



City of Rochester Conservation, New Hampshire Enhanced 9-1-1 Addressing Committee

Meeting Minutes

Tuesday March 5, 2024

Cocheco Meeting Room

33 Wakefield Street, Rochester, NH

(These minutes were approved on - , 2024)

Attendance

Presence	Member	Department
Present	Adam Hughes - Chair	Fire Department
Present	Darcy Freer	Assessing Department
Absent	Jim Grant	Building and Licensing Services
Present	Renée Mclsaac	Planning and Development
Present	Gary Boudreau	Police Department
Present	Keri Devine	Police Dispatch
Present	Shanna B. Saunders	Planning and Development (alternate member)
Present	Gina Golden-Silvestro	GIS – Department of Public Works

1) Call to Order

Adam Hughes called the meeting to order at 1102.

Renée Mclsaac conducted a silent roll call.

2) Approval of Minutes

Review Meeting Minutes of February 6, 2024.

Adam Hughes made a motion to accept the meeting minutes as drafted. Gary Boudreau seconded the motion; the motion passed unanimously.

3) Addressing Concerns for Review

- a. 6 Union Street; Tax Map 121 Lot 368
Non-standard addressing for lot with 2 buildings and multiple units.

Committee members discussed concerns with the address numbering for the buildings and unit identifiers. Committee members noted there potentially are other lots in the City with similar configurations that may need review. Members decided to seek guidance from the NH Division of Emergency Services and Communications (DESC).

Renée Mclsaac agreed to reach out to the DESC and follow up with the Committee.

- b. 0 Highland Street; Tax Map 106 Lot 28
Aroma Joe's Kiosk address assignment.

Committee members reviewed the current addressing for the property and surrounding parcels.

Adam Hughes requested that the building receive a single address number and sub-addresses for the units.

Darcy Freer pointed out that there is also an area of convertible land on the parcel that could potentially be developed.

Adam Hughes made a motion to assign the kiosk as 101 Highland Street, the convertible land as 105 Highland Street and the plaza as 115 Highland Street.

Gary Boudreau seconded the motion; the motion passed unanimously.

Adam Hughes agreed to initiate contact with the property owners to seek consent.

- c. 321 North Main Street; Tax Map 114 Lot 3
Address out of sequence with neighboring properties.

Adam Hughes explained that heading north on North Main Street (where address numbers are ascending) the address number 321 comes after addresses 367, 401 and 415. Recently emergency responders were delayed due to confusion with the out of sequence address number. He explained that he has not been able to talk with the property owner directly but has discussed the issue with a relative.

Renée Mclsaac stated that based on the road stationing this should be 437 North Main Street. She made a motion to issue an addressing change request to the property owner proposing the address number be changed to 437.

Gina Golden-Silvestro seconded the motion; the motion passed unanimously.

- d. 8 and 10 Norway Plains Road; Tax Map 222 Lot 63 and 63-1
Address out of sequence with neighboring properties.

Committee members reviewed the addressing for the surrounding properties and had concerns that more extensive renumbering might be needed for future development. While the address numbers do not follow the standard assignment, both dwellings are visible from the roadway and the layout of the driveway could be mistaken as shared access. Members decided to temporarily table any potential address number changes and revisit the matter at a later date.

Renée Mclsaac will enter notes into the OpenGov portal to prompt address review if permit applications are submitted for the currently vacant lots which once developed could create additional pressures for renumbering.

- e. Champlin Forest Parking Lot
Society for the Protection of New Hampshire Forests would like an E911 Address

Committee members reviewed the aerial imagery of the property. Currently the driveway access is on 0243-0038-0000 and the driveway leads to a parking lot on 0243-0055-0000. In order to assign a single address to the parking area the property owner would need to either merge the lots, adjust the lot lines or create a new driveway.

Renée Mclsaac will reach back out to the Society for the Protection of New Hampshire Forests.

- f. **Municipal Parking Lot Addresses**
Should municipal parking lots have posted addresses.

Committee members were all in agreement that posted address numbers are useful and they should be posted.

Renée Mclsaac will pull together a list of lots and their addresses for review at the next meeting.

- g. **Sewer Pump Stations**
Some of the City's assets have legacy addressing information that may need to be updated.

Renée Mclsaac presented two examples of pump stations that are referenced by outdated address information.

Committee members were all in agreement that any outdated legacy addresses should be updated.

4) Old Business

Update on action items from previous agenda.

- a. Renée Mclsaac provided updates on the following.
 - i. E911 Addressing brochure has been uploaded to the webpage and physical copies are in City Hall.
 - ii. A couple of recently discussed addressing changes needed to include information on "Private" road name toppers. Once these specifications are confirmed these will proceed.
 - iii. A letter was sent to the Ten Pines Condominiums management explaining the need for re-addressing and to request submission of a Street Name Application.
- b. Adam Hughes gave a brief update on discussions with Frisbie Memorial Hospital leadership.

Adam Hughes and Gary Boudreau agreed to work on a draft addressing proposal for review by the Committee.

5) Adjournment.

A motion was made by Renée Mclsaac to adjourn at 12:45 and the motion was seconded by Adam Hughes; the motion carried unanimously.

Respectfully submitted,
Renee Mclsaac
Planner I