



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

## Meeting Minutes

**Tuesday October 3, 2023**

Cocheco Meeting Room

33 Wakefield Street, Rochester, NH

*(These minutes were approved on November 6, 2023)*

### Attendance

Presence	Member	Department
Present	Adam Hughes - Chair	Fire Department
Present	Theresa Hervey	Assessing Department
Present <sup>1</sup>	Jim Grant	Building and Licensing Services
Present	Renée Mclsaac	Planning and Development
Present	Gary Boudreau	Police Department
Present	Keri Devine	Police Dispatch
Present <sup>2</sup>	Shanna B. Saunders	Planning and Development (alternate member)

Note 1 – Arrived at 1115 during New Business discussion.

Note 2 – Present only for New Business only.

#### 1) **Call to Order**

Adam Hughes called the meeting to order at 11:06.

Renée Mclsaac conducted a silent roll call.

#### 2) **Approval of Minutes**

Review Meeting Minutes of September 5, 2023.

Renée Mclsaac made a motion to accept the meeting minutes. Gary Boudreau seconded the motion; the motion passed unanimously.

#### 3) **New Business**

##### a. Review Communication Distribution Lists

Committee members reviewed the distribution lists and requested a couple of changes. Renée Mclsaac will apply the edits and send the revised list to Committee members.

##### b. Proposal to Include GIS Representative

Adam Hughes proposed that Gina Golden-Silvestro attend Committee meetings as a representative of GIS (and DPW). All Committee members were in favor of the proposal.

##### c. Review Street Name Application Draft Template in OpenGov

Committee members reviewed the template in OpenGov and requested the addition of review steps for Dispatch and GIS in the template. Renée Mclsaac apply these updates to the template.

##### d. Addressing Concerns for Review:

- i. 8 Browning Dr; Tax Map 0246-0032-0022

Description of Concern: Number out of order with facing property.

Committee members reviewed a GIS map of the property and current address numbering for abutting parcels.

Adam Hughes made a motion to re-address 8 Browning Drive to 4 Browning Drive. Gary Boudreau seconded the motion; the motion passed unanimously.

Renée McIsaac will issue a letter (on behalf of the Fire Department) to the property owner requesting consent to the address number change.

**ii. 14 Farmington Rd; Tax Map 0221-0156-0000**

Description of Concern: Dwelling located on Cardinal Drive (a private roadway).

Committee members agreed the dwelling should remain addressed to Farmington Road and the private driveway should no longer be identified as Cardinal Drive.

Renée McIsaac summarized the proposed actions discussed: issue the property owner a letter indicating the road sign needs to be removed; a house number sign needs to be installed at the end of the driveway; appropriate standard sign specifications, such as minimum 4" numbers, need to be used for the sign; the property owner will be given a 30 day deadline to comply; and Rochester GIS will be notified of the discontinuance of the driveway name.

Gary Boudreau made a motion to proceed with the actions summarized. Renée McIsaac seconded the motion; the motion passed unanimously.

**iii. 39 South Main St; Tax Map 0120-0352-0000**

Description of Concern: Building Units are not addressed.

Gary Boudreau noted that the building consists of 3 units, as there is a separate garage on backside of building.

Renée McIsaac made a motion to issue unit addresses for the building. Adam Hughes seconded the motion; the motion passed unanimously.

**iv. 7A Laura Dr; Tax Map 0253-0027-0000**

Description of Concern: Alpha Numeric address designation; roadway numbering does not meet standard.

Committee members discussed concerns with the current addressing on the roadway. While they agreed it does not meet the City standards, they felt more information should be sought before making a decision.

Adam Hughes made a motion to table the item until a field review could be conducted. Renée McIsaac seconded the motion; the motion passed unanimously.

**v. 21 Hussey Hill Rd; Tax Map 0246-0008-0000**

Description of Concern: Odd number on the even side of road.

Committee members reviewed a GIS map of the property and current address numbering for abutting parcels. It was noted that there is no dwelling, only a barn on the subject parcel; and property owner owns the abutting parcel.

Adam Hughes made a motion to issue a letter to the property owner requesting consent to change the address from 21 Hussey Hill Road to 16 Hussey Hill Road; or as an alternative the owner could seek a lot merger with their 10 Hussey Hill Road property. Renée McIsaac seconded the motion; the motion passed unanimously.

**4) Old Business**

**a. Status update for the following sites:**

- i. Baxter Lake Recreation Area**  
Adam Hughes provided an update on the re-addressing for the campground.
- ii. Amazon Campground**  
Adam Hughes showed a recent draft map generated by the GIS department that identifies the roadways and units within the campground. Discussions to name roadways and renumber units is ongoing.
- iii. Park Drive located at Paradise Mobile Home Park**  
Renée McIsaac stated a letter had been issued, but a response has not been received. She will follow up with a second letter sent as certified mail.
- iv. Cortland Street located at Apple Ridge Apartments**  
Adam Hughes stated he is currently discussing the request with developer.
- v. 348 Portland Street**  
Renée McIsaac informed the Committee that a signed consent to the proposed address change had been received. She will issue a letter with the updated addressing information and include a 90-day deadline for compliance.
- vi. 115 Hansonville Road Request**  
Renée McIsaac informed the Committee that a request had been received from the Rochester property owner to retain the 115 Hansonville Road address. The Committee discussed the addressing concerns with the Barrington properties. The Committee agreed the Rochester property met the existing standards and did not see a need to change this address. Renée McIsaac will communicate this decision with the Town of Barrington and the affected property owner.

**5) Adjournment.**

A motion was made by Adam Hughes to adjourn at 12:11. The motion was seconded by Renee; the motion carried unanimously.

Respectfully submitted,  
Renee McIsaac  
Planner I