan community needs assessment process, the FY 2020 Annual Action Plan citizen participation process, and the FY 2020 Annual Action Plan consultations with government and non-profit agencies. This includes needs that continue to exist from previous Annual Action Plans, such as services for homeless residents and mental health supportive services, and needs that have not been fully addressed in previous annual action plans. The FY 2020 Annual Action Plan will be used to evaluate new funding and project opportunities as they arise, and continuing community needs analyses will be incorporated throughout the implementation of this plan.

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)

The CDBG Administrator (Community Development Coordinator) for the City of Rochester is in charge of administering the city's CDBG program. The CDBG Administrator prepares the Five Year Consolidated Plan, annual action plans, and annual progress reports for the CDBG program. The CDBG Administrator also conducts environmental reviews for all CDBG-funded activities and Davis-Bacon Act labor monitoring for construction-related projects.

Consolidated Plan Public Contact Information

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AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Rochester continues to make extensive efforts to enhance coordination between the Rochester Housing Authority, non-profit organizations providing housing and related services, and relevant City departments such as the Welfare Office and Planning Department. The City's Community Development Division meets at minimum on a semiannual basis with the Rochester Housing Authority to discuss resident needs, building maintenance concerns, CDBG funding opportunities, and fair housing concerns. The City of Rochester's Community Development Coordinator also engages in significant outreach and involvement in relevant community organizations, such as active involvement with the Greater Seacoast Coalition on Homelessness, the Tri-City Homelessness Task Force, and the New Hampshire 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 continues to make extensive efforts to enhance coordination between the Rochester Housing Authority, non-profit organizations providing housing and related services, and relevant City departments such as the Welfare Office and Planning Department. The City's Community Development Division meets at minimum on a semiannual basis with the Rochester Housing Authority to discuss resident needs, building maintenance concerns, CDBG funding opportunities, and fair housing concerns. The City of Rochester's Community Development Coordinator also engages in significant outreach and involvement in relevant community organizations, such as active involvement with the Greater Seacoast Coalition on Homelessness, the Tri-City Homelessness Task Force, and the New Hampshire Balance of State Continuum of Care.

The Community Development Coordinator attends many meetings and trainings organized by agencies that provide services such as housing, homelessness prevention, rental assistance, etc. The Community Development Coordinator forwards relevant information from these agencies to all other public service agency contacts who might be interested and to the Rochester Housing Authority executive director.

Throughout 2018, the Community Development Coordinator coordinated with the Workforce Housing Coalition of the Greater Seacoast to organize a Rochester-focused workforce housing charrette, along with a planning team comprised of other City staff, housing providers, social services providers, and others. The two-day charrette was held in September 2018, and the

resulting report and housing design were made available via the City's website at <https://www.rochesternh.net/community-development-division/pages/downtown-rochester-housing-workshop>.

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 serves as the primary liaison between the City of Rochester and the New Hampshire Balance of State Continuum of Care, regularly attends scheduled Continuum of Care meetings in Concord, and shares information received at Continuum meetings with relevant City staff and local public service agencies. This includes but is not limited to the Rochester Welfare Office, the Rochester Families in Transition coordinator (school district homeless liaison), and CDBG grant subrecipients.

The Community Development Coordinator is also an actively engaged with the regional Greater Seacoast Coalition on Homelessness, which meets bimonthly to discuss homelessness issues in the region and functions as a local-level continuum of care, and the Tri-City Homelessness Task Force, which meets monthly to strategize on homeless prevention and reduction in the neighboring cities of Rochester, Somersworth, and Dover.

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.

Table 2 – Agencies, groups, organizations who participated

		Agency/Group/Organization	Welfare Department, City of Rochester
		Agency/Group/Organization Type	Other government - Local Grantee Department
		What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homeless Needs – Chronically homeless, Homeless Needs – Families with children, Homeless Needs – Veterans, Homelessness Needs – Unaccompanied youth, Homelessness Strategy, 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?	This consultation was between the Community Development Coordinator and the Rochester Welfare Director. The consultation was conducted in-person. No areas for improved coordination were identified during the consultation. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
		Agency/Group/Organization	Integrated Delivery Network, Region 6
		Agency/Group/Organization Type	Housing, Services – homeless, Services – Health, Health Agency, Publicly Funded Institution/System of Care, Other government – County, Regional organization
		What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy 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?	This consultation was between the Community Development Coordinator and the director of population health with the Region 6 (Strafford County) Integrated Delivery Network. The consultation was conducted in person. An area for improved coordination identified was the need to include the Integrated Delivery Network in more regional health and housing initiatives, as they have important funding and resources. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
		Agency/Group/Organization	Child and Family Services
		Agency/Group/Organization Type	Services – Children, Services – Victims of Domestic Violence, Services – Victims, Child Welfare Agency, Regional organization
		What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homelessness Strategy, 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?	This consultation was between the Community Development Coordinator and the program director of Child and Family Services. The consultation was conducted in person. An area for improved coordination identified was the need to include the Integrated Delivery Network in more regional health and housing initiatives, as they have important funding and resources. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
		Agency/Group/Organization	Community Action Partnership of Strafford County
		Agency/Group/Organization Type	Housing, Services – Housing, Services – Elderly Persons, Services – homeless, Services – Education, Services - Employment, Regional organization

		What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homelessness Strategy, 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?	This consultation was between the Community Development Coordinator and the housing program director of Community Action Partnership of Strafford County. The consultation was conducted in person. An area for improved coordination identified was the need to include the Integrated Delivery Network in more regional health and housing initiatives, as they have important funding and resources. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
		Agency/Group/Organization	Rochester Housing Authority
		Agency/Group/Organization Type	Housing, PHA, Services – Housing, Other government – Local
		What section of the Plan was addressed by Consultation?	Housing Need Assessment, Public Housing Needs, Homelessness Strategy, Non-Homeless Special Needs, 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?	This consultation was between the Community Development Coordinator and the Rochester Housing Authority executive director. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
		Agency/Group/Organization	Cross Roads House
		Agency/Group/Organization Type	Housing, Services – Housing, Services - homeless

		What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homeless Needs – Chronically homeless, Homeless Needs – Families with children, Homeless 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?	This consultation was between the Community Development Coordinator and the executive director of Cross Roads House. The consultation was conducted in person. An area of improved coordination identified was a need for more coordination among direct services providers and the need to include business persons, policy makers and housing developers. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
		Agency/Group/Organization	211
		Agency/Group/Organization Type	Housing, Services – homeless, Publicly Funded Institution/System of Care, Other government – State
		What section of the Plan was addressed by Consultation?	Housing Need Assessment, 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?	This consultation was between the Community Development Coordinator and a 211 staff person. The consultation was conducted in person. An area of improved coordination identified was a need for more coordination among direct services providers and the need to include business persons, policy makers and housing developers. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.

		Agency/Group/Organization	Greater Seacoast Coalition to End Homelessness
		Agency/Group/Organization Type	Housing, Services – homeless, Regional organization, Planning organization
		What section of the Plan was addressed by Consultation?	Housing Need Assessment, 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?	This consultation was between the Community Development Coordinator and the coalition coordinator for the Greater Seacoast Coalition to End Homelessness. The consultation was conducted in person. An area of improved coordination identified was a need for more coordination among direct services providers and the need to include business persons, policy makers and housing developers. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
		Agency/Group/Organization	Bridging the Gaps
		Agency/Group/Organization Type	Services – Children, Services – Health, Other government – local
		What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs, Other – Substance use disorders
		Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Bridging the Gaps coalition coordinator. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.

		Agency/Group/Organization	Rochester Main Street
		Agency/Group/Organization Type	Business Leaders, Civic Leaders, Business and Civic Leaders
		What section of the Plan was addressed by Consultation?	Market Analysis, Economic Development, Anti-poverty strategy, Other – Downtown revitalization
		Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the executive director of Rochester Main Street. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
		Agency/Group/Organization	Rochester Social Club
		Agency/Group/Organization Type	Civil Leaders
		What section of the Plan was addressed by Consultation?	Housing Need Assessment, 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?	This consultation was between the Community Development Coordinator and the chair of the Rochester Social Club. The consultation was conducted in person. An area of improved coordination identified was a need for more coordination among direct services providers to reduce duplication of efforts. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
		Agency/Group/Organization	Rochester Historic District Commission
		Agency/Group/Organization Type	Other government – Local

		What section of the Plan was addressed by Consultation?	Housing Need Assessment, Market Analysis, Other – Downtown revitalization, historic preservation
		Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the chair of the Rochester Historic District Commission. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
		Agency/Group/Organization	Strafford County Public Health Network
		Agency/Group/Organization Type	Services – Health, Publicly Funded Institution/System of Care, Other government – County, Regional Organization
		What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs, Anti-poverty strategy, Other – Mental health needs
		Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Young Adult Prevention Coordinator at Strafford County Public Health Network. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.

	Agency/Group/Organization	Grace Community Church
	Agency/Group/Organization Type	Services – Housing, Services – Elderly Persons, Services – homeless, Civic Leaders, Other – Church
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs, Anti-poverty strategy, Other – Youth recreational needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and volunteer organizers at Grace Community Church. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
	Agency/Group/Organization	WOVEN Community Development Association
	Agency/Group/Organization Type	Services – Employment, Civic Leaders
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs, Anti-poverty strategy, Other – Need for community makerspace
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Woven Community Development Association executive director. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.

	Agency/Group/Organization	Make Rochester Great
	Agency/Group/Organization Type	Civic Leaders
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs, Anti-poverty strategy, Other – Downtown revitalization
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the head of Make Rochester Great. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
	Agency/Group/Organization	Rochester Office of Economic Development
	Agency/Group/Organization Type	Services – Employment, Other government – Local, Grantee Department
	What section of the Plan was addressed by Consultation?	Market Analysis, Economic Development, Other – Downtown revitalization
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Rochester Economic Development Specialist. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and targeting of the downtown for revitalization-related projects.
	Agency/Group/Organization	Rochester Welfare Office
	Agency/Group/Organization Type	Services – Housing, Services – homeless, Services – Employment, Other government – Local, Grantee Department

	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Public Housing Needs, Homeless Strategy, 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?	This consultation was between the Community Development Coordinator and the Rochester Welfare Director. An area of improved coordination identified was the need for more regional coordination among supportive services providers to match the coordination of regional homeless shelters. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
	Agency/Group/Organization	Community Development, City of Dover
	Agency/Group/Organization Type	Services – Housing, Services – Homeless, Services – Fair Housing, Other government – Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homelessness Strategy, 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?	This consultation was between the Community Development Coordinator and Community Development Planner for the City of Dover. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, substance abuse recovery, and permanent supportive housing.
	Agency/Group/Organization	Community Development, City of Portsmouth

	Agency/Group/Organization Type	Services – Housing, Services – Homeless, Services – Fair Housing, Other government – Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homelessness Strategy, 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?	This consultation was between the Community Development Coordinator and the Community Development Coordinator for the City of Portsmouth. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, substance abuse recovery, and permanent supportive housing.
	Agency/Group/Organization	Tri-City Homelessness Task Force
	Agency/Group/Organization Type	Services – Housing, Services – homeless, Other government – County, Other government – Local, Regional organization, Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homelessness Strategy, 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?	This consultation was between the Community Development Coordinator and the committee members of the Tri-City Homelessness Task Force. The consultation was conducted in person. An area of improved coordination identified was the need to build connections between homeless services providers and housing developers and other business persons. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.
	Agency/Group/Organization	New Hampshire Housing Finance Authority
	Agency/Group/Organization Type	Services – Housing, Services – Education, Services – Fair Housing, Other government – State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Housing Awareness Program Administrator for New Hampshire Housing Finance Authority. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, substance abuse recovery, and permanent supportive housing.
	Agency/Group/Organization	Workforce Housing Coalition of the Greater Seacoast
	Agency/Group/Organization Type	Housing, Services – Housing, Regional Organization

	What section of the Plan was addressed by Consultation?	Housing Need Assessment, 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?	This consultation was between the Community Development Coordinator and the executive director for the Workforce Housing Coalition of the Greater Seacoast. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to housing development and land use regulations that allow for affordable and workforce housing.
	Agency/Group/Organization	Rochester Planning Department
	Agency/Group/Organization Type	Other government – Local, Planning Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Senior Planner with the Rochester Planning Department. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to housing development and land use regulations that allow for affordable and workforce housing.
	Agency/Group/Organization	New England AIDS Education and Training Center

	Agency/Group/Organization Type	Services – Persons with HIV/AIDS, Services – Health, Services – Education, Regional Organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs, HOPWA Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and staff from the New England AIDS Education and Training Center. The consultation was conducted via webinar. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to African-born immigrant populations with HIV/AIDS.
	Agency/Group/Organization	Tri-City Consumers' Action Cooperative
	Agency/Group/Organization Type	Services – Persons with Disabilities, Services - Health
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homeless Needs – Chronically homeless, Homeless Strategy, 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?	This consultation was between the Community Development Coordinator and the executive director and general membership of Tri-City Coop. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, substance abuse recovery, and Housing First initiatives.
	Agency/Group/Organization	EasterSeals / The Homemakers

	Agency/Group/Organization Type	Services – Elderly Persons, Services – Persons with Disabilities, Services – Health, Health Agency
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homeless Strategy, Anti-poverty Strategy, Other – Home care needs for aging population
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the senior services project director at EasterSeals / The Homemakers. The consultation was conducted via telephone. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, substance abuse recovery, and transitional and recovery housing.
	Agency/Group/Organization	New Hampshire Alliance for Immigrants and Refugees
	Agency/Group/Organization Type	Services – Fair Housing, Other – Immigrant services
	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?	This consultation was between the Community Development Coordinator and the executive director of the New Hampshire Alliance for Immigrants and Refugees. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness and housing access.

	Agency/Group/Organization	New Hampshire Legal Assistance
	Agency/Group/Organization Type	Services – Fair Housing
	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?	This consultation was between the Community Development Coordinator and the Housing Justice Program director at New Hampshire Legal Assistance. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to fair housing and local welfare benefits.
	Agency/Group/Organization	American Civil Liberties Union of New Hampshire
	Agency/Group/Organization Type	Services – Fair Housing
	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?	This consultation was between the Community Development Coordinator and the immigration law fellow with the American Civil Liberties Union of New Hampshire. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to immigrant populations.
	Agency/Group/Organization	Office of Health Equity, New Hampshire Department of Health and Human Services

	Agency/Group/Organization Type	Services – Health, Services – Health, Health Agency, Other government – State
	What section of the Plan was addressed by Consultation?	Other – Health care needs for immigrant populations
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Minority Health Administrator with New Hampshire Department of Health and Human Services. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially the health needs of immigrant populations.
	Agency/Group/Organization	Bureau of Homeless and Housing Services, New Hampshire Department of Health and Human Services
	Agency/Group/Organization Type	Services – Housing, Services – Homeless, Other government – State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homeless Strategy, 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?	This consultation was between the Community Development Coordinator and the New Hampshire Balance of State Continuum of Care liaison staff at the New Hampshire Department of Health and Human Services. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, and substance abuse recovery.

	Agency/Group/Organization	Rochester School Department
	Agency/Group/Organization Type	Services – Children, Services – Education, Services – Homeless, Other government – Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homeless Needs – Families with children, Homeless Needs – Unaccompanied youth, Homeless Strategy, Anti-poverty Strategy, Other – Transportation needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Title I Coordinator and Families in Transition Coordinator with the Rochester School Department. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, substance abuse recovery, and transportation needs.
	Agency/Group/Organization	Justice in Aging
	Agency/Group/Organization Type	Services – Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs, Other – Financial abuse of elderly persons

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and a staff attorney at Justice in Aging. The consultation was conducted via webinar. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, substance abuse recovery, and abuse prevention services for elderly populations.
	Agency/Group/Organization	Maine Council for Elder Abuse Prevention
	Agency/Group/Organization Type	Services – Elderly Persons, Other government – State
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs, Other – Financial abuse of elderly persons
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the chair of the Maine Council for Elder Abuse Prevention. The consultation was conducted via webinar. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, substance abuse recovery, and abuse prevention services for elderly populations.
	Agency/Group/Organization	HAVEN
	Agency/Group/Organization Type	Services – Victims of Domestic Violence, Services – Victims

	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Homelessness Strategy, Non-Homeless Special Needs, Other – housing and supportive services needs for domestic violence survivors
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the executive director of HAVEN. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, including homeless residents seeking to escape domestic violence; increased efforts to facilitate inter-organizational meetings and coordination; and the increase of services for under-addressed and continuing community needs, especially those related to homelessness, mental health, substance abuse recovery, and affordable and workforce housing.
	Agency/Group/Organization	Strafford Regional Planning Commission
	Agency/Group/Organization Type	Other government – County, Regional organization, Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Non-Homeless Special Needs, Market Analysis, Other – Inclusive community design and accessibility
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and Strafford Regional Planning Commission staff. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to ensuring community-wide accessibility for elderly residents and residents with disabilities.
	Agency/Group/Organization	Southern New Hampshire Planning Commission

	Agency/Group/Organization Type	Other government – County, Regional organization, Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Non-Homeless Special Needs, Market Analysis, Other – Inclusive community design and accessibility
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and Southern New Hampshire Planning Commission staff. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to ensuring community-wide accessibility for elderly residents and residents with disabilities.
	Agency/Group/Organization	Access Navigators
	Agency/Group/Organization Type	Services – Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, Non-Homeless Special Needs, Market Analysis, Other – Inclusive community design and accessibility
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and Access Navigators staff. The consultation was conducted in person. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to ensuring community-wide accessibility for elderly residents and residents with disabilities.
	Agency/Group/Organization	New Hampshire Housing Finance Authority

	Agency/Group/Organization Type	Housing, Services – Housing, Other government – State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, 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?	This consultation was between the Community Development Coordinator and the Housing Grant Program Director at New Hampshire Housing Finance Authority. The consultation was conducted via telephone. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to lead poisoning prevention and lead paint remediation.
	Agency/Group/Organization	Bureau of Prevention Services, New Hampshire Department of Health and Human Services
	Agency/Group/Organization Type	Services – Health, Health Agency, Other government – State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment, 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?	This consultation was between the Community Development Coordinator and the New Hampshire Department of Health and Human Services lead poisoning prevention expert. The consultation was conducted via telephone. An area of improved coordination identified was to include lead poisoning prevention initiatives more thoroughly in public health network strategies. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to lead poisoning prevention and lead paint remediation.

	Agency/Group/Organization	U.S. Environmental Protection Agency
	Agency/Group/Organization Type	Other government – Federal, Other – Environmental protection
	What section of the Plan was addressed by Consultation?	Other – Environmental justice
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was between the Community Development Coordinator and the Environmental Protection Agency staff. The consultation was conducted via webinar. No areas of improved coordination were identified. Anticipated outcomes include the funding of programs and activities aligned with the needs of homeless and low-income residents, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for under-addressed and continuing community needs, especially those related to environmental justice.

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

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Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Geographic Variation in Pediatric Cancer Incidence – United States, 2003-2014	U.S. Centers for Disease Control and Prevention	This report discusses health issues of New Hampshire children. This annual action plan addresses health through lead remediation in housing rehabilitation projects.
2017 Annual Report	Cross Roads House	This report discusses regional homeless needs. This annual action plan addresses homelessness through funding of homeless shelters.
Worst Case Housing Needs: 2017 Report to Congress	U.S. Department of Housing and Urban Development	This report discusses lack of affordable housing units. This annual action plan addresses affordable housing through funding of rental assistance and weatherization services.
2018 New Hampshire Residential Rental Costs Survey	New Hampshire Housing Finance Authority	This report discusses lack of construction of new affordable housing units. This annual action plan addresses affordable housing through funding of rental assistance and weatherization services.
State of New Hampshire 2019 Annual Action Plan – Draft	New Hampshire Housing Finance Authority	This report discusses priorities of housing, economic development, and child care facilities. This annual action plan addresses local housing needs, economic development (through the JOB Loan Program), and child care facilities.
Housing Choice Vouchers Landlords Survey	Greater Seacoast Coalition to End Homelessness	This report discusses the need for more local landlords to accept housing vouchers. This annual action plan addresses affordable housing through funding of rental assistance and weatherization services.

2017 Annual Homeless Assessment Report – Part 2	U.S. Department of Housing and Urban Development	This report discusses increase in homelessness among New Hampshire families with children and decrease in New Hampshire among chronically homeless individuals. This annual action plan addresses homelessness through funding of regional homeless shelters and preventing homelessness through funding of rental assistance programs and home weatherization programs.
2018 Annual Report	Strafford Regional Planning Commission	This report discusses the need for transportation alternatives and more diverse housing stock. This annual action plan addresses local housing stock through funding of rental assistance programs and home weatherization programs.
2017-2018 Impact Report	HAVEN	This report discusses the need for Housing First models for domestic violence survivors. This annual action plan addresses this through funding to Cross Roads House, which provides a Housing First approach.
2018 Annual Homelessness Assessment Report – Part 1	U.S. Department of Housing and Urban Development	This report discusses state and national homeless needs. This annual action plan addresses homelessness through funding of regional homeless shelters and preventing homelessness through funding of rental assistance programs and home weatherization programs.

2017 Lead Exposure Data Brief	New Hampshire Department of Health and Human Services	This report discusses blood lead level data for children aged 0 to 6 in the State of New Hampshire. The City of Rochester is one of several high-risk communities identified. This annual action plan addresses lead poisoning through participate in an upcoming statewide lead poisoning community project. The City of Rochester also will continue to fund the housing weatherization work of the Community Action Partnership of Strafford County, which includes lead-safe work practices and lead remediation under certain circumstances.
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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 has conducted extensive public outreach: two public hearings, attendance at all six of the local neighborhood ward meetings, consultations with local public service agencies, consultations with relevant government agencies, consultations with local business organizations, social media outreach, and an online survey. This outreach was conducted in accordance with the revised 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 18, 2018. No comments were made at this hearing.

The Community Development Committee voted on its grant application tentative funding recommendations at the February 11, 2019 Community Development Committee meeting and finalized its recommendations at the March 11, 2019 Community Development Committee meeting. Throughout the evaluation process, careful attention was paid to the priorities identified in the FY 2015-2020 Consolidated Action Plan as well as public input on CDBG funding recommendations gathered during the FY 2020 citizen participation process.

The formal public comments period notice was posted in local newspaper *Foster's Daily Democrat* on March 16, 2019, and copies of the public comments notice were also posted at City Hall, the Rochester Public Library, the City's Community Center, on the City's website, and on the Office of Economic and Community Development's Facebook page on March 14, 2019. In the notice, the public was invited to review the draft Annual Action Plan in-person at the Office of Economic and Community Development, the City Clerk's Office at City Hall, the public library, and/or on the City's Community Development Division webpage. No comments were received.

The draft FY 2020 Annual Action Plan was presented for a first reading to the full City Council at the April 2, 2019 City Council Meeting. A second public hearing was held on April 16, 2019. One comment was received, from a member of Tri-City Consumer Cooperative's board of directors, suggesting that more funding be allocated to Tri-City Coop. A second reading of the draft plan occurred at the **May 7, 2019** City Council meeting. City Council adopted the FY 2020 Annual Action Plan at the **May 7, 2019** meeting.

Citizen Participation Outreach

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Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Public Meeting	Ward 6 residents	20 residents in attendance	Concerns regarding sex offenders in neighborhood, concerns about downtown vacancies and support for downtown revitalization, suggestion to provide free laundry services for Rochester Housing Authority and other low-income minor residents.	N/A. All comments were accepted.	N/A.

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Public Meeting	Ward 4 residents	3 residents	Lack of support for elementary school projects, as there are too many elementary schools; suggestion for new playground at Roger Allen Park; suggestion to fund End 68 Hours of Hunger; suggestion to install lights at Hanson Pines Park basketball courts.	N/A. All comments were accepted.	N/A.
Public Meeting	Ward 1 residents	30 to 35 residents	Concerns regarding homelessness and support for homeless shelters, support for The Grange, suggestion for public places for homeless persons to charge phones.	N/A. All comments were accepted.	N/A.

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Public Meeting	Ward 5 residents	4 residents	Support for a downtown teen center, support for downtown green spaces projects, support for Bridging the Gaps and other youth substance use prevention organizations.	N/A. All comments were accepted.	N/A.

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Public Meeting	Ward 2 residents	9 residents	Suggestion to fund Rochester Fairgrounds, concerns regarding substance use disorder and overdoses, concerns regarding road infrastructure, support for Hope on Haven Hill, support for services for abused and neglected children, support for downtown revitalization projects.	N/A. All comments were accepted.	N/A.

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Public Meeting	Elderly residents	25 residents	Residents spoke on the need for transportation, walkable communities/access to community resources, palliative care, Alzheimer's/dementia resources, lack of home care providers workforce, need for better education on existing resources and better partnerships between resource providers.	N/A. All comments were accepted.	N/A.
Public Hearing	General	0 residents	No comments were made at the hearing	N/A. No comments were made at the hearing.	N/A.
Public Comments	General	0 residents	No comments were received.	N/A. No comments were received.	N/A.

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Public Hearing	General	1 resident	A second public hearing was held on April 16, 2019. One comment was received, from a member of Tri-City Consumer Cooperative's board of directors, suggesting that more funding be allocated to Tri-City Coop.	TBD	N/A.

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Online	General	8 residents	Concerns regarding housing affordability and increasing lack of affordability, broad support for FY 18-19 CDBG subrecipients except for split support/lack of support for SOS Recovery Center, suggestions to build new housing for homeless and low-income residents, recreational facilities for youth, and affordable child care for at-risk parents.	N/A. All comments were accepted.	https://www.surveymonkey.com/r/LD7QGGW

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The FY 2020 CDBG grant application requested information on whether CDBG funding would be used to leverage other funding available to the public service agencies. This information was taken under consideration as a factor by the Community Development Committee during the grant application evaluation process, with the goal of maximizing CDBG funding impact through taking advantage of available leveraging opportunities.

The City of Rochester also provides local general city funds to public service agencies every fiscal year: **Community Action Partnership of Strafford County, The Homemakers/Easter Seals, and Cornerstone VNA**. These agencies serve low-income residents, elderly residents, and residents with disabilities. The City of Rochester also uses general city funds to support Rochester Main Street, which provides economic development services to the downtown business district; the Cooperative Alliance for Seacoast Transportation (COAST), which is the main public

transportation agency for the region; and the East Rochester Library.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder 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	\$259,943	\$88,165.04	\$87,298.07	\$435,406.11	\$0.00	Program income is calculated in the form of anticipated repayments to the Job Opportunity Benefit Loan Program.
General Fund	Public – local	Public Services	\$227,869	\$0	\$0	\$227,869	\$0.00	This is local funding to support Rochester Main Street, Community Action Partnership of Strafford County, The Homemakers/EasterSeals, Cornerstone VNA, COAST, and the East Rochester Library.

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

The FY 2019 CDBG grant application requested information on whether CDBG funding would be used to leverage other funding available to the public service agencies. This information was taken under consideration as a factor by the Community Development Committee during the grant application evaluation process, with the goal of maximizing CDBG funding impact through taking advantage of available 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 residents with disabilities. The City of Rochester also uses general city funds to support Rochester Main Street, which provides economic development services to the downtown business district; the Cooperative Alliance for Seacoast Transportation (COAST), which is the main public transportation agency for the region; and the East Rochester Library, which is not owned by the city but a separate non-profit entity.

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 and maintains several recreational facilities, including the land of Hanson Pines Park, Squamanagonic Recreation Area, the Gonic Pool, the East Rochester Pool, Roger Allen Park, and the Rochester Ice Arena. The City also owns the land of Central Square, downtown Factory Court, 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

CDBG funding for FY 2020: \$259,943

Administration (20% cap set by HUD): \$51,988.60

Administration (staff salary, benefits, travel, training, public notices, environmental reviews, Davis-Bacon Act labor monitoring, action plan preparation, annual report preparation, etc.)

Public Services (15% cap set by HUD): \$38,991.45

My Friends' Place: \$8,000.00

Cross Roads House: \$12,000.00

Community Partners: \$2,000.00

SHARE Fund: \$3,991.45

Dover Adult Learning Center: \$5,000.00

Strafford Nutrition Meals on Wheels: \$2,000.00

Tri-City Co-op: \$2,000.00

MY TURN: \$4,000.00

Housing Rehabilitation and Public Facilities (remaining 65% of grant allocation): \$256,261.02 (\$168,962.95 + \$87,298.07 in prior year CDBG funds)

Rochester Child Care Center – Fire Sprinkler System: \$20,000.00

Community Action Partnership of Strafford County – Weatherization Program: \$68,261.02

Rochester Opera House – Chairlift Project: \$23,000.00

East Rochester Public Library – Roof Replacement: \$10,000.00

Rochester Riverwalk – Canoe/Kayak Launch Project: \$25,000.00

Gonic Pool/Recreation Area Improvements: \$50,000.00

Historic District Commission – Downtown Façade Improvements Program: \$10,000.00

Homeless Center for Strafford County – Land Acquisition for New Shelter: \$50,000.00

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Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Affordable Housing for Homeless Persons	2015	2020	Affordable Housing Homeless	Rochester Low-Moderate Income Census Tracts	Affordable Housing and Homeless Assistance	CDBG: \$20,000	Homeless Person Overnight Shelter: 105 Persons Assisted
Retention of Affordable Housing Stock	2015	2020	Affordable Housing	Rochester Low-Moderate Income Census Tracts	Affordable Housing Stock Retention	CDBG: \$68,261.02	Homeowner Housing Rehabilitated: 25 Household Housing Unit
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: \$132,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 9,322 Persons Assisted Public service activities other than Low/Moderate Income Housing Benefit: 561 Persons Assisted

Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Improving the Safety/Livability of Neighborhoods	2015	2020	Non-Homeless Special Needs Non-Housing Community Development	Rochester Low-Moderate Income Census Tracts	Improved Safety and Livability of Neighborhoods	\$10,000	Facade treatment/business building rehabilitation: 1 business
Increase Access to Affordable and Quality Housing	2015	2020	Affordable Housing Non-Homeless Special Needs	Rochester Low-Moderate Income Census Tracts	Affordable Housing and Homeless Assistance	CDBG: \$55,991.45	Public service activities for Low/Moderate Income Housing Benefit: 15 Households Assisted Public facilities activities for Low/Moderate Income Housing Benefit: 30
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: \$9,000	Public service activities other than Low/Moderate Income Housing Benefit: 195 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

Goal Name	Affordable Housing for Homeless Persons
Goal Description	<ul style="list-style-type: none"> • Cross Roads House (600 Lafayette Rd., Portsmouth, NH 03801): Homeless shelter and services for Rochester residents • My Friend's Place (368 Washington St., Dover, NH 03820): Homeless shelter and supportive services for Rochester residents
Goal Name	Retention of Affordable Housing Stock
Goal Description	<ul style="list-style-type: none"> • Community Action Partnership of Strafford County - Weatherization Assistance Program (642 Central Ave., Dover, NH 03820): Weatherization rehabilitation of low-income homes in Rochester
Goal Name	Increase Access to Quality Facilities and Services
Goal Description	<ul style="list-style-type: none"> • Strafford Nutrition Meals on Wheels (25 Barlett Ave., Suite A, Somersworth, NH 03878): Home meal delivery for lower-income residents with disabilities or limited mobility • Tri-City Co-op (55 Summer St., Rochester, NH 03867): Peer to peer mental health support services • Rochester Child Care Center – Fire Sprinkler System (95 Charles St., Rochester, NH 03867): Fire system upgrades at child care center serving lower-income families • Rochester Opera House – Chairlift Project (31 Wakefield St., Rochester, NH 03867): Installation of chairlift to allow full access to Opera House by residents with physical disabilities • East Rochester Public Library – Roof Replacement (55 Main St., Rochester, NH 03868): Replacement of roof on East Rochester Library building • Rochester Riverwalk – Canoe/Kayak Launch (Hillsdale Rd., Rochester, NH 03867): Installation of small watercraft launch on Hillsdale Rd. to provide access to Cocheco River • Gonic Pool/Recreation Area Improvements (1 Railroad Ave., Rochester, NH 03839): Installation of pavilion and picnic area
Goal Name	Improving the Safety/Livability of Neighborhoods
Goal Description	<ul style="list-style-type: none"> • Historic District Commission – Downtown Façade Improvements Program (31 Wakefield St., Rochester, NH 03867): Renovation of facades of downtown commercial buildings
Goal Name	Increase Access to Affordable and Quality Housing

Goal Description	<ul style="list-style-type: none"> • SHARE Fund (150 Wakefield St., Rochester, NH 03820): Rental assistance for low-income rental households in Rochester • Community Partners (113 Crosby Rd., Suite 1, Dover, NH 03820): Rental assistance for Rochester residents with disabilities • Homeless Center for Strafford County (9 Isinglas Dr., Rochester, NH 03839): Land acquisition for construction of new, larger homeless shelter
Goal Name	Public Services Concerned with Employment
Goal Description	<ul style="list-style-type: none"> • Dover Adult Learning Center (61 Locust St., Rochester, NH 03820): High school equivalency testing services for low-income Rochester residents • MY TURN (1 Winter St., Suite 1, Rochester, NH 03867): Vocational skills training and supportive services for low-income young adults

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 CDBG and general city funding support of the three regional homeless shelters, the City of Rochester will provide affordable housing through support for the SHARE Fund, Community Partners, and the Community Action Partnership of Strafford County. The SHARE Fund provides rental assistance and other related housing support to low-income persons and families. An estimated number of 15 low-income families are estimated to be provided affordable housing, or assistance staying in affordable housing, during FY 2020. Community Partners provides rental assistance and case management support for residents with mental illnesses or disabilities. An estimated number of 3 residents with disabilities are estimated to be provided affordable housing, or assistance staying in affordable housing, during FY 2020. The Community Action Partnership of Strafford County, through its weatherization program, will provide weatherization of an estimated 50 homes during FY 2020, which will reduce these homeowners' utility bills and allow these homes to remain affordable to their occupants.

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. Regionally, ninety units of housing have been made available through Low Income Housing Tax Credits, including twelve units of housing for elderly persons. Also regionally available are four units of housing are available to people living with HIV/AIDS, which are owned and managed by AIDS Response Seacoast in conjunction with the Housing Partnership.

Projects

AP-35 Projects – 91.220(d)

Introduction

The individual activities selected for funding in FY 2020 were established to meet HUD outcomes and were those judged to maximize meeting the most vital 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 new opportunities are defined.

Projects

Project Name
Planning and Administration
Public Services
Housing Rehabilitation
Job Opportunity Benefit Loan Program
Public Facilities and Infrastructure

Table 7 - 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 as well as the FY 2020 research and consultations that the Community Development Coordinator conducted with local social service agencies, relevant government agencies and departments, local business and civic organizations, and general Rochester residents. **Activities and programs providing homeless services and affordable housing were prioritized based on continuing community needs for these services.**

Obstacles to addressing underserved needs mostly include the ability of leveraged funding to provide services and administer programs. The available non-CDBG funding of public service agencies applying for CDBG funding was assessed during the grant application process, as well as the extent of need for a proposed project or program and anticipated long-term poverty reduction benefits of a proposed project or program.

AP-38 Project Summary
Project Summary Information

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Project Name	Planning and Administration
Target Area	Rochester Low-Moderate Income Census Tracts
Goals Supported	Affordable Housing for Homeless Persons Retention of Affordable Housing Stock Reducing Substance Abuse (Especially Heroin) Increase Access to Quality Facilities and Services Increase Access to Affordable and Quality Housing Public Services Concerned with Employment
Needs Addressed	Affordable Housing and Homeless Assistance Affordable Housing Stock Retention Reduction in Substance Abuse (Especially Heroin) Improved Safety and Livability of Neighborhoods Small Business Stabilization and Expansion
Funding	CDBG: \$51,988.60
Description	Planning and administration costs for the City of Rochester CDBG program (salary, office supplies, environmental reviews, Davis-Bacon Act monitoring, etc.)
Target Date	6/30/2020
Estimate the number and type of families that will benefit from the proposed activities	N/A.
Location Description	Office of Economic and Community Development City of Rochester 33 Wakefield St. Rochester, NH 03867
Planned Activities	Planning and administration costs for the City of Rochester CDBG program (salary, office supplies, environmental reviews, Davis-Bacon Act monitoring, etc.)

Project Name	Public Services
Target Area	Rochester Low-Moderate Income Census Tracts
Goals Supported	Affordable Housing for Homeless Persons Increase Access to Quality Facilities and Services Increase Access to Affordable and Quality Housing Public Services Concerned with Employment
Needs Addressed	Affordable Housing and Homeless Assistance Public Services Concerned with Employment
Funding	CDBG: \$38,991.45
Description	Public service agency subrecipients
Target Date	6/30/2020
Estimate the number and type of families that will benefit from the proposed activities	911 low-moderate income individuals, predominantly homeless families and families at risk of becoming homeless
Location Description	Cross Roads House: 600 Lafayette Rd., Portsmouth, NH 0380 My Friend's Place: 368 Washington St., Dover, NH 03820 Community Partners, 113 Crosby Rd., Suite #1, Dover, NH 03820 SHARE Fund: 150 Wakefield St., Rochester, NH 03867 Dover Adult Learning Center: 63 S. Main St., Rochester, NH 03867 Strafford Nutrition Meals on Wheels: 25 Bartlett Ave., Suite A, Somersworth, NH 03878 Tri-City Co-op: 55 Summer St., Rochester, NH 03867 MY TURN: 1 Winter St., Suite 1, Rochester, NH 03867
Planned Activities	Homeless shelter funding, rental assistance funding, employment and educational assistance funding, meal delivery services, peer to peer mental health services.
Project Name	Housing Rehabilitation
Target Area	Rochester Low-Moderate Income Census Tracts

Goals Supported	Retention of Affordable Housing Stock
Needs Addressed	Affordable Housing Stock Retention
Funding	CDBG: \$68,261.02
Description	Housing rehabilitation grants for low-income residents
Target Date	6/30/2020
Estimate the number and type of families that will benefit from the proposed activities	50 low-income individuals (approximately 25 low-income families)
Location Description	Multiple locations. All homeowners will be low-moderate income residents.
Planned Activities	Weatherization assistance to low-income homeowners.
Project Name	Job Opportunity Benefit (JOB) Loan Program
Target Area	Rochester Low-Moderate Income Census Tracts
Goals Supported	Public Services Concerned with Employment
Needs Addressed	Small Business Stabilization and Expansion
Funding	CDBG: \$88,165.04
Description	JOB Loans job creation loan program (revolving loan fund). Funds are from previously established RLF, not entitlement funds.
Target Date	6/30/2020
Estimate the number and type of families that will benefit from the proposed activities	2 low-moderate income individuals
Location Description	Office of Economic and Community Development City of Rochester 33 Wakefield St. Rochester, NH 03867

Planned Activities	JOB Loans job creation loan program
Project Name	Public Facilities and Infrastructure
Target Area	Rochester Low-Moderate Income Census Tracts
Goals Supported	Increase Access to Quality Facilities and Services
Needs Addressed	Improved Safety and Livability of Neighborhoods
Funding	CDBG: \$168,962.95
Description	Rochester Child Care Center – Fire Sprinkler System Upgrades Rochester Opera House – Chairlift Installation Project East Rochester Public Library – Roof Replacement Rochester Riverwalk – Canoe/Kayak Launch Project Gonic Pool/Recreation Area Improvements Historic District Commission – Downtown Façade Improvements Program Homeless Center for Strafford County – Land Acquisition for New Shelter
Target Date	6/30/2020
Estimate the number and type of families that will benefit from the proposed activities	9,352 individuals, primarily low-moderate income families
Location Description	Rochester Child Care Center: 95 Charles St., Rochester, NH 03867 Rochester Opera House: 31 Wakefield St., Rochester, NH 03867 East Rochester Public Library: 55 Main St., Rochester, NH 03868 Rochester Riverwalk: Hillsdale Rd., Rochester, NH 03867 Gonic Pool/Recreation Area Improvements: 1 Railroad Ave., Rochester, NH 03839 Historic District Commission – Downtown Façade Improvements Program: 31 Wakefield St., Rochester, NH 03867 Homeless Center for Strafford County – Land Acquisition for New Shelter: 9 Isinglas Dr., Rochester, NH 03839

Planned Activities	<p>Rochester Child Care Center – Fire Sprinkler System: Fire system upgrades at child care center serving lower-income families</p> <p>Rochester Opera House – Chairlift Project: Installation of chairlift to allow full access to Opera House by residents with physical disabilities</p> <p>East Rochester Public Library – Roof Replacement: Replacement of roof on East Rochester Library building</p> <p>Rochester Riverwalk – Canoe/Kayak Launch: Installation of small watercraft launch on Hillsdale Rd. to provide access to Cocheco River</p> <p>Gonic Pool/Recreation Area Improvements: Installation of pavilion and picnic area</p> <p>Homeless Center for Strafford County – Land Acquisition for New Shelter: Land acquisition for construction of new, larger homeless shelter</p>
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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 residents. This prioritization will be achieved through two methods. First, assistance will be provided through public services aimed specifically at low-income clients, such as homeless shelter and rental 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 public facilities projects.

According to data compiled by the Strafford Regional Planning Commission in its 2015 report, *Local Solutions for the Strafford Region: Fair Housing and Equity Assessment*, there is a slight concentration of racial and ethnic minorities who rent in the center of the City (Wards 2 and 6), and there is a heavier concentration of racial and ethnic minorities who own their homes in the northwestern portion of the City (Wards 3 and 5). Both these areas overlap, to large extent, the census tracts classified by HUD as 51% or greater low to moderate income.

Geographic Distribution

Target Area	Percentage of Funds
Rochester Low-Moderate Income Census Tracts	92%

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Combining clientele-specific targeting (such as projects aimed specifically at residents with disabilities or residents experiencing homelessness) and low-income census tract-specific targeting is calculated to serve the greatest number of low-income residents.

Discussion

The 8% of funding that will not occur within Rochester low-moderate income census tracts is funding for Community Action Partnership of Strafford County's weatherization assistance program, the homeless shelters My Friend's Place and Cross Roads House, and rental assistance activities provided by the SHARE Fund and Community Partners. While individual project locations may be outside of identified low- to moderate-income census tracts, all individual clients served through these funds will be low- to moderate-income. All of these programs verify client income and/or homeless status before services are provided.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Focus is placed on rental assistance and housing stock rehabilitation, rather than housing acquisition, as rental assistance and housing rehabilitation have been identified as budget-maximizing approaches to increasing access to affordable housing. In particular, a disproportionate number of low-income and/or racial/ethnic minority households rent versus own their homes.

In addition, a large number of elderly residents live in manufactured housing that requires weatherization services, and Community Action Partnership of Strafford County's weatherization assistance program consistently reports that over half of its served Rochester clients are elderly residents and/or living in manufactured housing.

One Year Goals for the Number of Households to be Supported	
Homeless:	105
Non-Homeless:	0
Special-Needs:	0
Total:	105

Table 9 - 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:	25
Acquisition of Existing Units:	0
Total:	40

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

N/A.

AP-60 Public Housing – 91.220(h)

Introduction

The City of Rochester's Community Development Division plans to continue to work with the Rochester Housing Authority to identify and address public housing needs, such as the need for more transportation options for public housing residents, especially elderly residents and residents with disabilities. The City of Rochester also will continue to partner with the Rochester Housing Authority to research fair housing concerns within the city generally and public housing specifically.

Actions planned during the next year to address the needs to public housing

The City of Rochester's Community Development Division plans to continue to work with the Rochester Housing Authority to identify and address public housing needs, such as the need for more transportation options for public housing residents, especially elderly residents and residents with disabilities. The City of Rochester also will continue to partner with the Rochester Housing Authority to research fair housing concerns within the city generally and public housing specifically.

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

The Community Development Coordinator and Rochester Housing Authority will continue to hold meetings to engage public housing residents in the management process as well as to help identify unmet community needs and opportunities for new programs to better serve Rochester Housing Authority residents.

To encourage participation in homeownership, the Community Development Coordinator regularly makes available to the Rochester Housing Authority informational brochures on state homeownership programs aimed at lower-income potential homebuyers, as well as grant opportunities that might be able to fund homeownership or public housing programs.

As part of the City of Rochester's Section 3 compliance measures, the Community Development Coordinator also ensures that all CDBG-funded construction project bid invitations are provided to Rochester Housing Authority residents so that residents have an opportunity to bid on such projects. This helps Rochester Housing Authority residents to build financial independence which can lead to subsequent better positions for home ownership.

If the PHA is designated as troubled, describe the manner in which financial assistance will be

provided or other assistance

N/A. The Rochester Housing Authority is not designated as troubled.

Discussion

N/A.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Consultations with public service agencies and local government staff regarding housing issues and homelessness indicate a continuing and substantial need for homeless shelters and supportive services. Public input consistently echoed these concerns, as well. This FY 2020 Annual Action Plan incorporates continued funding for the provision of services through regional homeless shelters as well as services aimed at preventing homelessness, **such as rental assistance and mental health supportive services.**

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 will be participating actively in the Seacoast's Coordinated Entry system for provision of a range of services to the City's homeless population. This will include attendance by the Community Development Coordinator at 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 Community Development Coordinator will also participate actively with the Greater Seacoast Coalition to End Homelessness and the New Hampshire Balance of State Continuum of Care. The City of Rochester will assist the state in implementing statewide coordinated entry in any way possible.

The City of Rochester will also fund a wide range of public service agencies that provide services such as emergency housing and homelessness prevention. **This includes direct CDBG funding to three of the region's homeless shelters, including the largest-capacity shelter in the region, and rental assistance to those who are homeless or at risk of becoming homeless.** The homeless shelters, as part of our regional Coordinated Entry process, assess individual needs during the intake process and prioritize unsheltered persons for shelter and services.

Addressing the emergency shelter and transitional housing needs of homeless persons.

The City of Rochester will fund the region's three primary homeless shelters. My Friend's Place provides emergency and transitional shelter for families and single women, and Cross Roads House provides emergency shelter for men, women, and families, as well as Housing First programs and post-housing case management. Cross Roads House is the largest capacity shelter in the Seacoast region. In addition, Rochester will be funding the Homeless Center for Strafford County, which provides emergency and transitional shelter for families and single women, so it can purchase land to construct a new, larger-capacity shelter located within the City of Rochester.

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 plans to fund a wide range of public service agencies in FY 2020 that provide services such as emergency housing, homelessness prevention, and rental assistance to those who are homeless or at risk of becoming homeless. My Friend's Place provides emergency and transitional shelter for families and single women, and Cross Roads House provides emergency shelter for men, women, and families, as well as Housing First programs and post-housing case management. Cross Roads House also participates in a statewide initiative to reduce veteran homelessness and provides shelter and services to between three to five homeless veterans at any given time.

In addition, the Community Development Coordinator will be working with the Tri-City Homelessness Task Force to identify strategies and programs to provide emergency shelter and permanent housing for chronically homeless individuals and families. This will include identification of non-CDBG funding sources to help pay for existing and newly created housing initiatives.

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 plans to support low-income individuals and families to avoid becoming homeless through a variety of approaches. Rochester will fund rental assistance to those who are at risk of becoming homeless as well as fund programs and activities aimed at assisting low-income individuals and families over a longer term through investments in educational and employment/vocational training, such as Dover Adult Learning Center's provision of high-school equivalency exam preparation services. Finally, Rochester will fund mental health supportive services, such as rental assistance for residents with mental illnesses and/or developmental disabilities and supportive services. Community Partners' rental assistance program provides rental assistance to low-income persons with mental illnesses and/or developmental disabilities, and Tri-City Consumers' Cooperative provides peer to peer mental health support services.

Discussion

N/A.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

Barriers to affordable housing in the City of Rochester continue to consist primarily of regional high rental rates (over 30% of lower income renters' income), very low vacancy rates in the rental housing market (hovering around 1% vacancy), and preferences among real estate developers for higher-end market rate housing over more affordable housing (due in part to high construction costs). In FY 2020, the City of Rochester plans to continue its ongoing partnerships with regional public service agencies, such as the SHARE Fund, Community Partners, and the Community Action Partnership of Strafford County, to address these continuing barriers to affordable housing.

Community Action Partnership's weatherization assistance program reduces energy expenses and thereby lowers overall home ownership and maintenance expenses for low-income householders. Rental assistance, provided by both the SHARE Fund and Community Partners, 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 because both of these activities are considerably lower cost than the creation of new housing.

Actions it 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 has consulted with New Hampshire Housing; the Workforce Housing Coalition of the Greater Seacoast; Community Action Partnership of Strafford County, and several Rochester city departments during the researching and drafting of the FY 2020 Annual Action Plan. These consultations indicated that relatively low allowable residential densities have impeded affordable multifamily developments. In FY 2018 and FY 2019, the Community Development Coordinator worked with the Planning Department to analyze and revise the downtown density ordinances, and in FY 2020 the Community Development Coordinator plans to explore increasing density allowances in areas of the city outside the downtown core.

Discussion

N/A.

AP-85 Other Actions – 91.220(k)

Introduction

The Community Development Coordinator plans to continue collaborations with to regional public service agencies, local and state government entities, and local business organizations to maximize the impact of available CDGB funds. This will include coordination with the Workforce Housing Coalition of the Greater Seacoast to explore potential best uses for the downtown housing charrette report drafted in November 2018; regular presentations at Community Development Committee meetings by downtown business organization Rochester Main Street; and participation in the housing opportunities work currently being spearheaded by the Greater Seacoast Coalition to End Homelessness.

Actions planned to address obstacles to meeting underserved needs.

Underserved needs are comprised mostly of continued shortage of affordable housing and the need for comprehensive, integrated services for mental health. In FY 2020, the City of Rochester's CDBG funding will go toward rental assistance, including rental assistance specifically for residents with mental illnesses; homeless services and rental assistance for low-income residents; and peer to peer mental health supportive services.

In addition, The Community Development Coordinator will continue to be actively engaged with the regional Greater Seacoast Coalition on Homelessness, which meets bimonthly to discuss homelessness issues in the region and functions as a local-level continuum of care, and the Tri-City Homelessness Task Force, which meets monthly to strategize on homeless prevention and reduction in the neighboring cities of Rochester, Somersworth, and Dover. Recent Tri-City Homeless Task Force strategizing has focused specifically on addressing the region's affordable housing shortage and the need for more mental health and recovery supports.

Actions planned to foster and maintain affordable housing.

Barriers to affordable housing in the City of Rochester continue to consist primarily of regional high rental rates (over 30% of lower income renters' income), very low vacancy rates in the rental housing market (hovering around 1% vacancy), and preferences among real estate developers for higher-end market rate housing over more affordable housing (due in part to high construction costs). In FY 2020, the City of Rochester plans to continue its ongoing partnerships with regional public service agencies, such as the SHARE Fund, Community Partners, and the Community Action Partnership of Strafford County, to address these continuing barriers to affordable housing.

Community Action Partnership's weatherization assistance program reduces energy expenses and thereby lowers overall home ownership and maintenance expenses for low-income householders. Rental assistance, provided by both the SHARE Fund and Community Partners, 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 because both of these activities are considerably lower cost than the creation of new housing.

Actions planned to reduce lead-based paint hazards.

The City of Rochester has applied to participate in an upcoming statewide lead poisoning community

project being organized by New Hampshire Listens, the Conservation Law Foundation, and New Hampshire Legal Assistance. The City of Rochester has assembled a project team comprised of staff from the Community Development Division; Planning Department; Building, Zoning, and Licensing Services Department; and School Department. Rochester Main Street and the Community Action Partnership of Strafford County are also represented on the project team.

Through the community project, the City of Rochester plans to (1) identify where best to target limited municipal resources for maximum impact, (2) how to productively partner with community organizations to implement effective lead poisoning prevention and reduction strategies; and (3) how to evaluate progress and success of our implemented strategies.

The City of Rochester also will continue to fund the housing weatherization work of the Community Action Partnership of Strafford County, which includes lead-safe work practices and lead remediation under certain circumstances. 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.

Actions planned to reduce the number of poverty-level families.

The City of Rochester plans to support a range of anti-poverty effort in FY 2020. High school equivalency testing, supplied by the Dover Adult Learning Center, will be funded, as the City of Rochester continues to recognize the value of investing in education for ensuring residents' long-term advancement out of poverty. MY TURN provides vocational skills training, transportation and child care assistance, and paid internship opportunities for lower-income young adults. The City of Rochester also will continue to operate and promote its Job Opportunity Benefits (JOB) Loan Program, which provides loans to small businesses to encourage the hiring of low and moderate income employees. Conditions for receiving a loan require a commitment to creating or retaining a certain number of jobs that are made available to low and moderate income employees. Such jobs must include the potential for advancement. Recent JOB Loan Program loan recipients have included a printing company and sporting arms retailer.

Actions planned to develop institutional structure.

The City of Rochester's Community Development Division plans to work with other City departments (such as the Office of Economic Development, the Planning Department, the Department of Public Works, and the Department of Building, Zoning, and Licensing Services) to implement the programs and activities outlined in this Annual Action Plan. The Community Development Division will also continue to work with other City departments 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 City of Rochester has applied to participate in an upcoming statewide lead poisoning community project being organized by New Hampshire Listens, the Conservation Law Foundation, and New Hampshire Legal Assistance (NHCLA). The City of Rochester has assembled a project team comprised of staff from the Community Development Division; Planning Department; Building, Zoning, and

Licensing Services Department; and School Department.

Actions planned to enhance coordination between public and private housing and social service agencies.

The Community Development plans to build on existing relationships to coordinate activities among a broad range of non-profit agencies, for-profit housing developers, and city staff. This will include regional non-profit housing developer the Housing Partnership, the Workforce Housing Coalition of the Greater Seacoast, and the Community Action Partnership of Strafford County.

The Community Development Coordinator also plans to actively participate in the New Hampshire Balance of State Continuum of Care, the Greater Seacoast Coalition to End Homelessness, and the Tri-City Homeless Task Force. All three coalitions focus on enhancing coordination between government officials, housing providers, and social service agencies.

Discussion

N/A.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction

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: \$0.00
 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: N/A.
 3. The amount of surplus funds from urban renewal settlements: N/A.
 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: \$0.00
 5. The amount of income from float-funded activities: N/A.
- Total Program Income: \$0.00

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. 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: 77.8%, FY 2020

Discussion

N/A.

	City General Fund										
	CDC Recomm.	FY 19-20 Request	FY 18-19 Approved	FY 17-18 Approved							
Homemakers / EasterSeals	\$10,000	\$15,000	\$0	\$11,272							
Cornerstone VNA	\$28,826	\$28,826	\$28,826	\$28,826							
Community Action Partnership	\$9,000	\$9,000	\$9,000	\$9,000							
COAST	\$140,043	\$140,043	\$127,913	\$118,527							
Main Street	\$35,000	\$35,000	\$35,000	\$35,000							
East Rochester Public Library	\$5,000	\$10,200	\$5,000	\$5,000							
SOS Recovery Center	---	\$20,000	\$25,000	\$0							
total	\$227,869	\$258,069	\$230,739	\$207,625							
					CDBG PSA					CDBG Facility/Rehab/ED	
	Council Approved	CDC Recomm.	FY 19-20 Request	FY 18-19 Approved	FY 17-18 Approved			CDC Recomm.	FY 19-20 Request	FY 18-19 Approved	FY 17-18 Approved
My Friend's Place	---	\$8,000.00	\$8,000.00	7,000.00	7,000.00			\$0.00	\$13,750	0.00	0.00
Community Partners	---	\$2,000.00	\$10,080.00	3,000.00	3,000.00			\$0.00	\$0	0.00	0.00
Homeless Center for Strafford Co.	---	\$0.00	\$0.00	0.00	0.00			\$50,000.00	\$150,000	0.00	0.00
SHARE Fund	---	\$2,056.22	\$6,000.00	5,000.00	5,852.85			\$0.00	\$0	0.00	0.00
East Rochester Public Library	---	\$0.00	\$0.00	0.00	0.00			\$10,000.00	\$20,000	0.00	0.00
Dover Adult Learning Center	---	\$5,000.00	\$5,000.00	5,000.00	5,000.00			\$0.00	\$0	0.00	0.00
Rochester Child Care Center	---	\$0.00	\$0.00	0.00	0.00			\$20,000.00	\$20,000	0.00	0.00
Strafford Nutrition Meals on Wheels	---	\$1,000.00	\$10,000.00	0.00	0.00			\$0.00	\$0	0.00	0.00
SOS Recovery Center	---	\$0.00	14,000.00	5,000.00	0.00			\$0.00	0.00	0.00	0.00
Tri-City Coop	---	\$2,000.00	7,000.00	3,685.05	0.00			\$0.00	0.00	0.00	0.00
Seacoast Youth Services / Bridging the Gaps	---	\$2,000.00	6,600.00	0.00	0.00			\$0.00	0.00	0.00	0.00
New Generation	---	\$0.00	10,000.00	0.00	0.00			\$0.00	0.00	0.00	0.00
ROH - Fly System Project - INELIGIBLE	---	\$0.00	\$0.00	0.00	0.00			\$0.00	\$116,000	0.00	0.00
MY TURN	---	\$4,000.00	10,000.00	0.00	5,041.90			\$0.00	0.00	0.00	0.00
Community Action Partnership	---	\$0.00	0.00	0.00	0.00			\$59,775.01	\$75,000	50,000.00	50,000.00
Cross Roads House	---	\$11,000.00	15,000.00	12,000.00	12,000.00			\$0.00	\$0	0.00	0.00
Gafney Home	---	\$0.00	0.00	0.00	0.00			\$0.00	\$55,000	0.00	0.00
HAVEN	---	\$0.00	10,000.00	0.00	0.00			\$0.00	\$0	0.00	0.00
ROH - Chairlift Project	---	\$0.00	0.00	0.00	0.00			\$23,000.00	\$23,000	0.00	0.00
HDC Façade Improvement Program	---	\$0.00	0.00	0.00	0.00			\$10,000.00	\$50,000	0.00	0.00
Gonic Pool/Recreation Area Improvements	---	\$0.00	0.00	0.00	0.00			\$50,000.00	\$100,000	0.00	0.00
Riverwalk Committee Canoe/Kayak Launch	---	\$0.00	0.00	0.00	0.00			\$25,000.00	\$47,000	0.00	0.00
total		\$37,056.22	111,680.00	40,685.05	37,894.75			\$247,775.01	669,750.00	50,000.00	50,000.00
available			37,056.22						247,775.01		



05/02/2019

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 of CDBG Program Annual Action Plan for FY 2020

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 7, 2019	
DEPT. HEAD SIGNATURE	Jennifer Marsh, on file	
DATE SUBMITTED	4/29/2019	
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, on file

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	CDBG (HUD)
ACCOUNT NUMBER	TBD
AMOUNT	\$259,943.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

4 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. The Community Development Committee voted on funding recommendations at its March meeting and revised at its April meeting in the following amounts:

FY 19-20 CDBG Public Service Agencies: My Friend's Place – \$8,000; Cross Roads House – \$12,000; Community Partners – \$2,000; SHARE Fund – \$3,991.45; Dover Adult Learning Center – \$5,000; Strafford Nutrition Meals on Wheels – \$2,000; Tri-City Co-op – \$2,000; MY TURN – \$4,000

FY 19-20 CDBG Housing Rehabilitation/Public Facilities Funds: Rochester Child Care Center – Fire Sprinkler System – \$20,000; CAP – Weatherization Assistance Program – \$68,261.02; Rochester Opera House – Chairlift Project – \$23,000; East Rochester Library – \$10,000; Rochester Riverwalk – Canoe / Kayak Launch – \$25,000; Gonic Pool/Recreation Area Improvements – \$50,000; Historic District Commission – Downtown Façade Improvements Program – \$10,000; Homeless Center for Strafford County – Land Acquisition – \$50,000

RECOMMENDED ACTION

- Step 1 (4/2/2019): Review of the draft FY 2020 Annual Action Plan and referral to public hearing scheduled for April 16th.
- Step 2 (4/16/2019): Public hearing to solicit citizen feedback on adoption of the draft FY 2020 Annual Action Plan.
- Step 3 (5/7/2019): Second review and adoption of the draft FY 2020 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				-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD		259943 -	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD		259943 -	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned

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left blank...*

City Clerk's Office

Finance Committee
Meeting Minutes

Meeting Information

Date: April 9, 2019
Time: 7:00 P.M.
Location: City Council Chambers
31 Wakefield Street
Rochester, New Hampshire

Committee members present were: Mayor McCarley, Councilor Varney, Councilor Walker, Councilor Gray, Councilor Lauterborn, Councilor Keans and Councilor Torr. **City staff present were:** City Manager Blaine Cox, Interim Finance Director Roland Connors, Deputy Finance Director Mark Sullivan and Accountant Sam Kelley. **Others Present:** Resident, Lorraine McKenzie

Agenda & Minutes

1. Call to Order

Mayor McCarley called the meeting to order at 7:00pm.

2. Public Input:

Lorraine McKenzie of 5 Daniel Court inquired on properties that have been deeded.

3. Unfinished Business

3.1 Fund Balance Ordinance/Policy Draft Changes

Interim Finance Director Connors stated he reviewed both the ordinance and policy and has made changes to both including the minimum fund balance range to be consistent with one another at 8-17%. He recommended that the City Council keep both the ordinance and policy explaining that the bond rating agencies usually ask if the City has a fund balance policy. Councilor Walker recommended that cross references be inserted into the policy as well as the ordinance. Councilor Gray had a concern with the term, 'non-recurring nature' in section 11.19 (c) of the ordinance. Connors pointed out that Emergency Appropriations paragraph, section 11.19 (d), gives the Council authority to make emergency appropriations to meet an essential need for public expenditure which would include recurring expenditures. Councilor Varney suggested adding the 2/3 majority requirement to the Emergency Appropriations section. Additional changes will be made and brought back to Finance Committee for further consideration.

4. New Business

4.1 TIF Districts Draft Report

Interim Finance Director Connors stated that the TIF District draft reports included in the packet are as of March 26, 2019. Connors explained that fund balance isn't considered excess if there is at least that much in outstanding principal debt. Connors further explained that the draft reports don't include any

capital projects that are authorized but not yet issued. Councilor Varney requested information on when each TIF district is estimated to start showing revenue. City Manager Cox stated that finance staff will compile this information for each of the TIF districts and bring it back to the Finance Committee in July or August.

5. Reports from Interim Director of Finance & Administration

5.1 Report on Tax Deeded Property

Interim Finance Director Connors stated that five properties were removed from the tax foreclosure account due to being sold at auction. The tax foreclosure account balance is down to \$1.175 million.

5.2 Report on Sale of City Property

Interim Finance Director Connors indicated that the Sale of City Property account balance went up by the sale of the five properties mentioned above. The Sale of City Property account balance is currently over \$234,000.

5.3 Monthly Financial Report

Interim Finance Director Connors noted that the interest income revenue account balance is significantly higher than the amount that was estimated for the year. The interest income revenue account was estimated at \$100,000 and is currently over \$447,000 for the year.

6. Other

Mayor McCarley mentioned that it appears that the \$400k will be restored by the state regarding the vocational center project.

Councilor Torr asked what can be done for the 250+ families at Northgate and the mobile home park on Route 11 who are having trouble making a left hand turn out of their homes. After further discussion, a suggestion was made to have the engineer review the traffic concerns in this area.

7. Adjournment

Councilor Walker made the motion to adjourn the meeting at 7:33 P.M. Councilor Varney seconded. All councilors were in favor.

Public Safety Committee
Council Chambers
April 17, 2019
7:00 PM

MEMBERS PRESENT

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

MEMBERS ABSENT

Councilor Jeremy Hutchinson

OTHERS PRESENT

Michael Bezanson, PE, City Engineer
Gary Boudreau, Deputy Police Chief
Mark Klose, Fire Chief
Dan Camera, GIS Asset Mgmt. Technician
Mike Mattson, NH Forester
Frank Torr, 295, 298 Chestnut Hill Rd.
Tim Wilder, Deputy Chief FD
Jenny Lynn-State E911 Committee Member
Juila Libby, Building, Zoning & Licensing
Rob Partridge, Goodfellas Brick Oven Pizzeria

Minutes

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

1 Public Input

Frank Torr lives in Dover, but owns 295 and 298 Chestnut Hill Road. He was present to voice his concern with the sight distance issues on Chestnut Hill Road. He said last summer DPW did trim some brush in the area. He said he would offer some property to make the sight distance better. Mr. Torr said the posted speed is 30 mph, but the cars go faster than that. He thinks that maybe a 3-way stop may help. Councilor Walker asked if Mr. Torr was looking for extended line-of-sight. Councilor Walker asked if Mr. Bezanson could send a crew from DPW to clear more roadside brush. Councilor Lachapelle asked if DPW could meet Mr. Torr in the area. Mr. Bezanson took Mr. Torr's contact information and would have someone meet him on-site to see if they can come up with a solution to the sight distance issue.

Rob Partridge III, co-owner of Goodfellas Brick Oven Pizzeria at 66 Washington Street was present to discuss parking issues in the area. He said that areas on the Washington Street and Fairway Avenue sides of Goodfellas have been marked for no parking. He understands why they have been marked that way, but his customers have been used to parking there. The parking spaces on the Fairway side have been there for 8 or 9 years for years; and, even though there is parking in the back of the building, they have some really busy times when the parking lot is full. He estimated he would lose approximately \$50,000 a year in business. He would like to propose having the crosswalk moved up Washington to the other side of Fairway; pedestrians would still be able to cross Washington Street in that area. Mr. Partridge stated that if he had known there was an issue beforehand maybe he could have come up with some alternatives. He didn't know the parking spaces were going to be taken away. Councilor Walker said DPW will get cost estimates to move the crosswalk on Washington Street. This was kept in committee; Mr. Bezanson will come back to the Committee with cost estimates to move the crosswalk on Washington Street.

2. Chamberlain Street-Safety Request

This request was taken care of last month.

3. NH Forests and Lands On-line Fire permits

Councilor Walker summarized the issue. Matt Mattson of the NH Forestry and Lands, who is the Forester for the Rochester area was present to talk about going to on-line permitting for the fire permits. Fire Chief Klose said that they would like Rochester to be able to use the on-line permitting. They usually issue approximately 1,000 a year and they issue so many that they run out of them and have a hard time trying to get the papers for them. Councilor Lachapelle said he is all for doing the permitting on-line but some people do not know how. Fire Chief Klose said that the paper ones will still be available at both Fire Stations and a lot of the fire personnel carry them in their vehicles. To do them on line there is a \$3.00 fee that goes directly to the company that maintains the site. Councilor Walker asked how you pay for them. Fire Chief Klose said you pay by credit card and each community has its own specifications, you have to check the boxes before approved then they are approved immediately. There are over 151 communities that use the on-line permitting Rochester is one of the last to use it. ***Councilor Lachapelle made a motion to accept the on-line Fire***

Permit System. The motion was seconded by Councilor Hamann. Unanimous voice vote carried the motion.

4. Nola Ave./Rt. 108 COAST Bus Stop Relocation Request

Councilor Walker summarized the issue. Mr. Bezanson said this is for information only, this area is State NHDOT jurisdiction. He mentioned that COAST Bus company had informed him that the request to move the bus stop was not related to a safety concern. A resident wanted it moved because it was in front of their house. It is moving up the road to the other side of Nola Avenue. COAST has already obtained NHDOT permission to relocate the bus stop. Councilor Walker asked if there is a roadside ditch in the area of the new bus stop. Mr. Bezanson said no. The Committee had no concerns as long as it wasn't located in an area with a roadside ditch.

5. Deaf Person Sign Relocation Request-9 Madison Avenue

Councilor Walker summarized the issue. Mr. Bezanson said the resident of 9 Madison Avenue came in to DPW to inform the City that she is moving to Wellsweep Acres and is requesting that the "deaf person" signs get moved from 9 Madison Avenue where she was living to her new location. ***Councilor Lachapelle made a motion to relocate the "Deaf Person" signs from 9 Madison Avenue to Wellsweep Acres at the discretion of DPW. Councilor Gates seconded the motion. Unanimous voice vote carried the motion.***

6. E911 Update-Renaming & Renumbering of the Main Streets

Councilor Walker summarized the issue. Deputy Chief Wilder said they did a hearing for East Rochester and Main Street in Gonic, he said there was a good turn out, they gave the residents information why the changes are necessary. He said he brought this to the Committee for approval to move forward. Jenny Lynn from the State E911 Committee and Julia Libby from Building, Zoning, and Licensing Services were present to answer any questions. The East Rochester Main Street will be changed to Autumn Street west of Highland Street and to Portland Street east of Highland Street. There will no longer be a Main Street in East Rochester. Councilor Walker asked how many businesses would be effected. Deputy Chief Boudreau said 2. The Gonic Main Street will change to Pickering Road at Route 125 and will be renumbered all the way to the Dover city line. Renumbering will take in to account large lots that may be subdivided or be

developed with multiple living units so that Pickering Road won't have to be renumbered again in the future. The dead end near Route 125 will be named Electric Avenue. There will no longer be a Main Street in Gonic. ***Councilor Lachapelle made a motion to accept the E911 Committee's recommendation to make the changes to street names and addresses in the areas of Main Street, East Rochester and Main Street, Gonic. Councilor Gates seconded the motion. Unanimous voice vote carried the motion.***

7. School Zone Signage

Councilor Walker summarized the issue. Mr. Bezanson said that this past month they had looked at the zone that would affect the Washington Street area. A School Walking Route Plan was developed for the Rochester Middle School; that area encompasses the McClelland Elementary School and the Maple Street Magnet School does not have many walkers according to the School Department. The Plan highlights the need for crosswalk signage in the Strafford Square roundabout area; this will be addressed with the pending project. Also highlighted by the Plan is the sidewalk gap on the north side of North Main Street between Fortier and Claire Street. This sidewalk is proposed to be built by an FY20 CIP Project, which will be discussed with the City Council in the coming weeks. The plan also highlights that the critical crosswalks are at the intersection of Washington and Brock Streets; this is a signalized intersection and there is a crossing guard assigned to these crosswalks. There are no crosswalks that are recommended for School Crossing signage at this time. It was noted during DPW's evaluation of existing conditions that there is a missing arrow at one of the crosswalk signs on Brock Street; that sign will be replaced. There is also a sign further down Brock Street on a utility pole that is no longer supported by MUTCD and will be removed. Councilor Walker stated that there are 2 signs on Brock Street near his house that are loose, and they rattle; he would like someone to look at them. Mr. Bezanson will have someone address those signs. Councilor Walker asked which school zone will be looked at next month. Mr. Bezanson said Gonic School.

8. Emergency Management Update

Councilor Walker summarized the issue. Fire Chief Klose said everything is good. There have been flood warnings up North but nothing affecting the city of Rochester. There is a lot of snow melting. The fire department has inventoried the emergency Management Trailer today. The cost will be reimbursed by the

State as part of the Emergency Management Grant. The trailer is stored outdoor, there is no room inside for it, the mice have chewed through wires, it hasn't been inspected for years. Councilor Hamann asked if they were moving forward to inspect it. Fire Chief Klose said yes they are working with a local garage.

9. Other

Old Ben Franklin parking Lot

Councilor Hamann said where the Planet Aid Boxes were located in the Ben Franklin Parking Lot there is piles of clothes and a couch. Fire Chief Klose said this was addressed by the department Heads and should be taken care of by tomorrow.

Sewer Expansion Birch Drive/Colonial Pines

Councilor Lachapelle asked Mr. Bezanson if the Rochester Web page was updated with the Colonial Pines project information. Mr. Bezanson said that the Colonial Pines project web page on the City's website will have project-specific weekly updates. Councilor Lachapelle said he would let the gentleman that was asking know to look on the website.

Harding Street-Safety Issues

Councilor Lachapelle said that a resident spoke to him about Harding Street and that her elderly mon does not feel safe walking on that street, and was wondering if there was going to be more foot patrol and if they go near Walgreens. Deputy Chief Boudreau said yes they do down to Walgreens, downtown is considered Walgreens to George and Eds, but that doesn't mean they can't go further. Staffing issues make it difficult for foot patrol and other areas.

Dewy Street Bridge "warning video surveillance" signs

Councilor Walker had a request from Councilor Gray to put "warning video surveillance" signs on the Dewey Street Bridge. Councilor Hamann said he was not a fan of the camera and doesn't need to tip off anyone by adding the signs.

Councilor Lachapelle mad a motion to deny posting "warning video

surveillance” signs on the Dewey Street Bridge. Councilor Hamann seconded the motion. Unanimous voice vote carried the motion.

Adrien Circle-Issues with entering onto Eastern Avenue

Mr. Bezanson said that a resident of Adrien Circle voiced her concerns regarding trying to pull out onto Eastern Avenue; that it was very difficult to do with the traffic speed on Eastern Avenue. Deputy Chief Boudreau will have the speed trailer placed in this area to get some data.

Wakefield Street-Vehicles going the Wrong Way

Fire Chief Klose said that in 1 week there have been 3 vehicles that have been going though Wakefield Street instead of turning onto Union. Councilor Gates asked Mr. Bezanson if the City owned any jersey barriers. Mr. Bezanson said yes. Councilor Walker said it would be hard to find something to help this situation. Councilor Hamann asked if paint on the pavement would help. Mr. Bezanson said that per previous City Council action DPW will be painting yield symbols on the travel lane around the corner. He also said they could put a movable crosswalk sign in place near yellow lines next to the island. Councilor Walker said he would go for the movable crosswalk sign. Mr. Bezanson will have the movable crosswalk sign placed near the triangle to alert vehicles of the crosswalk around the corner and deter traffic from going straight ahead.

Homeless Camps

Fire Chief Klose said the homeless camps are starting to move back into the woods, there has been some smoke issues because of this. Fire Chief Klose is working with the local Forester Matt Mattison to resolve this problem.

Seven Fires last Wednesday

Fire Chief Klose said that last Wednesday night a vehicle was going around lighting of the fireworks that caused a series of seven fires around the city on a Class 3 fire danger day. He said that Rochester PD was working with Dover PD chasing them around the city. Deputy Chief Boudreau said they were not the regular fireworks; they were the very large fireworks.

Councilor Lachapelle made a motion to adjourn the meeting at 8:13 PM. Councilor Gates seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Laura Miller, Secretary II.

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City Clerk's Office

Public Works and Buildings Committee
Meeting Minutes
April 18, 2019
Council Chambers

MEMBERS PRESENT

Councilor Ralph Torr, Chairman
Councilor Ray Varney- Vice Chairman
Councilor Sandy Keans
Councilor David Walker
Councilor Geoffrey Hamann

OTHERS PRESENT

Blaine M. Cox, City Manager
Peter C. Nourse PE, Director of City Services
Daniel Camara, GIS / Asset Management Coordinator
Nel Sylvain, Planning Board Chairman
Rick Maio, Mirra Construction Co.

MINUTES

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

1. Approve minutes from the March 21, 2019 Public Works & Building Meeting.

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

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

2. Public Input

North Street – Mr. Sylvain stated that he has discussed the drainage issues with North Street, which was paved in 2016, with the City Manager, the DPW Director and some of the Councilors. He stated that after the pavement was completed the road drainage was an issue. Mr. Sylvain stated that the City had to spend additional funds with SUR Construction for them to come out and install additional drainage to correct the problem. He further stated that there is still a road drainage problem at the end of the street. Mr. Sylvain questioned whether the City was monitoring the pavement projects when the contractor is paving in order to eliminate the need to go back and correct issues.

3. Pavement Moratorium – Trinity Circle & Blackwater Road

Chairman Torr stated that as there were representatives here from the Mirra Construction Company tonight to discuss this request, if there were no objections, he would like to

move the item from #6 to #3 on the agenda. There were no objections. Rick Maio spoke to the issue. He stated that his company has been contracted by Comcast Cable Company to lay some of the underground infrastructure required to service the City with Comcast cable & internet service. Mr. Maio discussed two streets that were paved in 2014 and therefore are covered by the City of Rochester 5 year paving moratorium. The Streets discussed were Trinity Circle and Blackwater Road. Mr. Nourse explained that the department has made a recommendation to allow the cuts for the project. He confirmed that both streets were final paved in late 2014 and that they are covered by the 5 year moratorium. He stated that DPW Engineers have explained and documented the special requirements for the pavement patches and that Mirra has agreed to compliance for both Trinity Circle and Blackwater Road. Mr. Nourse stated that per Chapter 223 of the City's Ordinances the full City Council will need to vote to approve the cut on these streets due to the moratorium.

Councilor Walker made a motion that the full City Council vote to approve the cut on Trinity Circle provided that Mirra Construction agrees to make the discussed pavement restoration recommendations. Councilor Hamann seconded the motion. The motion passed unanimously.

Councilor Walker made a motion recommending that the full City Council vote to approve the cut on Blackwater Road provided that Mirra Construction agrees to make the discussed pavement restoration recommendations. Councilor Hamann seconded the motion. The motion passed unanimously.

4. Project Updates

Colonial Pines – Mr. Nourse stated that the Public Informational Meeting was held 3/22/19 for the residents in the current phase of the project. He stated it was well attended by the residents, the City Staff, the construction contractor, SUR, and the project engineers, Underwood Engineering. He stated that SUR Construction began setting up and working in the area on April 1, 2019 and this project will continue through July of 2020. Mr. Nourse stated that there are 3 homes in the area not connected to the water and stubs will be put in for connection either during the project or for future use. Mr. Nourse informed the Committee that an engineering amendment is in the process to design the sewer extension to Wildwood Lane in order to connect the residence at the intersection of Wildwood and Tingley Street. He stated that there would be a construction change order to add this street to the current construction contract.

Strafford Square – Mr. Nourse informed the Committee of the public informational meeting planned for Wednesday May 29, 2019 at 7pm at the Holy Rosary Church on North Main Street. He stated that staff will be publishing the date and time of the meeting for all interested, and staff will be mailing all abutters notification of the meeting. Mr. Nourse stated he is hopeful that we will know some of the right of way impacts for the individual abutters, and he stated we would have information to re-acquaint the public with the project.

Paving Project – Mr. Nourse stated he had explained last meeting that Brox Industries was awarded the contract for the paving projects bid. He stated that the FY19 street list was approved previously by the City Council. Mr. Nourse stated that there may or may not be some roll over of funding. The amount at this time is not a known quantity until the projects are completed. The estimated 60K surplus that is projected is really too small to put up another street for consideration. He stated that if there are remaining funds we could look at that later in the season. Mr. Nourse stated that Whitehouse Road wearing course of pavement is scheduled for Tuesday April 22, 2019.

New DPW Facility – Mr. Nourse stated that the project had gone in front of the Planning Board and that it went fairly well. He stated that the abutting mobile home park asked the same questions, about lighting and sound buffering, snow storage and storm water treatment. They also asked about fuel storage. All questions were answered. The Committee discussion about what type of sound and site barrier might be used. Councilor Varney suggested that a 6-8 foot earthen berm with planted vegetation would be best suited to block any sounds. Mr. Nourse stated he had met with several solar vendors and currently he is waiting on the report from the consulting engineers regarding the efficiency of using solar at the new building. He stated his research to date shows you have two choices, either you purchase and install the solar array and use the power generated for your building, which in this case would be a 15-20 year pay back, or you enter into a power purchase agreement (PPA) with a contractor that builds and pays for them to be put on our facility and then sells the power back to us as a slightly discounted rate. Mr. Nourse stated PPA agreement that the School Department has on the East Rochester School. He stated that the PPA allows for the City to buy the equipment after 7 or more years at a discounted rate. He mentioned that the panels do degrade at approximately 1% each year. Councilor Walker asked how long the PPM has been in effect with the City School Department for the solar array on the East Rochester School. Councilor Keans stated it has been about 3 years. She asked if Mr. Nourse had spoken with the school department. He stated that he had discussed the Schools PPM with their Buildings Maintenance Supervisor. He stated that he believed the school department is getting a 5% reduction on their electric rate for the power consumed at that location. Councilor Walker asked if we could look into the amount saved monthly and compare the size of that solar array to what might be built at the new DPW. Councilor Varney asked the cost to build the array at the new DPW. Mr. Nourse stated that both vendors seemed to think that it was about three hundred and fifty thousand dollars (\$350,000). Councilor Keans asked if the electricity generated could supply this and other buildings. Mr. Nourse stated that the two companies that he met with thought that it would generate just enough to supply the facility give or take a small amount. Councilor Keans suggested contacting Durham as they have been using some solar. Mr. Nourse stated that he suggests the discussion wait until the consultant comes back with a report. Councilor Torr asked if Mr. Nourse was still planning on propane for the facility. Mr. Nourse stated

that he had been asked to look at oil for heating and he does not feel that this would be going in the right direction for efficiency, but that too will be included in the consultant's report. Councilor Walker stated he would prefer natural gas to propane. Mr. Nourse stated that the cost to run natural gas to the site was over \$350,000 and the pay back for that could be as long as 40 years. He stated that he had checked with the one other businesses in the area and they were not interested in participating in the cost, nor was the Unitil Gas Company as they did not feel they would pick up enough customers in this rural area.

Rt 202A Water Line Extension – Mr. Nourse stated that the good news is the Federal Aviation Administration has determined that the height of the tank does not require any special lighting, markings or painting. He stated that we could paint it any way that we would like. Mr. Nourse stated that borings are beginning in the project areas including Fiddlehead, Winkley Farms and along Rt 202A. He stated that he believes it is time to get the abutters together to supply them with information and to see how much interest there is for tying into the new water system. Mr. Nourse stated that the homes on 202A that have the known Mtbe contamination would be tied in at the expense of the Mtbe grant, but all others will be paying the cost from the City's line to their homes. He stated many of these homes are a considerable distance from the main and he believes they need to be informed as soon as possible. He also stated that unlike sewer, residents cannot be required to tie in no matter the distance. Mr. Nourse stated that the department is planning a June 12, 2019 meeting and if it possible will be at the Community Center. He stated that he would keep the Committee informed as the plans are confirmed. Councilor Varney asked if he would be able to give the public an expected project schedule. He stated concerns for residents believing the project is going to happen sooner than it actually is. Mr. Nourse stated he would supply that information at the meeting.

Community Center LED Lighting Project – Mr. Nourse stated that when budgeting for this LED Project staff budgeted \$155,000 which was the total construction amount less the anticipated rebate. He stated that the project needs to be gross appropriated in order to complete the work. He stated that the current project budget is \$243,718 and with the anticipated \$75,435 rebate we will be looking at a 5.7-year payback. Mr. Nourse stated that at this time in order to proceed with the project he is requesting \$89,000 supplemental appropriation. Mr. Nourse stated that of the \$89,000 we would anticipate \$74,435 rebate and the other \$14,565 would be additional necessary funding.

Councilor Walker made a motion for the full City Council to approve a supplemental appropriation for \$89,000. Councilor Varney seconded the motion. The motion passed unanimously.

Four Rod Road Bridge/Culvert Project – Mr. Nourse stated that this culvert is the only Red Listed Bridge in the City. He stated we are working with the FY17 funds for permitting and design. He stated that the FY2020 request for \$200,000 is for the repairs to the culvert and it will get us an additional 15-20 years until replacement. He stated we

are going to move forward as quickly as possible if funded. He stated that there is not going to be any State Bridge Aid funds available for several years and this one cannot wait.

5. Gravel Roads – Citywide

Mr. Nourse stated there was a gentleman in last month regarding a pavement request for Laura Lane. He stated that there seems to be a split of about 50/50 on the road of the residents who want it paved vs those who do not. Mr. Nourse stated that he went out the next day after the Committee meeting last month and he noted that it is muddy and rutted but he noted that it typically is in the spring. He stated that staff spends 2-3 hundred dollars annually adding materials. Mr. Nourse stated to box out and pave this road with six homes it would likely be \$500,000. Councilor Keans reiterated that many of the residents do not want it paved. Councilor Walker suggested that we change out the gravel, and put in better base materials and not pave it. Mr. Nourse suggested that it would still be quite costly. Mr. Nourse explained that there is approximately 3 miles of gravel road left in the City. He stated that Councilor Keans had suggested a plan for paving them rather than just paving when someone voiced complaints. Mr. Nourse stated that these roads could be prioritized and setup as standalone projects in the CIP budgets instead of using the annual paving funds. He stated that decisions could then be made based on the type of traffic on the road, the road conditions and amount of funds and staff time spent on maintaining them. Mr. Nourse explained that Evans Road seems to need the most attention of all dirt roads. He stated that school buses traveling this road have been stuck in the mud recently, and during the winter months, the bus has slid off the road into the ditch line. Councilor Keans stated that this is another road that some of the residents want it paved and some do not. Mr. Nourse agreed. He stated that Evans Road is the longest stretch of unpaved area and it has ledge all the way across. Councilor Keans states that they should be left as is. Councilor Walker suggested getting a price for replacing the gravel on Laura Drive. Mr. Nourse stated that he would get an estimate.

6. Sidewalk Survey

Mr. Nourse stated that our annual sidewalk replacement funding is being directed to the Portland Street Sidewalks from Signal Street to Chamberlain Street. He stated we will also be replacing the panels requested on Winter Street. Mr. Nourse stated that 3 years ago Strafford Regional Planning Commission (SRPC) had begun a sidewalk assessment survey. He stated that this survey is a systematic approach and rating process that has been endorsed by the State of NH and the federal highway division. He stated the SRPC lost funding and only were able to complete the assessment of 10 of our 40 miles of sidewalks. Mr. Nourse stated that he would like to get that assessment completed this summer in order to prioritize and determine the next area for reconstruction and repairs. He stated that SRPC has given him a price of \$10,000 to complete the survey and that the department will use some of the sidewalk funding to get this work done.

7. Other

Paving & Drainage Projects – Mr. Nourse stated that due to the prioritization process with the Paving Conditions Inventory (PCI) and its objective to keep good roads good there are several large collector type roads that are not coming up. He stated that when we plug in one million for a budget, it does not pull long roads like Estes Road and some sections of Salmon Falls Road because the cost is too large. He also stated a road like Sheepboro Road, though not a collector road, is in terrible shape and it is not coming up as it needs a significant amount of funding to reclaim and pave. He stated that if he plugged in two million a year they would come up quickly. Mr. Nourse suggested adding one of these streets, which will not come up with the annual paving budget, as a separate projects of their own to be considered in the CIP. Councilor Walker suggested that Estes Road from Rt 202 north to Rt 202A would be a good one to look at a stand-alone project. He suggested that Mr. Nourse get pricing and plug it in for next year's CIP. Mr. Nourse asked about Sheepboro Road. The Committee consensus was to get a price for that one as well but due to the rural area thought it might be too costly. .

Rt 108 NHDOT Complete Streets Project– The 2nd Listening Session will be held at the Somersworth High School on May 2, 2019.

Rt11 Traffic Signal at Northgate Apts. and Cocheco Estates – Mr. Nourse stated in 2017 he had written to NH DOT for a signal at this intersection and at the time, according to NHDOT, the intersection did not quite meet warrants for a signal. Mr. Nourse stated that if the planned residential project goes in behind Northgate then those warrants might then be met. He stated that he is going to discuss this with the state but he is unsure who would be responsible for the cost. Councilor Varney stated that even with a light, it is not going to help the traffic trying to pull in and out of all of the businesses along this corridor. He also stated that this area is in the TIF District and it cannot support the cost of another traffic signal.

Councilor Walker motioned to adjourn at 8:07 pm. Councilor Varney seconded the motion. The motion passed unanimously.

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

Supplemental Appropriation to the Department of Public Works CIP in an amount of \$89,000.00 for the Community Center LED Lighting Project and Change of Funding Source for Previously Appropriated Funds

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

That the amount of Eighty Nine Thousand Dollars (\$89,000.00) is hereby appropriated as a supplemental appropriation to the Department of Public Works CIP fund for the purpose of paying costs associated with the Community Center LED Lighting Project. The funding for this supplemental appropriation shall be derived as follows: Fourteen Thousand Dollars (\$14,000.00) from the General Fund Unassigned Fund Balance and Seventy Five Thousand Dollars (\$75,000.00) from the Eversource Rebate.

Further, in accordance with the provisions of RSA 33:9 and in conjunction with this supplemental appropriation, One Hundred Fifty Five Thousand Dollars (\$155,000.00) of borrowing authority previously authorized for this project is hereby deauthorized and the source of those funds is changed to the General Fund Unassigned Fund Balance.

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

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City Clerk's Office



05/02/2019

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**

Community Center LED Lighting Project - Supplemental & Funding Source Change

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 7, 2019		
DEPT. HEAD SIGNATURE	Peter C. Nourse, PE signature on File City clerks office		
DATE SUBMITTED	4/30/19		
ATTACHMENTS AB-FRF	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

COMMITTEE SIGN-OFF

COMMITTEE	Public Works & Buildings Committee
CHAIR PERSON	Councilor Ralph Torr

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	Yes
SOURCE OF FUNDS	Gen- Unassigned FB & Eversource Rebate
ACCOUNT NUMBER	15011090-772000-19552
AMOUNT	\$89,000
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

City Council Resolution

SUMMARY STATEMENT

This LED Lighting Project was funded as part of the FY2019 CIP Budget Process. The total project per quote from the selected vendor is in the amount is \$244,000. The original estimate was \$230,000. The FY2019 CIP amount of \$155,000 was budgeted as a bonded project without the \$75,000 rebate being gross appropriated as required.

Per recommendation from the Finance Department this project would be better suited as a cash (gen un-assigned fund balance) project as we are looking to reduce the annual expenses at the Community Center due to a significant revenue source leaving at the end of this current budget. This project is estimated to reduce the annual lighting expenses by \$35,000 and will result in a 5.7 year pay back period.

This agenda bill is for:

- 1.) A supplemental appropriation in the amount of \$89,000 with a funding source \$14,000 General Fund Unassigned Fund Balance and \$75,000 Eversource rebate.
- 2.) To Change the funding source of the original \$155,000 for this project from bond to General Fund Unassigned Fund balance.

RECOMMENDED ACTION

1. Resolution authorizing a supplemental appropriation in the amount \$89,000 with funding sources of \$75,000 Eversource Rebate and \$14,000 General Fund Un-assigned Fund balance.
2. Resolution to change the funding source of the FY2019 LED Lighting Project Account #15013010-772000-19552 in the amount of \$155,000 from Bonding to General Fund Un-assigned Fund Balance.

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	15011090	772000	19552	-	-	\$89,000 -
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

Ordinance No. ___, 2018

**AN ORDINANCE OF THE CITY OF ROCHESTER CITY COUNCIL ADOPTING
AMENDMENTS TO CHAPTER 42 OF THE GENERAL ORDINANCES OF THE CITY
OF ROCHESTER REGARDING ZONING AND DEVELOPMENT STANDARDS FOR
DEVELOPMENT OF LANDS WITHIN THE DOWNTOWN COMMERCIAL ZONE
DISTRICT**

Whereas, The City of Rochester received a Municipal Technical Assistance Grant from Plan NH and Community Block Grant funds through the U.S. Department of Housing and Urban Development; and,

Whereas, such funding enabled the analysis of regulatory barriers to private-sector investment in Rochester's downtown properties; and,

Whereas, this ordinance seeks to lessen regulatory barriers and encourage residential, commercial, and mixed-use development within the Downtown Commercial Zone District; and,

Whereas, text to be stricken from the Chapter appear as ~~text to be stricken~~; text to be added to Chapter 42 appears as text to be added; and, scrivener's notes appear as [notes]; and,

Whereas, this ordinance supports the public interest and safeguards the health and welfare of the residents and businesses of the City of Rochester.

Therefore; THE CITY OF ROCHESTER ORDAINS:

That Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

Amendment 1: Section 42.2.b, which section describes terms used within the Chapter, is amended to add two definitions as follows:

no changes to definitions 1 through 189]

190. Parking Facility, Commercial: A Parking Lot or Parking Garage used as an independent business venture for the short-term parking of automobiles on an hourly, daily, weekly, or monthly basis for a fee.

191. Parking Facility, Public: A Parking Lot or Parking Garage, owned by a municipal or public entity, used for the short-term parking of automobiles on an hourly, daily, weekly, or monthly basis, and which may require permitting or usage fees.

[Permanent Foundation renumbered to 192 and remaining definitions renumbered accordingly]

Ordinance No. ___, 2018.

Page **1**

Amendment 2: Section 42.19.b.8, which section defines minimum lot size requirements for various areas within Rochester, is amended as follows:

8. Density Rings. The density rings are shown on the Official City of Rochester Zoning Map that is adopted as part of this Ordinance and only apply to multi-family dwellings/developments. The rings are defined as follows:

There is no minimum lot area per dwelling unit applicable within the Downtown Commercial (DC) Zone District. For areas outside of the DC Zone District, the minimum lot area per dwelling unit within a one (1) mile radius of the center of Rochester, shall be 5,000 square feet. The minimum lot area per dwelling unit outside of the one (1) mile radius of the center of Rochester, shall be 7,500 square feet.

The minimum lot area per dwelling unit within a one-half (½) mile radius of the center of Gonic and East Rochester, shall be 5,000 square feet. The minimum lot area per dwelling unit outside of the one-half (½) mile radius of the center of Gonic and East Rochester, shall be 7,500 square feet.

Any lot that is partially within the radius of a density ring shall be treated as if it were entirely within the radius of the density ring.

Amendment 3: Section 42.20.b.7, which section defines development standards for Lodging Facilities, is amended as follows:

7. ~~Lodging-Motel Facility.~~ For a Lodging Facility, the minimum lot size shall be 30,000 square feet plus 1,000 square feet per unit. Minimum lot size for a Bed and Breakfast shall be the minimum lot size for a single-family home according to the applicable zone district. The minimum lot size for a Hotel in the Downtown Commercial (DC) Zone District shall be 7,500 square feet.

Amendment 4: Section 42.20.b.11, which section defines standards for Multi-Family Dwellings/Development, is amended as follows:

11. Multifamily Dwellings/Development. ~~The following requirements shall apply to multifamily dwellings/developments of 3 or more dwelling units:~~
 - A. Buffers from Roads. ~~Except for parcels within the Downtown Commercial (DC) Zone District, a~~ 50-foot buffer shall be established from all neighboring roads, including roads from which access is taken. The Planning Board shall determine treatment of the buffer area, whether it is to be left undisturbed, to have supplemental plantings installed, to be designated part of the overall open space plan for the development, and/or to be part of an individual lot but protected from construction. No roofed structures may be erected in the buffer

Ordinance No. ____, 2018.

Page **2**

area. This buffer shall not be required for parcels in the DC Zone District.

- B. ~~Buffers from Single Family. Except for parcels within the Downtown Commercial (DC) Zone District, a 100-foot buffer shall be established adjacent to any existing single-family house or any vacant lots less than 3 acres that are zoned residential. This buffer shall not be required for parcels in the DC Zone District.~~

Commented [JC1]: Deleted as a result of Planning Board discussion on 3/18/19

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- C. Access. Any new multifamily development must take access from an existing collector or arterial road rather than an existing local road. The Planning Board may waive this requirement by conditional use upon a finding that it is preferable to take access from a local rather than a collector road and that taking access from the local road will have no significant adverse impact upon residents or property owners located on the local road.

- D. Commercial Districts. Within any commercial districts, multifamily is allowed only as a secondary use:

- i. it must be situated on the second floor or on higher floors of a commercial building or in a separate building behind the commercial building; and
- ii. at no time may the area of the multifamily dwellings exceed 80% of the square footage of the on-site commercial space.

Commented [JC2]: This language will stay in the ordinance as a result of the Planning Board discussions at the 3/18/19 meeting.

Commented [JC3]: Not needed

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Commented [JC4]: Changed as a result of the 3/18/19 Planning Board meeting.

Commented [JC5]: All of South Main Street now included.

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Commented [MM6]: Change at the 11-19-18 PB

Commented [JC7]: Added as a result of the 3/18/19 Planning Board meeting

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

- i. Multifamily units are prohibited on the ground floor and only permitted non-residential uses within the Downtown Commercial District shall be located on the ground floor. However, parking shall be allowed on the ground floor except within for parcels fronting any of the following Streets:

- Union Street
- North Main Street south of the North Main Street Bridge
- South Main Street north of Columbus Avenue
- Wakefield Street south of Columbus Avenue
- Hanson Street
- Museum Way

- ii. Ancillary ground floor multifamily use, such as entryways, lobbies, utility areas and similar functional spaces shall be minimized to the extent practical. Remaining ground floor space within the first 50 feet of building depth shall be reserved for non-residential uses, as permitted in the DC Zone District, unless otherwise required to comply with the state building code and/or fire codes. Applicants may apply for a Conditional Use Permit to locate these uses between 20 ft and 50 ft.

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iii. DC Zone District parcels not fronting on the above-listed Streets may contain multifamily use and units on all floors without restriction.

E.F. Sewer and Water. Any new multifamily dwellings/developments must connect to the City of Rochester's public sewer and water systems.

Amendment 5: Section 42.20.b.14, which section defines development standards for Public Parking Facilities, is added as follows:

14. Parking Facility, Public. For a Public Parking Facility, the following standards shall apply:

- A. Sizing and capacity of the facility shall be based on current and forecasted use patterns and demand for publicly accessible parking.
- B. Frontages along a primary commercial street shall, to the extent practicable, incorporate commercial business as a means of minimizing extended expanses of blank walls.
- C. An operations plan shall define the basic functions of the facility including signage, offsite wayfinding, hours of operation, access and control points, payment systems, and lighting and landscape installation.
- D. Rate schedules shall be subject to establishment and change by the City of Rochester and shall not be required for approval or conditioned by the Notice of Decision.

[Small Wind Energy Systems renumbered to 15. Remaining items renumbered accordingly.]

Amendment 6: Section 42.21.d.7, which section defines conditional use standards for Lodging Facilities, is amended as follows:

- 7. ~~Lodging, Motel Facility.~~ For a Lodging Facility, tThe minimum lot size shall be 30,000 square feet plus 1,000 square feet per unit. Minimum lot size for a Bed and Breakfast shall be the minimum lot size for a single-family home according to the applicable zone district. The minimum lot size for a Hotel in the Downtown Commercial (DC) Zone District shall be 7,500 square feet.

Amendment 7: Section 42.21.d.10, which section defines conditional use standards for Parking Lots, is added as follows:

10. Parking Lot. For properties within the Downtown Commercial (DC) Zone District, Parking Lots shall be limited to twenty (20) parking spaces for any single tenant unless otherwise approved by the Planning Board pursuant to the standards below:

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- A. The applicant demonstrates a unique commercial or market-based need for additional parking.
- B. There is a lack of publicly accessible parking in the immediate vicinity.
- C. Sharing parking with an adjacent use or property is impractical or not possible.
- D. Negative visual effects of a large parking lot are minimized to the extent practicable through site design, breaking-up large expanses of paving, shielding parking from direct public view, or placing parking to the side or behind buildings. Where possible, buildings in the DC District should front a primary street with parking placed to the side or rear.
- E. The Planning Board may impose operational parameters regarding signage, limiting access points, and may require specific lighting and landscaping installation.

Amendment 8: Section 42.21.d.11, which section defines conditional use standards for Commercial Parking Facilities, is added as follows:

- 11. Parking Facility, Commercial.** The Planning Board may approve a Commercial Parking Facility based on the following standards:
- A. Sizing and capacity of the facility is based on current and forecasted use patterns and demand for publicly accessible parking.
 - B. Frontages along a primary commercial street, to the extent practicable, incorporate commercial business on the ground floor as a means of providing pedestrian interest and minimizing extended expanses of blank walls.
 - C. An acceptable operations plan defines the basic functions of the facility including signage, offsite wayfinding, hours of operation, access and control points, payment systems, and lighting and landscape installation.
 - D. Rate schedules and changes thereto shall remain the prerogative of the owner and shall not be required for approval or conditioned by the Notice of Decision.

[Porkchop Subdivision renumbered to item 12 and remaining items renumbered accordingly.]

Amendment 9: Article III, Section 10, of the City of Rochester Site Plan Regulations, which section defines the number, placement, and other stipulations for required parking, was amended.

Amendment 10: Section 42.6 (c) (3) (A) (i), which describes the development standards in the Downtown Commercial District, is amended as follows:

~~**i. First Floor. Residential uses are allowed on the first floor by conditional use only. They are allowed on the upper floors by right.**~~

[following page]

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Commented [JC10]: Deleted as a result of discussion at the 3/18/19 Planning Board meeting.

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Amendment 10: Section 42.6 (c) (3) (C) (i) (ii), which describes the development standards in the Downtown Commercial District, is amended as follows:

i. See Site Plan Regulations. Nonresidential Uses. There are no off street parking requirements for nonresidential uses in the DC District.

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ii. Residential Uses. For residential uses a parking plan must be approved by the Planning Board (see Site Plan Regulations).

Commented [JC11]: All parking requirements are located in the Site Plan Regulations.

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Ordinance No. ____, 2018.

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Adopted by the City Council: 4-22-14
 Certified by the Codes and Ordinances Committee: 8-7-14

TABLE 18-A RESIDENTIAL USES 8/7/2014

RESIDENTIAL USES	Residential Districts				Commercial Districts			Industrial Districts		Special		Criteria/Conditions
	R1	R2	AG	NMU	DC	OC	HC	GI	RI	HS	AS	Section Reference
Apartment, Accessory (accessory use)	E	P	P	P	P	P	P	-	-	-	-	Section 42.21 & 42.23
Apartment, Inlaw	P	P	P	P	P	P	P	-	-	-	-	
Apartment, Security	-	P	-	P	P	P	P	P	P	P	P	Sections 42.2 & 42.23
Assisted Living Facility	-	C	C	C	C	C	C	-	-	C	-	Section 42.21
Boarding House	-	-	-	-	E	-	-	-	-	-	-	
Community Residence - I	-	E	E	-	E	E	E	-	E	E	-	Section 42.22
Community Residence - II	-	-	E	-	-	E	-	-	E	E	-	Section 42.22
Conservation Subdivision	C	C	C	-	-	C	C	-	-	-	-	Sections 42.21 & 42.33I
Dwelling, Apartments (Apt/ Mixed Use Bldg)	-	-	-	P	P	C	P	-	-	-	-	Section 42.21
Dwelling, Multifamily Development	-	P	-	-	CP	-	P	-	-	-	-	Sections 42.20 & 42.22
Dwelling, Multifamily	-	P	-	-	CP	-	P	-	-	-	-	
Dwelling, Single Family	P	P	P	P	P ₋	P	P	-	-	P	-	
Dwelling, Three & Four Family	-	P	-	C	CP	C	P	-	-	-	-	Sections 42.21 & 42.33
Dwelling, Two Family	-	P	P	P	P ₋	P	P	-	-	-	-	Sections 42.21 & 42.33
Flag Lots	-	C	C		-	-	-	-	-	C	-	Section 42.21
Home Occupation - 1 (accessory use)	P	P	P	P	P	P	P	-	-	P	-	Section 42.24
Home Occupation - 2 (accessory use)	P	P	P	P	P	P	P	-	-	P	-	Sections 42.22 & 42.24
Home Occupation - 3 (accessory use)	-	E	E	P	P	P	P	-	-	E	-	Sections 42.22 & 42.24
Manufactured Housing Unit on own lot	-	-	P	-	-	-	-	-	-	-	-	Sections 42.20 & 42.21
Nursing Home	-	-	C	-	-	C	-	-	-	P	-	Sections 42.20 & 42.21
Outdoor Wood-Fired Hydronic Boiler	-	-	P	-	-	-	-	-	-	-	-	Section 42.20
Porkchop Subdivision	-	-	C	-	-	-	-	-	-	-	-	Section 42.21
Residential Facility	-	-	E	-	-	E	-	-	E	E	-	Section 42.22
Senior Housing	-	P	C	C	C	C	-	-	-	-	-	Section 42.21
Temporary Structure	P	P	P	P	P	P	P	P	P	P	P	Section 42.20
Zero Lot Line Development	C	C	C	-	-	C	C	-	-	-	-	Section 42.33

*LEGEND. P = Permitted Use, C = Conditional Use, E = Use Allowed by Special Exception

TABLE 18-B SALES-SERVICE-OFFICE-INSTITUTIONAL USES 8/7/2014

Adopted by the City Council: 4-22-14
 Certified by the Codes and Ordinances Committee: 8-7-14

SALES-SERVICE-OFFICE-INSTITUTIONAL USES	Residential Districts				Commercial Districts				Industrial Districts		Special		Criteria/Conditions
	R1	R2	NMU	AG	DC	OC	GR	HC	GI	RI	HS	AS	Section Reference
Adult Day Care Center	-	-	E	E	P	P	-	P	E	-	P	-	Section 42.22
Adult Day Care Home	-	E	E	E	P	P	-	P	-	-	P	-	Section 42.22
Adult Oriented Establishment	-	-	-	-	-	-	-	-	-	C	-	-	Section 42.22
Agricultural Building, Reuse of Existing	C	C	-	C	-	P	-	-	-	-	-	-	Section 42.22
Antique Shop	-	C	P	-	P	P	P	P	-	-	-	-	Section 42.21
Artist Studio	-	C	P	-	P	P	-	P	-	-	-	-	Section 42.21
Bank	-	-	C	-	P	P	P	P	-	-	-	-	Section 42.21
Convenience Store	-	C	P	-	P	E	P	P	-	-	-	-	Section 42.21
Day Care - 1 (Day Care Residence)	P	P	P	P	P	P	-	P	-	-	P	-	
Day Care - 2 (Day Care - Family)	-	E	P	E	P	P	-	P	-	-	P	-	Sections 42.20 & 42.21
Day Care - 3 (Day Care Center)	-	-	E	E	P	P	-	P	E	-	E	-	Section 42.22
Florist	-	-	P	-	P	-	P	P	-	-	-	-	
Funeral Home	-	-	C	-	P	P	-	P	-	-	P	-	
Gas Station	-	-	-	-	P	-	P	P	-	-	-	-	Sections 42.20 & 42.21
Grocery Store	-	-	-	-	P	-	P	P	-	-	-	-	
Hospital	-	-	-	-	P	P	-	P	-	-	P	-	
House of Worship	-	C	C	C	P	C	-	P	-	-	P	-	Section 42.21
Housing Unit Sales	-	-	-	-	-	-	-	P	P	-	-	-	
Laundry Establishment - 1	-	C	P	-	P	-	-	P	-	-	-	-	Section 42.21
Laundry Establishment - 2	-	-	P	-	P	-	-	P	-	-	-	-	
Library	-	C	P	C	P	P	-	P	-	-	-	-	Section 42.21
Marina	-	-	-	-	-	-	-	P	-	-	-	-	
Museum	-	C	P	C	P	P	P	P	-	-	-	-	Section 42.21
Office	-	-	P	-	P	P	P	P	P	P	-	-	
Office, Medical	-	-	C	-	P	P	P	P	C	-	P	P	Section 42.21
Office, Professional	-	-	P	-	P	P	P	P	P	-	-	-	
Personal Service Establishment	-	-	P	-	P	P	P	P	-	-	-	-	
Retail Sales (under 5,000 square feet)	-	-	P	-	P	E	P	P	-	-	-	-	
Retail Sales (5,000 - 30,000 square feet)	-	-	-	-	P	-	P	P	-	-	-	-	
Retail Sales (over 30,000 square feet)	-	-	-	-	-	-	P	P	-	-	-	-	
Retail Service	-	-	C	-	P	P	P	P	-	-	-	-	Section 42.21
School, K-12	C	C	C	C	C	P	-	C	-	-	-	-	Section 42.21
School, Other	-	C	C	C	P	P	-	P	C	-	-	-	Section 42.21
Second Hand Shop	-	C	P	-	P	P	-	P	-	-	-	-	Section 42.21
Service Establishment	-	-	C	-	C	-	P	C	P	-	-	-	Section 42.21
Shelter	-	-	-	-	E	E	-	P	E	E	E	-	
Small Wind Energy Systems	P	P	P	P	P	P	P	P	P	P	P	P	Section 42.20
Vehicle Sales, New	-	-	C	-	-	-	P	P	-	-	-	-	Sections 42.20 & 42.21
Vehicles Sales, Used	-	-	C	-	-	-	P	P	-	-	-	-	Section 42.20
Vehicle Service	-	-	-	-	P	-	P	P	P	-	-	-	
Yard Sale, Commercial	-	-	-	-	-	-	-	C	-	-	-	-	Sections 42.20 & 42.22

*LEGEND. P = Permitted Use, C = Conditional Use, E = Use Allowed by Special Exception

Adopted by the City Council: 4-22-14
 Certified by the Codes and Ordinances Committee: 8-7-14

TABLE 18-C FOOD-LODGING-PUBLIC RECREATION USES 8/7/2014

FOOD-LODGING-PUBLIC RECREATION USES	Residential Districts				Commercial Districts				Industrial Districts		Special		Criteria/Conditions Section Reference
	R1	R2	NMU	AG	DC	OC	GR	HC	GI	RI	HS	AS	
Café	-	-	P	C	P	P	P	P	-	-	-	P	Section 42.21
Campground	-	-	-	E	-	-	-	-	-	E	-	-	Section 42.22
Caterer	-	-	P	-	P	P	-	P	P	P	-	-	
Club	-	-	C	-	P	P	-	P	-	-	-	-	Section 42.21
Community Center	-	-	P	-	P	P	P	P	-	-	-	-	
Conference Center	-	-	C	-	P	P	P	P	-	-	P	P	Section 42.21
Country Club	-	-	-	C	-	-	P	E	-	C	-	-	Section 42.21
Foodstand	-	-	E	-	E	E	P	E	E	E	E	E	Section 42.22
Function hall	-	-	-	-	P	P	P	P	-	-	-	-	
Golf Course	-	-	-	P	-	-	P	-	-	P	-	-	Section 42.22
Health Club	-	-	C	C	P	P	P	P	-	-	-	-	Section 42.21
Lodging, Bed and Breakfast	-	C	P	-	P	P	-	P	-	-	-	-	Section 42.21
Lodging, Hotel	-	-	C	-	P	C	P	P	-	-	C	C	Section 42.21
Lodging, Motel	-	-	-	-	-	-	P	P	-	-	-	C	Sections 42.20 & 42.21
Nightclub	-	-	-	-	EP	-	P	P	-	-	-	-	
Recreation, Indoor	-	-	C	-	CP	C	P	P	-	C	-	-	Section 42.21
Recreation, Outdoor	-	-	-	C	-	C	P	P	-	C	-	-	Section 42.21
Recreation, Park	P	P	P	P	P	P	-	P		C	-	-	Section 42.21
Restaurant	-	-	P	-	P	C	P	P	-	-	-	P	Section 42.21
Restaurant, Drive-through	-	-	-	-	P	-	P	P	-	-	-	-	
Tavern	-	-	C	-	P	-	P	P	-	-	-	P	Section 42.21
Theater/Cinema (30,000 s.f. or less)	-	-	P	-	P	P	P	P	-	-	-	-	Section 42.21
Theater/Cinema (over 30,000 s.f.)	-	-	-	-	-	-	P	P		-	-	-	Section 42.21

*LEGEND. P = Permitted Use, C = Conditional Use, E = Use Allowed by Special Exception

Adopted by the City Council: 4-22-14
 Certified by the Codes and Ordinances Committee: 8-7-14

TABLE 18-D INDUSTRIAL-STORAGE-TRANSPORT-UTILITY USES 8/7/2014

INDUSTRIAL-STORAGE-TRANSPORT-UTILITY-USES	Residential Districts				Commercial Districts				Industrial Districts		Special		Criteria/Conditions
	R1	R2	NMU	AG	DC	OC	GR	HC	GI	RI	HS	AS	Section Reference
Airport	-	-	-	E	-	-	-	-	-	-	-	P	Section 42.21
Contractor's Storage Yard	-	-	-	E	-	-	-	E	P	P	-	-	Sections 42.20 & 42.22
Distribution Center	-	-	-	-	-	-	P	C	P	-	-	-	Section 42.21
Emergency Services Facility	-	-	-	-	C	C	-	C	C	-	P	-	Section 42.21
Fuel Storage	-	-	-	-	-	-	P	E	E	-	-	-	Section 42.21
Helipad (accessory use)	-	-	-	E	-	E	P	E	P	P	P	P	Section 42.21
Industry, Heavy	-	-	-	-	-	-	P	E	P	E	-	-	Section 42.21
Industry, Light	-	-	-	-	-C	-	P	P	P	-	-	-	Section 42.21
Industry, Recycling	-	-	-	-	-	-	-	-	-	P	-	-	Sections 42.20 & 42.22
Junkyard	-	-	-	-	-	-	-	E	E	P	-	-	Sections 42.20 & 42.22
Laundry Establishment - 3	-	-	-	-	-	-	-	P	P	-	-	-	Sections 42.20 & 42.21
Mini-Warehouse	-	-	-	-	-	-	P	C	P	-	-	-	Sections 42.20 & 42.21
Monument Production	-	-	C	-	-	C	-	P	P	P	-	-	Section 42.21
Parking Lot	-	C	C	C	C	C	-	P	C	P	C	P	Section 42.21
Public Parking Facility					P								
Commercial Parking Facility					C								
Printing Facility	-	-	C	-	-	P	P	P	P	-	-	-	
Recycling Facility	-	-	-	-	-	-	-	E	E	P	-	-	Sections 42.20 & 42.22
Research and Development	-	-	-	-	E	P	P	P	P	-	-	-	Section 42.21
Sawmill	-	-	-	-	-	-	-	-	E	-	-	-	Section 42.21
Sawmill, Temporary (accessory use)	-	-	-	P	-	P	-	P	P	P	-	P	Section 42.21
Solid Waste Facility	-	-	-	-	-	-	-	-	-	P	-	-	Sections 42.20 & 42.22
Tank Farm	-	-	-	-	-	-	P	C	P	-	-	-	
Trade Shop	-	-	C	-	C	C	P	P	P	P	-	-	Section 42.21
Transportation Service	-	-	C	-	C	-	P	P	C	C	-	-	Section 42.21
Truck Terminal	-	-	-	-	-	-	P	-	C	C	-	-	Section 42.21
Utility - Substation	E	E	E	E	E	C	E	P	P	P	E	E	Section 42.21
Utility - power generation	-	-	-	-	E	-	E	-	E	E	-	-	Section 42.21
Warehouse	-	-	C	-	C	C	P	P	P	C	-	C	Sections 42.20, 42.21 & 42.23
Wireless Communications Facility	-	-	-	E	E	E	P	E	P	P	E	E	Sections 42.20 & 42.22

*LEGEND. P = Permitted Use, C = Conditional Use, E = Use Allowed by Special Exception

Adopted by the City Council: 4-22-14
 Certified by the Codes and Ordinances Committee: 8-7-14

TABLE 18-E AGRICULTURE-ANIMAL CARE-LAND ORIENTED USES 8/7/2014

AGRICULTURE-ANIMAL CARE-LAND ORIENTED USES	Residential Districts				Commercial Districts				Industrial Districts		Special		Criteria/Conditions
	R1	R2	NMU	AG	DC	OC	GR	HC	GI	RI	HS	AS	Section Reference
Cemetery	-	-	-	E	-	E	-	-	-	-	P	-	Section 42.22
Earth, Sand and Gravel Excavation/Processing	-	-	-	E	-	E	E	C	-	E	-	-	Sections 42.20 & 42.22
Fair	-	-	-	-	-	-	-	-	-	-	-	-	Section 42.2
Farm	E	-	-	P	-	E	-	E	-	E	-	E	Sections 42.20 & 42.22
Farm, Crops	E	E	-	P	-	P	-	P	P	P	-	P	Sections 42.20 & 42.22
Farmer's Market (temporary)	-	-	P	-	P	P	P	P	P	P	P	P	Section 42.2
Kennel (commercial)	-	-	-	E	-	E	-	E	E	E	-	-	Section 42.22
Kennel (private)	-	-	-	E	-	-	-	-	-	-	-	-	Section 42.22
Landscaping Materials	-	-	-	C	C	-	-	C	P	C	-	-	
Plant Nursery	-	-	C	P	C	P	P	P	-	P	-	-	
Roadside Farm Stand	-	-	C	P	P	P	E	E	-	E	-	-	Section 42.22
Stable, Commercial	-	-	-	P	-	E	-	E		P	-	-	Sections 42.20 & 42.22
Veterinary Clinic	-	-	C	E	-	P	P	P	C	P	-	-	Sections 42.20 & 42.22

*LEGEND. P = Permitted Use, C = Conditional Use, E = Use Allowed by Special Exception

Adopted by the City Council: 4-22-14
 Certified by the Codes and Ordinances Committee: 8-7-14

TABLE 19-A DIMENSIONAL STANDARDS - RESIDENTIAL DISTRICTS 8/7/2014

RESIDENTIAL DISTRICTS	LOTS			SETBACKS				OTHER					STANDARDS, NOTES, AND REFERENCES	
	Minimum Lot Area (Square feet)	Minimum Frontage (Feet)	Minimum Lot Area/Dwelling Unit (Sq Ft)	Minimum Front (Feet)	Maximum Front (Feet)	Minimum Side (Feet)	Minimum Rear (Feet)	Maximum building footprint (%)	Maximum Lot Coverage (%)	Maximum number of stories	Minimum Building Height (Feet)	Maximum Building Height (Feet)	A "- " means there is no dimensional standard for this item.	
RESIDENTIAL-1 (R1)														
Single family	10,000	100	-	10		10	20	30	35			35	See Section 42.19 - Dimensional Standards	
All other uses	10,000	100	-	10		10	20	30	35			35		
RESIDENTIAL-2 (R2)														
Single family	6,000	60	-	10		8	20	30	35			35	See Section 42.19 - Dimensional Standards	
Two family	9,000	80	-	10		8	20	30	45			35	See Section 42.19 - Dimensional Standards	
Three & four family	12,000 & 15,000	80	-	15		10	25	30	60			35	See Section 42.19 - Dimensional Standards	
Multifamily	30,000	100	5000 or 7500	15		10	25	30	60			35	See Section 42.19 - Dimensional Standards	
All other uses	9,000	80	-	10		8	20	30	35			35		
NEIGHBORHOOD MIXED USE (NMU)														
All uses	6,000	60	- ²	-	25	5 ¹	20		90	3	20	20	See Section 42.19 - Dimensional Standards	
AGRICULTURAL														
Single Family, Conventional Subdivision, municipal water & sewer	20,000	150	-	20		10	20	30	35			35	See Section 42.19 - Dimensional Standards	
Single Family, Conventional Subdivision, municipal water OR sewer	30,000	150	-	20		10	20	30	35			35	See Section 42.19 - Dimensional Standards	
Single Family, Conventional Subdivision, neither municipal water nor sewer	45,000	150	-	20		10	20	30	35			35	See Section 42.19 - Dimensional Standards	
Two Family	150% of single	150	-	20		10	20	30	40			-	See Section 42.19 - Dimensional Standards	
Single Family Dwelling - Conservation Subdivision	6,000	60	-	20		10	20		35			35	See Section 42.33 - Conservation Subdivisions	
All other uses	45,000	150	5000 or 7500	20		10	20		40			35		

Adopted by the City Council: 4-22-14
 Certified by the Codes and Ordinances Committee: 8-7-14

TABLE 19-B DIMENSIONAL STANDARDS - COMMERCIAL DISTRICTS 8/7/2014

COMMERCIAL ZONING DISTRICTS	Lots				Setbacks				Standards				Notes, and References
	Minimum Lot Area (Square feet)	Minimum Frontage (feet)	Minimum Lot Area/ Dwelling Unit (Square feet)	Maximum Lot Coverage (%)	Minimum Front (Feet)	Maximum Front (Feet)	Minimum Side (Feet)	Minimum Rear (Feet)	Maximum Number of Stories	Minimum Number of Stories	Maximum Height (Feet)	Minimum Height (Feet)	
DOWNTOWN COMMERCIAL (DC)													
All Uses	4,000	40	500	-	10	40	10 ¹	15	5	2	-	20	See Section 42.19(B)(8) Density Rings
OFFICE COMMERCIAL													
All Uses	10,000	80	5000 ²	75	10	-	10 ¹	25	3	-	-	-	See Section 42.19 - Dimensional Standards
HIGHWAY COMMERCIAL													
All Uses	20,000	100	5000/7500 ²	85	20	-	10 ¹	25	3	-	-	-	See Section 42.19 - Dimensional Standards and 42.19(B) (8) Density Rings
GRANITE RIDGE													
All Uses	-	50	-	-	-	-	-	-	-	-	-	-	

Note 1: For lots that adjoin a residential district, the side setback on the side adjoining the residential district shall be the larger of the required side setback in the subject commercial zone or the adjoining residential zone.

Note 2: For lots without both water and sewer, 10,000 square feet of lot area is required per additional dwelling unit beyond one.

Note 3: For lots without City sewer, the New Hampshire Division of Environmental Services (NHDES) requires minimum lot sizes which may be larger than those shown here.

Note 4: See Setbacks for DTC Zone Section 42.6 C.3 B.

Commented [MM1]: Commercial see Section 42.6 C 3 B
 i
 Add to refer to note 4

Adopted by the City Council: 4-22-14
 Certified by the Codes and Ordinances Committee: 8-7-14

TABLE 19-C DIMENSIONAL STANDARDS - INDUSTRIAL DISTRICTS 8/7/2014

INDUSTRIAL DISTRICTS	Lots			Setbacks			Height	Standards, Notes, and References
	Minimum Lot Area (Square Feet)	Minimum Frontage (Feet)	Maximum Lot Coverage (%)	Minimum Front (Feet)	Minimum Side (Feet)	Minimum Rear (Feet)	Maximum Height (Feet)	
GENERAL INDUSTRIAL (GI)								
See Below								See Section 42.19 - Dimensional Standards
RECYCLING INDUSTRIAL (RI)								
See Below								See Section 42.19 - Dimensional Standards
For GI and RI DISTRICTS								
All uses with no water or sewer	40,000	100	75	25	20 ¹	25	55	
All uses with water or sewer	30,000	100	75	25	20 ¹	25	55	
All uses with water and sewer	20,000	100	75	25	20 ¹	25	55	

Adopted by the City Council: 4-22-14
 Certified by the Codes and Ordinances Committee: 8-7-14

TABLE 19-D DIMENSIONAL STANDARDS - SPECIAL DISTRICTS 8/7/2014

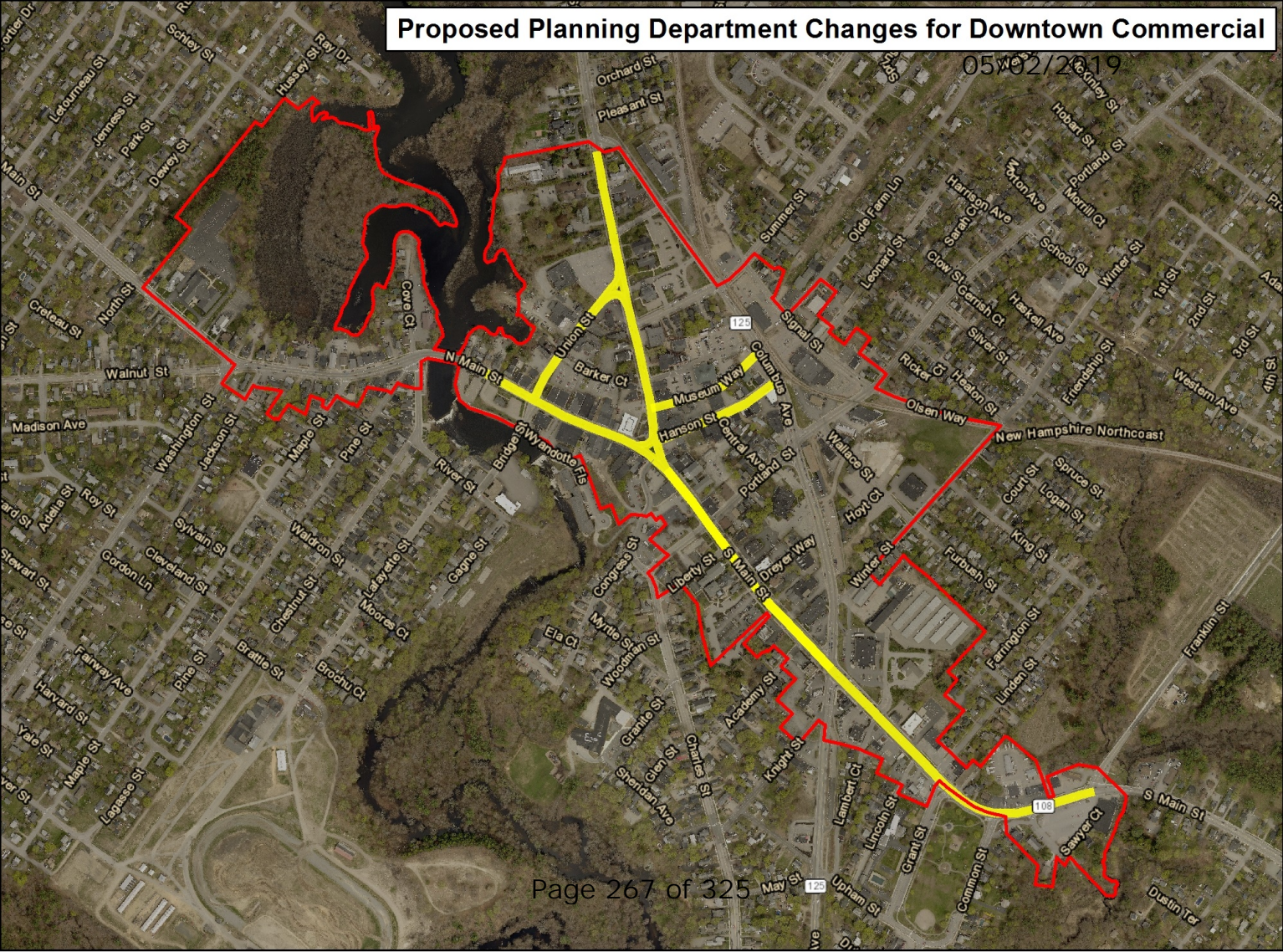
SPECIAL DISTRICTS	Lots			Setbacks		Standards, Notes, and References
	Minimum Lot Area (Square feet)	Minimum Frontage (Feet)	Maximum Lot Coverage (%)	Minimum to any Street	Minimum to any Lot Line	
A " - " means there is no dimensional standard for this item.						
HOSPITAL SPECIAL (HS)						
All uses (other than single family)	<u>none</u>	<u>none</u>	85	none	side-10 rear-25	
Single family	<u>none</u>	<u>none</u>	-	none	side-10 rear-25	
AIRPORT SPECIAL (AS)						
All uses	none	none	none	35	50	See Aviation Overlay District (AOD)

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City Clerk's Office

Proposed Planning Department Changes for Downtown Commercial

05/02/2019



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City Clerk's Office

Resolution Authorizing the Changes in Street Names and Street Numbers

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

The City hereby changes certain Street Names and Street Numbers within the City of Rochester in accordance with Exhibit A attached herein.

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City Clerk's Office

Exhibit A

Please be aware that these changes are merely a proposal and will not officially take place until approved by City Council.

We ask that you DO NOT post any new numbers until you receive a specified effective date of the change.

This information would be in a confirmation letter mailed to you by the City of Rochester E911 Committee.

Even side of the road				Odd side of the road			
Current Address	Current Road Name	New Address	New Road Name	Current Address	Current Road Name	New Address	New Road Name
2	Main Street	862 Units A-B	Portland St	1	Main St	861 Units A-B	Portland St
4	Main Street	868	Portland St	3	Main St	867	Portland St
12	Main Street	880	Portland St	7	Main St	871 Units A-C	Portland St
14-16	Main Street	886 Units A-D	Portland St	9	Main St	875	Portland St
18	Main Street	894	Portland St	17	Main St	893	Portland St
24	Main Street	902	Portland St	19	Main St	895	Portland St
28	Main Street	906 Units A-F	Portland St	23	Main St (House)	897	Portland St
30	Main Street	910	Portland St	23	Main St (Church)	899	Portland St
32-34	Main Street	918 Units A-B	Abbott St	25	Main St	901	Portland St
42	Main Street	922 Units A-B	Portland St	27	Main St	905	Portland St
48	Main Street	928 Units A-B	Portland St	29	Main St (Rear of 29)	909	Portland St
52	Main Street	932	Portland St	29	Main St	911	Portland St
62-72	Main Street	167-175	Autumn St	31	Main St	913	Portland St
64	Main Street	169	Autumn St	35	Main St	919 Units A-C	Portland St
64B	Main Street	171	Autumn St	53	Main St	931	Portland St
70	Main Street	173	Autumn St	55	Main St	935	Portland St
72	Main Street	175	Autumn St	59	Main St	174 Units A-F	Autumn St
82	Main Street	163 Units A-D	Autumn St	71	Main St	168	Autumn St
90	Main Street	158 Units A-D	Autumn St	73	Main St	166	Autumn St
				75	Main St	164	Autumn St
Highland Street Intersection							
76	Autumn St	9	Autumn St	77	Autumn St	4	Autumn St
74	Autumn St	13	Autumn St	73	Autumn St	16	Autumn St
72	Autumn St	19	Autumn St	69	Autumn St	30	Autumn St
70	Autumn St	25	Autumn St	67	Autumn St	32	Autumn St
68	Autumn St	31	Autumn St	65	Autumn St	36	Autumn St
64	Autumn St	37	Autumn St	63	Autumn St	42	Autumn St
62	Autumn St	43	Autumn St	61	Autumn St	46	Autumn St
60	Autumn St	47	Autumn St	59	Autumn St	50	Autumn St
58	Autumn St	53	Autumn St	57	Autumn St	54	Autumn St
54	Autumn St	59	Autumn St	55	Autumn St	58	Autumn St
52	Autumn St	63	Autumn St	53	Autumn St	64	Autumn St
50	Autumn St	71	Autumn St	51	Autumn St	70	Autumn St
46	Autumn St	81	Autumn St	49	Autumn St	74	Autumn St
44	Autumn St	89	Autumn St	45	Autumn St	86	Autumn St
40	Autumn St	93	Autumn St	43A	Autumn St	90	Autumn St
38	Autumn St	103	Autumn St	43	Autumn St	94	Autumn St
36	Autumn St	109	Autumn St	41	Autumn St	100	Autumn St
34	Autumn St	113	Autumn St	35	Autumn St	110	Autumn St
30	Autumn St	119	Autumn St	31	Autumn St	116	Autumn St
26	Autumn St	123	Autumn St	29	Autumn St	120	Autumn St
24	Autumn St	127	Autumn St	27	Autumn St	124	Autumn St
20	Autumn St	135	Autumn St	25	Autumn St	128 Units A-B	Autumn St
18	Autumn St	139	Autumn St	25B	Autumn St	130	Autumn St
10	Autumn St	145	Autumn St	23	Autumn St	132	Autumn St
8A	Autumn St	149	Autumn St	9	Autumn St	146	Autumn St
8	Autumn St	153 Units A-B	Autumn St	7	Autumn St	148	Autumn St
6	Autumn St	157 Units A-C	Autumn St	5	Autumn St	152 Units A-C	Autumn St
4	Autumn St	159 Units A-C	Autumn St	3	Autumn St	156	Autumn St

Please be aware that these changes are merely a proposal and will not officially take place until approved by City Council.

We ask that you DO NOT post any new numbers until you receive a specified effective date of the change.

This information would be in a confirmation letter mailed to you by the City of Rochester E911 Committee.

Current Address	Current road name	New Address	New Road Name	Current Address	Current road name	New Address	New Road Name
83	Main St	5 Units A-C	New Road Name				
85 1/2	Main St	7	New Road Name				
85	Main St	9	New Road Name				
87	Main St	11 Units A-B	New Road Name				
89	Main St	15	New Road Name				
91	Main St	17	New Road Name				
Even side of the road				Odd Side of the road			
75	Main St	12	Pickering Rd	74	Main St	7	Pickering Rd
73	Main St	16 Units A-B	Pickering Rd	72	Main St	17	Pickering Rd
71	Main St	18	Pickering Rd	68&70	Main St	19 Units A-D	Pickering Rd
69	Main St	22 Units A-B	Pickering Rd	1	Colby St	23	Pickering Rd
67	Main St	24	Pickering Rd	62	Main St	29	Pickering Rd
59	Main St	30	Pickering Rd	58	Main St	31 Units A-B	Pickering Rd
59	Main St	32	Pickering Rd	56	Main St	33 Units A-C	Pickering Rd
55	Main St	36	Pickering Rd	48	Main St	37	Pickering Rd
51	Main St	38	Pickering Rd	46	Main St	39 Units A-C	Pickering Rd
47	Main St	40 Units A-C	Pickering Rd	42	Main St	43 Units A-H	Pickering Rd
45	Main St	42	Pickering Rd	40	Main St	45 Units A-B	Pickering Rd
41	Main St	44 Units A-B	Pickering Rd	38	Main St	47 Units A-B	Pickering Rd
37&39	Main St	46 Units A-B	Pickering Rd	34	Main St	49	Pickering Rd
31	Main St	50 Units A-C	Pickering Rd	10	Main St	71	Pickering Rd
25&27&29	Main St	52 Units A-C	Pickering Rd	10	Main St	73 Ste Designation	Pickering Rd
21	Main St	58 Units A-C	Pickering Rd				
19	Main St	60 Units A-C	Pickering Rd				
16	Pickering Rd	102	Pickering Rd	1	Pickering Rd	87	Pickering Rd
22	Pickering Rd	108	Pickering Rd	1	Pickering Rd	89	Pickering Rd
24	Pickering Rd	112	Pickering Rd	7	Pickering Rd	91 Units A-D	Pickering Rd
28	Pickering Rd	116	Pickering Rd	9	Pickering Rd	93 units A-B	Pickering Rd
48	Pickering Rd	132	Pickering Rd	11	Pickering Rd	97 Units A-B	Pickering Rd
58	Pickering Rd	0	Pickering Rd	13	Pickering Rd	99 Units A-B	Pickering Rd
74	Pickering Rd	152	Pickering Rd	15	Pickering Rd	101 Units A-B	Pickering Rd
104	Pickering Rd	196	Pickering Rd	19	Pickering Rd	105 Units A-B	Pickering Rd
104	Pickering Rd	198	Pickering Rd	23	Pickering Rd	109	Pickering Rd
144A	Pickering Rd	238	Pickering Rd	25	Pickering Rd	111	Pickering Rd
144B	Pickering Rd	240	Pickering Rd	29	Pickering Rd	115	Pickering Rd
164	Pickering Rd	264	Pickering Rd	33	Pickering Rd	119	Pickering Rd
186	Pickering Rd	284	Pickering Rd	35	Pickering Rd	121	Pickering Rd
190	Pickering Rd	286	Pickering Rd	41	Pickering Rd	129	Pickering Rd
194	Pickering Rd	288	Pickering Rd	47	Pickering Rd	131	Pickering Rd
204	Pickering Rd	294	Pickering Rd	53	Pickering Rd	0	Pickering Rd
220	Pickering Rd	308	Pickering Rd	63	Pickering Rd	151	Pickering Rd
278	Pickering Rd	0	Pickering Rd	75	Pickering Rd	0	Pickering Rd
334	Pickering Rd	418	Pickering Rd	87	Pickering Rd	0	Pickering Rd
344	Pickering Rd	426	Pickering Rd	115	Pickering Rd	0	Pickering Rd
356	Pickering Rd	440	Pickering Rd	129	Pickering Rd	0	Pickering Rd
364	Pickering Rd	0	Pickering Rd	149	Pickering Rd	243	Pickering Rd
374	Pickering Rd	452	Pickering Rd	175	Pickering Rd	245	Pickering Rd
376	Pickering Rd	456	Pickering Rd	175	Pickering Rd	247	Pickering Rd
382	Pickering Rd	462	Pickering Rd	193	Pickering Rd	285	Pickering Rd
388	Pickering Rd	468	Pickering Rd	217	Pickering Rd	307	Pickering Rd
402	Pickering Rd	478	Pickering Rd	255	Pickering Rd	363	Pickering Rd
442	Pickering Rd	0	Pickering Rd	287	Pickering Rd	373	Pickering Rd
470	Pickering Rd	558	Pickering Rd	297	Pickering Rd	385	Pickering Rd
476	Pickering Rd	562	Pickering Rd	305	Pickering Rd	391	Pickering Rd
508	Pickering Rd	598	Pickering Rd	313	Pickering Rd	393	Pickering Rd
522	Pickering Rd	0	Pickering Rd	323	Pickering Rd	405	Pickering Rd
556	Pickering Rd	644	Pickering Rd	409	Pickering Rd	0	Pickering Rd
560	Pickering Rd	648	Pickering Rd	433	Pickering Rd	0	Pickering Rd
568	Pickering Rd	660	Pickering Rd	457	Pickering Rd	543	Pickering Rd
582	Pickering Rd	678	Pickering Rd	465	Pickering Rd	547	Pickering Rd
600	Pickering Rd	690	Pickering Rd	477A	Pickering Rd	561	Pickering Rd
626	Pickering Rd	710	Pickering Rd	477	Pickering Rd	563	Pickering Rd
				485	Pickering Rd	573	Pickering Rd
				493	Pickering Rd	577	Pickering Rd
				499	Pickering Rd	585	Pickering Rd
				535	Pickering Rd	621 Units A-B	Pickering Rd
				535	Pickering Rd	625	Pickering Rd
				569	Pickering Rd	661	Pickering Rd
				571	Pickering Rd	663	Pickering Rd
				589	Pickering Rd	677	Pickering Rd
				629	Pickering Rd	0	Pickering Rd



City of Rochester, New Hampshire

E911 Committee

MINUTES OF THE ROCHESTER E-9-1-1 COMMITTEE PUBLIC HEARING HELD ON DECEMBER 10, 2018 REGARDING THE RENAMING AND RENUMBERING OF MAIN AND AUTUMN STREET

Members Present

Tim Wilder

Mark Klose

Julia Libby

Also present: Kenny-Lynn Dempsey, State of New Hampshire E911 Field Rep
Ray Varney, City Councilor

Tim Wilder, the Assistant Fire Chief and Chairman of the E-9-1-1 Committee opened the public hearing at 7:00 pm. He introduced himself and the other members of the committee, as well as their City Councilor. He stated why the public hearing was being held as well as the issue with the certified mail. He continued to present the proposal the E911 Committee has for the renaming and renumbering of Main Street and Autumn Street as well as why these changes need to be made. Mr. Wilder gave a few examples of instances that the duplicate street names and incorrect numbering system has resulted in delays for first responders in the event of an emergency. He passed the microphone to the representative from the State.

Kenny-Lynn Dempsey, the E-9-1-1 field representative from the State of New Hampshire introduced herself to the audience. She briefed them on why having compliant addresses is important as well as some of how their address are correlated with their landline telephones and how the State is involved with that system.

Someone in the audience asked why, when they had to change their address, it took the phone book company four years to update her address. Kenny-Lynn responded that they notify the phone company to update addresses as soon as the new address is effective.

Mark Klose, the Fire Chief asked the audience if anyone has ever called 911, he continued to explain exactly how it works when they receive a 911 call as far as addressing goes. Mr. Wilder added on, explaining what it is like in the dispatch center and how having duplicate addresses within the City causes complete chaos.

Barry Foley of 60 Autumn Street asked what happens when you call 911 from a cellphone. Ms. Dempsey explained that newer cellphones will have a pinged location at the latitude and longitude coordinates. She continued to explain that if it were an older flip phone, a signal would ping in a triangle off cellphone towers and would eventually give a general location. Mr. Klose chimed in and gave an example of a call they had received for a hunting accident in the woods, the fire department was luckily able to locate him off his cellphone's location.

Joe Ralston of 7 Autumn Street expressed his concerns and said that he thought Autumn Street should be left alone. Mr. Wilder explained, again, that renumbering Autumn Street is also going to fix six other addressing discrepancies.

Tom Plourde of 31 Autumn Street expressed some concern with changing his address as well as other safety concerns he had with Autumn Street. Mr. Klose responded that if there are other concerns not regarding addresses that it is something he should bring to the public safety committee for consideration.

Jennifer Coombs of 35 Autumn street asked about her elderly mother's "I've Fallen and I Can't Get Up" button. Ms. Dempsey responded that she was not 100 percent sure about that, but would look into it for her. She said she thinks it would just be a matter of notifying the company of the address change.

Laura Schmazzle of 14 Unity Street expressed her various concerns and questions to the committee. There was back and forth discussion about it. A few other people from the audience bounced various questions off the Committee.

Alison Christians of 18 Autumn Street came up and said she understands why it needs to happen but still had concerns about the paperwork part of changing the address. The Committee explained a few of the most important things to her; they assured her that she would have a letter of the change and that this would serve as official documentation for the address change. The committee let her know of

everything that would already be taken care of and the things she would have to take care of on her own.

Chief Klose asked the audience if there were any other questions, no one came forward.

The public hearing closed at 8:15 pm.

Respectfully submitted,

Julia Libby

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City Clerk's Office



City of Rochester, New Hampshire

E911 Committee

MINUTES OF THE ROCHESTER E-9-1-1 COMMITTEE PUBLIC HEARING HELD ON *DECEMBER 11, 2018* REGARDING THE RENAMING AND RENUMBERING OF MAIN AND PICKERING ROAD

Members Present

Tim Wilder

Mark Klose

Also present: Kenny-Lynn Dempsey, State of New Hampshire E911 Field Rep
Peter Lachapelle, City Councilor & Tom Abbot, City Councilor

Tim Wilder, the Assistant Fire Chief and Chairman of the E-9-1-1 Committee opened the public hearing at 7:00 pm. He introduced himself and the other members of the committee. He stated why the public hearing was being held and explained to the audience what the E911 Committee is and what they are tasked with. He empathized with the struggles of changing addresses and recognized that it is a process that will take some time.

Mr. Wilder let the audience know there was an issue with the certified notices, and that we will need to hold another public hearing for this issue. He continued to present the proposal for the renaming and renumbering of Main Street and Pickering Road as well as why these changes need to be made. Mr. Wilder gave a few examples of instances that the duplicate street names and incorrect numbering system has resulted in delays for first responders in the event of an emergency. He also briefed the audience on some of the addressing standards we follow and why. He passed the microphone to the representative from the State.

Kenny-Lynn Dempsey briefed them on different discrepancies that currently exist on Pickering Road and how addressing by a 50 foot increment will avoid this in future situations. She explained how having a duplicate address would cause confusion for first responders. Ms. Dempsey explained what her job is and why having compliant addresses is important, as well as some of how their addresses are correlated with their landline telephones and how the State is involved with that system. She explained what the State and City helps with for these changes.

Someone in the audience asked how many address discrepancies there were on Pickering Road, the Committee answered eight duplicate. He then asked how many addressees there were total on Pickering Road, the Committee didn't have that information in front of them. Ms. Dempsey explained to him that they are trying to be proactive in these changes.

Councilor Lachapelle let the audience know that if this change is approved it is something that will not be happening until May early June at this point. Mr. Wilder explained what would happen at the next meeting that there would be more of a proposal for the changes.

Dave Eddy of 1 Pickering Road (NEFCO), approached to express his concerns. He said that his business does business in thirty-four states, this being said, he would have to change registration in all of these states, which will take time money and effort. They also have private investigation licenses in a number of states. He suggests, instead of changing every single parcel from 125 to Dover, doing it selectively by changing Main Street only and addressing the duplicates on Pickering Road separately. Mr. Wilder explained some reasons why that may not work.

Tammy Munroe, owner of 42 Main Street, stated that it does not sound like it is up for discussion then the change is already decided on. Mr. Wilder explained the process that this is just a proposal to the Council, they then say bring it for public input. He said that the two City Councilors there are listening for the input and recommendations; the staff is here to answer questions and have, what they believe to be the best solution. Councilor Lachapelle let her know that they respect and listen to staff recommendations but it is not set in stone.

There was discussion about other changes made in the City and the proposal for East Rochester's Main Street.

Councilor Abbot asked if we were only notifying the property owners. The committee responded that is correct. He asked how we ensure that tenants are being made aware, especially for places like the Gonic Mill or multi-families. Ms. Dempsey said that it is the property owner's responsibility to notify their tenants. She also explained the states process for notifying property owners of multi-families.

Someone in the audience asked if we would notifying all the different utility companies. She explained a situation she has had in the past with receiving other people mail. Ms. Dempsey responded that one good thing about this is that if the change goes through that will no longer be an issue. She also said that the States deals with phone service providers and the City handles utilities. Chief Klose added that when this change goes through you receive a letter that will serve as official documentation of this change for things like people's mortgage; this could also be used for utilities. He also informed the audience that

the Fire Department is available to do test E911 calls with homeowners if they wish to see how it will work and if it will.

Mr. Wilder informed the audience how the staff is going to accommodate residence through this change and why this makes it so they cannot address all of the discrepancies throughout the City at once.

There was more discussion about rental unit's tenants being notified of the meetings. Ms. Dempsey said she would let Julia know to make sure property owners of multi-units are aware they need to notify their tenants.

Someone in the audience asked if it was possible for people to see the discrepancies being mentioned. Chief Klose listed off the different discrepancies for Pickering Road. Mr. Wilder added that there would be something added to our webpage about different information from the E911 Committee.

Mr. Wilder asked the audience if there were any other questions, no one came forward.

The public hearing closed at 7:50 pm.

Respectfully submitted,

Julia Libby

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City Clerk's Office



City of Rochester, New Hampshire

E911 Committee

MINUTES OF THE ROCHESTER E-9-1-1 COMMITTEE PUBLIC HEARING HELD ON DECEMBER 10, 2018 REGARDING THE RENAMING AND RENUMBERING OF MAIN AND AUTUMN STREET

Members Present

Tim Wilder
Mark Klose
Julia Libby

Also present: Kenny-Lynn Dempsey, State of New Hampshire E911 Field Rep
Ray Varney, City Councilor

Tim Wilder, the Assistant Fire Chief and Chairman of the E-9-1-1 Committee opened the public hearing at 7:00 pm. He introduced himself and the other members of the committee, as well as their City Councilor. He stated why the public hearing was being held as well as the issue with the certified mail. He continued to present the proposal the E911 Committee has for the renaming and renumbering of Main Street and Autumn Street as well as why these changes need to be made. Mr. Wilder gave a few examples of instances that the duplicate street names and incorrect numbering system has resulted in delays for first responders in the event of an emergency. He passed the microphone to the representative from the State.

Kenny-Lynn Dempsey, the E-9-1-1 field representative from the State of New Hampshire introduced herself to the audience. She briefed them on why having compliant addresses is important as well as some of how their address are correlated with their landline telephones and how the State is involved with that system.

Someone in the audience asked why, when they had to change their address, it took the phone book company four years to update her address. Kenny-Lynn responded that they notify the phone company to update addresses as soon as the new address is effective.

Mark Klose, the Fire Chief asked the audience if anyone has ever called 911, he continued to explain exactly how it works when they receive a 911 call as far as addressing goes. Mr. Wilder added on, explaining what it is like in the dispatch center and how having duplicate addresses within the City causes complete chaos.

Barry Foley of 60 Autumn Street asked what happens when you call 911 from a cellphone. Ms. Dempsey explained that newer cellphones will have a pinged location at the latitude and longitude coordinates. She continued to explain that if it were an older flip phone, a signal would ping in a triangle off cellphone towers and would eventually give a general location. Mr. Klose chimed in and gave an example of a call they had received for a hunting accident in the woods, the fire department was luckily able to locate him off his cellphone's location.

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Laura Schmazzle of 14 Unity Street expressed her various concerns and questions to the committee. There was back and forth discussion about it. A few other people from the audience bounced various questions off the Committee.

Alison Christians of 18 Autumn Street came up and said she understands why it needs to happen but still had concerns about the paperwork part of changing the address. The Committee explained a few of the most important things to her; they assured her that she would have a letter of the change and that this would serve as official documentation for the address change. The committee let her know of

everything that would already be taken care of and the things she would have to take care of on her own.

Chief Klose asked the audience if there were any other questions, no one came forward.

The public hearing closed at 8:15 pm.

Respectfully submitted,

Julia Libby

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City Clerk's Office



City of Rochester, New Hampshire

Enhanced 911 Committee

MINUTES OF THE ROCHESTER E911 COMMITTEE MEETING HELD ON MARCH 06, 2019 IN THE GONIC ELEMENTARY SCHOOL GYMNASIUM

Members Present

Tim Wilder, Assistant Fire Chief
Lieutenant Swanberry
Julia Libby, Secretary II

Also present: Kenny-Lynn Dempsey, Field Representative from State of NH Emergency Communications
City Councilor, Tom Abbott

These minutes are the legal record of the public hearing and are in the format of an overview of the E911 Meeting. It neither is intended nor is it represented that this is a full transcription.

Julia Libby called the meeting to order at 7:00 pm in the gymnasium of the Gonic School. She introduced herself as the secretary for the Building and Zoning Department as well as a representative on the E911 Addressing Committee. She introduced the Chairman of the committee, Tim Wilder, Lieutenant Swanberry, and field representative for the State of NH DESC (Division of Emergency Communications Services), Kenny-Lynn Dempsey. She briefed the audience on why they were holding the public hearing and why having duplicate street names will cause confusion during an emergency.

Assistant Chief Wilder introduced himself again and why the committee is here. He gave examples of times that the duplicate street names have caused issues for first responders.

Someone in the audience yelled out that they use their zip code to solve the problem.

DESC explained that we could not use zip codes because the zip code boundaries do not fall within our Emergency Service Zone (ESZ) boundary. Each community has its own ESZ based on who dispatches for that community. We transfer 911 calls to the dispatch agency that is located within a specific ESZ. There are times when there is more than one city/town that share a zip code, for example Dover and Somersworth. If we used a zip code, we would not know if we should be transferring the call to Dover or Somersworth's dispatch agency. Using an ESZ, we will always transfer the call to the appropriate dispatch agency. Kenny-Lynn also explained that in the state of NH is unlike most states. Most states the 9-1-1 call goes directly to the county dispatch agency. In NH, we have two 9-1-1 call centers called Public Safety Answering Points. These call centers are located in Concord and Laconia. When a 9-1-1 call is placed, the call goes to one of these two call centers. The phone line along with the address will display on the screen along with a map depicting where caller is calling. The Emergency Medical Dispatcher will immediately verify the address the caller is calling from and the call will be transferred to the appropriate dispatch agency. While the call is being dispatched, the highly trained emergency medical dispatchers give life-saving instruction and remain on the line with the caller until help has arrived.

A marketing agent for the Gonic Mill, David approached the table to express the cost of changing an address for a business and pointed out the fact that the Gonic Mill has 26 tenants. He expressed concerns regarding delivers from Fed Ex and UPS.

Tim Wilder addressed his concerns and let David know that he met with all of the tenants in the Gonic Mill that day. He said that the tenants did not seem too concerned and that the cost of a business changing their address does not amount to the possible cost of someone's life. He also assured David that he would be meeting with the owner, tenants, and Economic Development Department should the change go through.

Bob Longo of 55 Main St approached the table to ask about the process for a change like this.

The committee explained that these changes are suggested by the State of NH then reviewed and recommended by the E911 committee for the City Council to approve the change.

He continued to express concerns about residents that live on the street that are not property owners; he wanted to know if they were notified.

The committee explained that they are required by law to notify property owners of the public hearing, and as a property owner, they should notify their tenants. They also mentioned that it was in the letter to look online for additional information where it was posted that property owners are responsible for notifying their tenants of the public hearing.

The staff went on to address the committee's part in the change should it be approved by Council. They assured residents that if it were to go through; they would notify property owners of the change with a packet of information. The packet would include multiple copies of a confirmation letter that would have an effective date far enough out for people to prepare for the changes. This would serve as proof of the change for utilities and other debtor companies. The record change form with the DMV, and information on how to comply with city ordinances regarding the posting of their address. Staff also assured, again that they would notify all City departments internally as well as the Post Office. The Post Office is aware of the proposal and should it go through they would forward mail for an extended period.

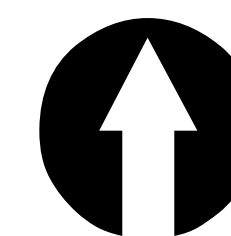
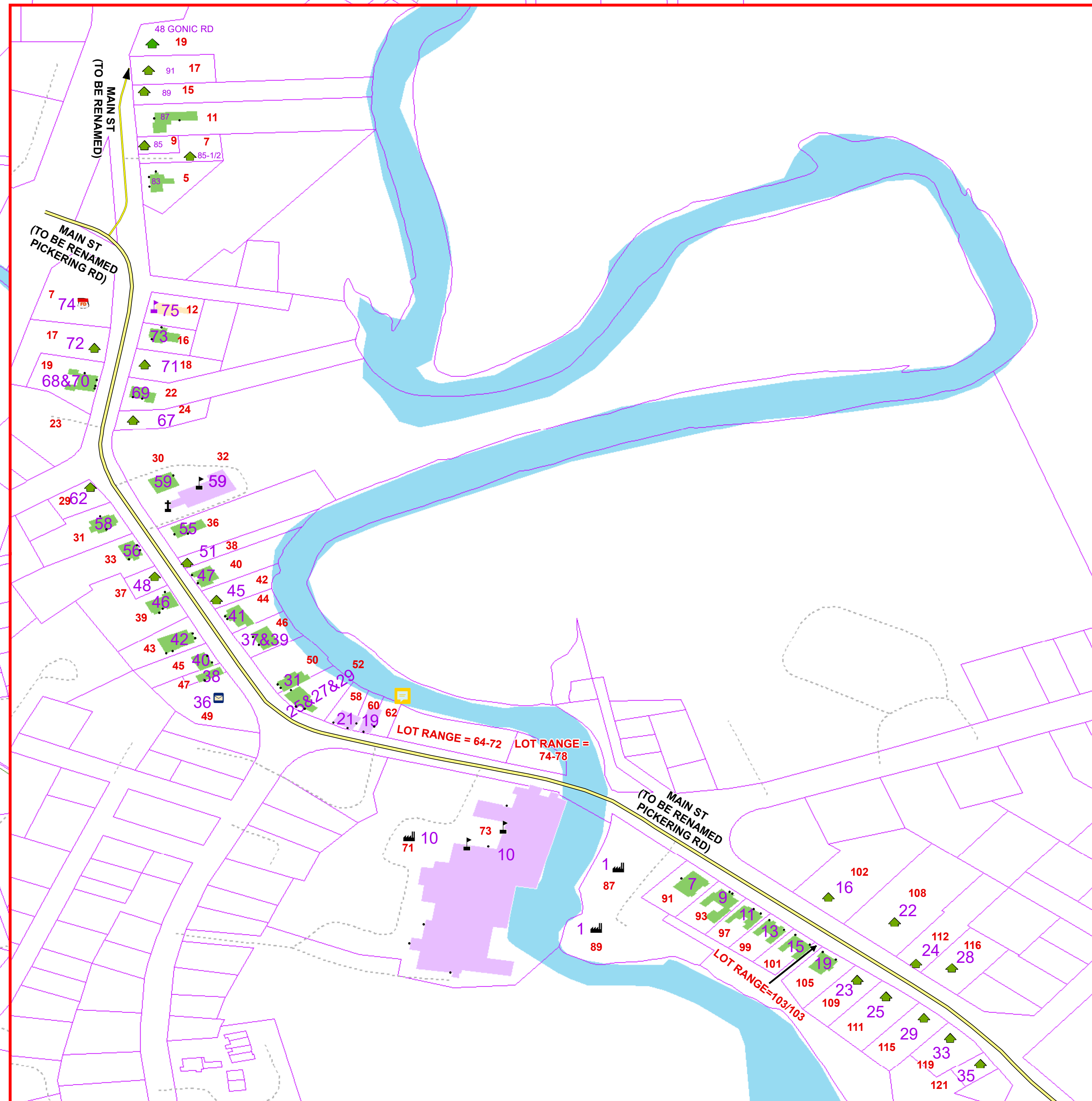
The audience did not have any further questions or concerns so the meeting adjourned at 7:35 p.m

Respectfully Submitted,

Julia Libby

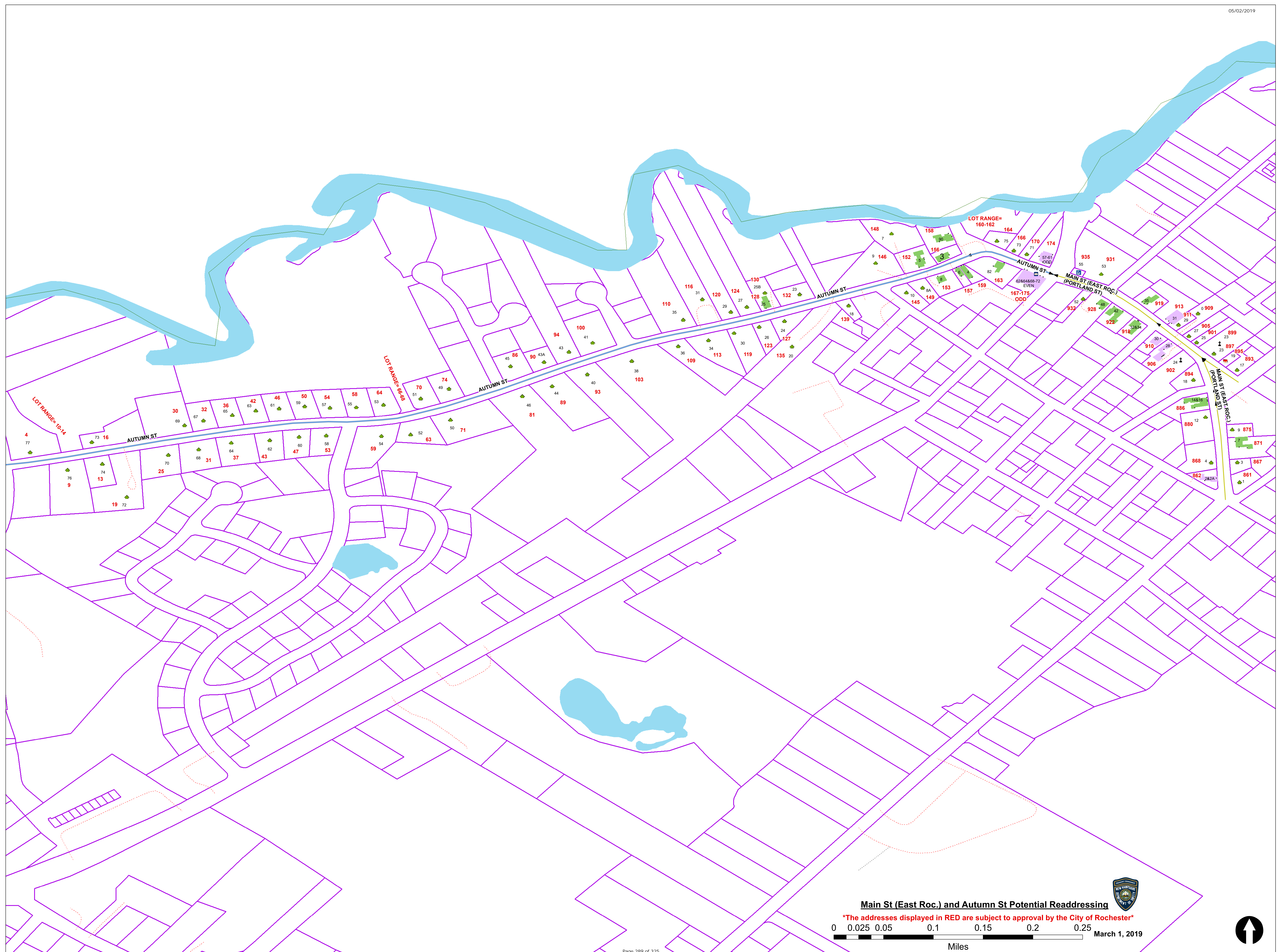
Julia Libby

Secretary for Building, Zoning, and Licensing Services



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City Clerk's Office



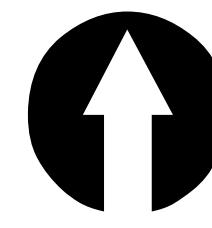
Main St (East Roc.) and Autumn St Potential Readdressing

The addresses displayed in RED are subject to approval by the City of Rochester

0 0.025 0.05 0.1 0.15 0.2 0.25

Miles

March 1, 2019



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City Clerk's Office

Resolution Deauthorizing \$530.64 from the Rochester Police Department Highway Safety STEP Grant

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

That Five Hundred Thirty and 64/100 Dollars (\$530.64) of funds previously appropriated to the Rochester Police Department as part of an Highway Safety STEP Grant is hereby deauthorized. The City will reduce its reimbursement request for the police overtime to the State of New Hampshire under said grant by the amount deauthorized herein.

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

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City Clerk's Office



05/02/2019

City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

Seeking permission from Council to de-authorize \$530.64 from Highway Safety Step Grant Overtime Account lines.

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 2019 meeting	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	4/25/19	
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	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Federal through State
ACCOUNT NUMBER	Org. 6126 proj. 18553
AMOUNT	\$530.64
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Requesting to de-authorize \$530.64 The overtime was estimated and this was the unused balance for overtime hours for traffic stops.

Federal = \$488.60

Local = \$42.04

RECOMMENDED ACTION

Requesting de-authorization in the amount of \$530.64

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	61262010	Various	18553	-	-	\$42.04 -
2	61262019	Various	18553	\$488.60 -	-	-
3				-	-	-
4				-	-	-

Appropriation

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

Revenue

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

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

Resolution Deauthorizing \$2,419.85 from the Rochester Police Department OARI Grant

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

That Two Thousand Four Hundred Nineteen and 85/100 Dollars (\$ 2,419.85) of funds previously appropriated to the Rochester Police Department as part of an OARI Grant is hereby deauthorized. The City will reduce its reimbursement request for police overtime to the State of New Hampshire under the OARI grant by the amount deauthorized herein.

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

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City Clerk's Office



05/02/2019

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

Seeking permission from Council to de-authorize \$2,419.85 from our OARI Grant Overtime Account funds used for drug investigations.

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 2019 meeting		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	4/22/19		
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	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	State
ACCOUNT NUMBER	Org. 161212010 proj. 17560
AMOUNT	\$2,419.85
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Requesting to de-authorize \$2,419.85. The overtime was estimated and this was the unused balance for drug investigations during the opioid crisis.

RECOMMENDED ACTION

Requesting de-authorization in the amount of \$2,419.85.

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	61212010	513001	17560	-	\$1,892.40	-
2	61212010	522000	17560	-	\$28.54	-
3	61212010	523000	17560	-	\$498.91	-
4				-	-	-

Appropriation

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

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6121003	402179	17560	-	\$2,419.85	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

**Resolution Deauthorizing \$1,499.90 from the Rochester Police Department Highway
Safety E-Ticketing Equipment Grant**

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

That One Thousand Four Hundred Ninety Nine and 90/100 Dollars (\$1,499.90) of funds previously appropriated to the Rochester Police Department as part of an Highway Safety E-Ticketing Equipment Grant is hereby deauthorized. The City will reduce its reimbursement request for the purchase of E-Ticketing Equipment to the State of New Hampshire under said grant by the amount deauthorized herein.

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

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT

Seeking permission from Council to de-authorize \$1,499.90 from the Highway Safety E-Ticket Equipment 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 2019 meeting	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	4/22/19	
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	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	State
ACCOUNT NUMBER	Org. 61212010 proj. 17563
AMOUNT	\$1,499.90
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Requesting to de-authorize in the amount of \$1,499.90. The e-ticket equipment ended up costing less than estimated.

RECOMMENDED ACTION

Requesting de-authorization in the amount of \$1,499.90

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	61212010	573900	17563	-	\$1,499.90	-
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

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

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6121003	402179	17563	-	\$1,499.90	-
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



03/12/2019 15:30
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CITY OF ROCHESTER
YTD BUDGET REPORT

P 1
glytdbud

FOR 2019 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
6121 FY17 POLICE GRANTS							
17560 OARI GRANT							
6121003 402179 17560 OARI GRANT	-20,000	.00	-20,000.00	-17,580.15	.00	-2,419.85	87.9%*
61212010 513001 17560 OARI GRANT	15,646	.00	15,646.00	13,753.60	.00	1,892.40	87.9%
61212010 522000 17560 OARI GRANT	227	.00	227.00	198.46	.00	28.54	87.4%
61212010 523000 17560 OARI GRANT	4,127	.00	4,127.00	3,628.09	.00	498.91	87.9%
TOTAL OARI GRANT	0	.00	.00	.00	.00	.00	.0%
17563 E-TICKET EQUIP GRANT							
6121003 402179 17563 E-TICKET EQUIP	-9,000	.00	-9,000.00	-7,500.10	.00	-1,499.90	83.3%*
61212010 573900 17563 E-TICKET EQUIP	9,000	.00	9,000.00	7,500.10	.00	1,499.90	83.3%
TOTAL E-TICKET EQUIP GRANT	0	.00	.00	.00	.00	.00	.0%
TOTAL FY17 POLICE GRANTS	0	.00	.00	.00	.00	.00	.0%
TOTAL REVENUES	-29,000	.00	-29,000.00	-25,080.25	.00	-3,919.75	
TOTAL EXPENSES	29,000	.00	29,000.00	25,080.25	.00	3,919.75	
GRAND TOTAL	0	.00	.00	.00	.00	.00	.0%

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

**Resolution Authorizing the Department of Public Works to Accept a Donation from
Lowe's of Composite Decking**

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

The City hereby accepts a donation from Lowe's of Composite Decking with an estimated value of Eight Thousand One Hundred Eighty Nine Dollars (\$8,189.00) to be used by the Department of Public Works.

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

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City Clerk's Office



05/02/2019

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

Donation Acceptance - Lowes Composite Decking

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 7, 2019		
DEPT. HEAD SIGNATURE	PETER C. NOURSE, PE original on file City Clerks Ofc		
DATE SUBMITTED	April 8, 2019		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Estimate product value Lowes Proj#572919356	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	Blaine M. Cox

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

Donation Acceptance with approval by City Council

SUMMARY STATEMENT

Lowes has approached the City to donate \$8,189 in composite decking. See attached quote for materials to be donated. This product is TimberTech Brand. Lowes is switching vendors for composite decking and need to clear this product from their shelves.

The Building and Grounds Division can use this donation to replace decking at the Gazebo, which is in need of replament due to vandalism and many graffiti repairs, and they will be able to use it as need in other areas.

RECOMMENDED ACTION

1. Resolution by City Council authorizing the acceptance of the Lowes donation of composite decking with an approximate value of \$8,189.00

Resolution Authorizing the Expenditure of funds from
the Riverwalk Special Revenue Fund

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

Hereby authorizes the expenditure of funds from the Riverwalk Special Revenue Fund in order to fund an archeological survey as part of the Riverwalk Committee's Recreational Trails Grant application.

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City Clerk's Office



05/02/2019

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**

Request of funds from Riverwalk Account to pay for archeological study

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 7. 2019		
DEPT. HEAD SIGNATURE	Jenn Marsh		
DATE SUBMITTED	April 29, 2019		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

COMMITTEE SIGN-OFF

COMMITTEE	Riverwalk
CHAIR PERSON	Stacey Marchionni

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Riverwalk fundraising
ACCOUNT NUMBER	61291010-581100-19561 expense
AMOUNT	\$1250.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

SUMMARY STATEMENT

The Riverwalk Committee is requesting \$1250 that is in the Riverwalk special fund 6129001-406217-19561, revenue account to be allocated for a portion of an archeological survey. The survey needs to be completed as a condition of the Recreational Trails Grant the Riverwalk Committee was awarded in the spring of 2019. The quotes on this survey range from \$3500-\$3900. The committee is holding a second fundraiser on May 18th to help raise the remaining funds needed for this survey.

See attached quotes.

RECOMMENDED ACTION

Recommend to approve spending for archeological survey.

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	61291010	581100	19561	-	-	\$1250.00 -
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6129001	406217	19561	-	-	\$1250.00 -
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # CFDA # Grant # Grant Period: From
To

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

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

**RESOLUTION APPROVING COST ITEMS ASSOCIATED WITH
PROPOSED
CITY OF ROCHESTER
MULTI-YEAR COLLECTIVE BARGAINING
AGREEMENT WITH
THE INTERNATIONAL BROTHERHOOD OF
TEAMSTERS, LOCAL 633 OF NEW HAMPSHIRE**

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

That pursuant to, and in accordance with, the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the cost items associated with the multi-year year collective bargaining agreement between the City of Rochester and the International Brotherhood of Teamsters Local 633 of New Hampshire Bargaining Unit, covering the period July 1, 2019 to June 30, 2023, as set forth in the proposed contract, and as more particularly detailed on the attached **"EXHIBIT A: Teamsters -Library"** cost items, which includes a summary financial analysis of the annual costs of the contract to the City, is hereby approved.

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City Clerk's Office

Exhibit A-Teamsters - Library

Assumptions					
City Health Contribution	85/15 + 3%	85/15	82.5/17.5	82.5/17.5	80/20
Health Plan	ALLEGiant	ALLEGiant	ALLEGiant	ALLEGiant	ALLEGiant
Projected Health Increase		3.00%	3.00%	3.00%	3.00%
Projected Wage Increase		0-4% MERIT	0-4% MERIT	0-4% MERIT	0-4% MERIT
Wages	FY19 current	FY20	FY21	FY22	FY23
Base Wages	640,000	659,200	678,976	699,346	720,326
Longevity	7,350	8,475	8,550	9,125	9,175
Total Wages	647,350	667,675	687,526	708,471	729,501
Dollar Change		20,325	19,851	20,944	21,030
% Change		3.14%	2.97%	3.05%	2.97%
Benefits					
Social Security	40,136	41,396	42,627	43,925	45,229
Medicare	9,387	9,681	9,969	10,273	10,578
Health Insurance	98,196	99,113	99,084	102,057	101,933
Opt Out	1,600	1,600	1,600	1,600	1,600
Life	998	1,028	1,059	1,091	1,124
STD	3,456	3,560	3,666	3,776	3,890
LTD	2,995	3,085	3,178	3,273	3,371
Total Rollups	156,768	159,464	161,183	165,995	167,725
Dollar Change		2,696	1,720	4,812	1,729
% Change		1.72%	1.08%	2.99%	1.04%
Totals					
Total Wages Benefits & Roll	804,118	827,139	848,710	874,466	897,226
Dollar Change		23,021	21,571	25,756	22,760
% Change		2.86%	2.61%	3.03%	2.60%

20 Total Employees - 40% FT

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City Clerk's Office

**RESOLUTION APPROVING COST ITEMS ASSOCIATED WITH
PROPOSED
CITY OF ROCHESTER
MULTI-YEAR COLLECTIVE BARGAINING
AGREEMENT WITH
THE AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES (AFSCME)
LOCAL 863**

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

That pursuant to, and in accordance with, the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the cost items associated with the multi-year year collective bargaining agreement between the City of Rochester and the American Federation of State, County and Municipal Employees Local 863 Bargaining Unit, covering the period July 1, 2019 to June 30, 2023, as set forth in the proposed contract, and as more particularly detailed on the attached "**EXHIBIT A: AFSCME Cost Items**" which includes a summary financial analysis of the annual costs of the contract to the City, is hereby approved.

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City Clerk's Office

AFSCME COST ITEMS

Assumptions					
City Health Contribution	80/20	80/20	80/20	80/20	80/20
Health Plan	ABSOS20/40 1KDED RX10/20/45	ABSOS20/40 1KDED RX10/20/45	ABSOS20/40 1KDED RX10/20/45	ABSOS20/40 1KDED RX10/20/45	ABSOS20/40 1KDED RX10/20/45
Projected Health Increase		GMR	2.50%	2.50%	2.50%
Projected Wage Increase		Adjustments	0-4% merit	0-4% merit	0-4% merit
Wages	FY19	FY20	FY21	FY22	FY23
Base Wages	1,800,947	1,892,914	1,949,701	2,008,192	2,068,438
Longevity	9,400	10,100	10,300	10,400	10,700
On-call	36,608	40,770	40,770	40,770	40,770
Incentives	8,736	0	0	0	0
Total Wages	1,855,691	1,943,784	2,000,772	2,059,363	2,119,908
Dollar Change		88,093	56,987	58,591	60,546
% Change		4.75%	2.93%	2.93%	2.94%
Benefits					
Social Security	115,053	120,515	124,048	127,680	131,434
Medicare	26,908	28,185	29,011	29,861	30,739
Health Insurance	420,325	462,357	473,916	485,764	497,908
Opt Out	4,000	4,000	4,000	4,000	4,000
Dental	12,300	12,300	12,300	12,300	12,300
Life	3,458	3,634	3,743	3,856	3,971
STD	9,725	10,222	10,528	10,844	11,170
LTD	8,428	8,859	9,125	9,398	9,680
Total Rollups	600,197	650,072	666,672	683,704	701,203
Dollar Change		49,875	16,600	17,032	17,499
% Change		8.31%	2.55%	2.55%	2.56%
Totals					
Total Wages Benefits & Rollups	2,455,888	2,593,856	2,667,443	2,743,066	2,821,111
Dollar Change		137,968	73,587	75,623	78,045
% Change		5.62%	2.84%	2.84%	2.85%

42 Total Employees - 100% FT