



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

Meeting Minutes

Tuesday September 5, 2023

City Hall Council Chambers Conference Room

31 Wakefield Street, Rochester, NH

(These minutes were approved on - , 2023)

Attendance

Presence	Member	Department
Present	Adam Hughes - Chair	Fire Department
Present	Darcy Freer	Assessing Department
Present	Jim Grant	Building and Licensing Services
Present	Renée McIsaac	Planning and Development
Present	Gary Boudreau	Police Department
Present	Keri Devine	Police Dispatch
Present	Shanna B. Saunders	Planning and Development (alternate member)

1) Call to Order:

Adam Hughes called the meeting to order at 1105.

2) Roll Call

Renée McIsaac conducted a silent roll call.

3) Approval of Minutes:

Review Meeting Minutes of July 10, 2023.

Adam Hughes made a motion to accept the meeting minutes. Darcy Freer seconded the motion; the motion passed unanimously.

4) New Business

Approval of revised procedure.

The Committee reviewed the revisions to the procedural document. Gary Boudreau made a motion to accept the proposed revisions and finalize the document. Adam Hughes seconded the motion; the motion passed unanimously.

5) Addressing Concerns for Review:

a. 0120-0048-0000 – 348 Portland Street

Description of concern: Two dwellings located on one parcel are identified with the same building number.

Adam Hughes explained that emergency services were requested at the subject location and there was significant confusion identifying the unit in need of response.

Renée McIsaac explained that two previous letters have been sent requesting the property owner provide voluntary consent to an address change. After the first letter a representative of the property owner reached out with questions, but a consent to the change was never received. She noted that one of the dwellings could be assigned the number 350 and this assignment would not impact abutting parcels.

The Committee discussed some of the risks and benefits of an address change at the location.

Gary Boudreau expressed some concern with one of the buildings being located at the end of driveway and possibly not being as visible as the dwelling at the street front.

Keri Devine noted that one of the structures is a multifamily unit and treating the buildings as units would not eliminate further confusion.

Renée McIsaac stated that according to the E911 guidance when two separate dwellings are located on a single parcel, they each should receive its own number building number.

Committee Members agreed that the buildings and unit identifiers need to clearly visible.

Adam Hughes made a motion to proceed with issuing a certified letter to the property owner that indicates the Committee's recommendation will be taken to the City Council for potential further action. Darcy Freer seconded the motion; the motion passed unanimously.

- b. Paradise Drive and Paradise Mobile Home Park Drive
Description of concern: potential for confusing locations.

Adam Hughes explained that there was a structure fire on Paradise Drive and during the response some emergency response units initially confused the locations.

Keri Devine stated a preference for renaming the entry to Paradise Park since no dwellings are addressed on Park Drive and this should have a minimal impact. She further explained that when emergency services are dispatched to an incident at Paradise Park the road name is identified and not the name of the park.

Adam Hughes made a motion to issue a letter to the park owner requesting participation in renaming Park Drive. Gary Boudreau seconded the motion; the motion passed unanimously.

6) **Old Business:**

- a. Baxter Lake Recreation Area Addressing Updates

Adam Hughes provided a brief overview of this initiative.

- b. Cortland Street - private road accessing Apple Ridge Apartments

Keri Devine expressed continued concern with emergency services confusing Cortland with Portland.

Adam Hughes stated he would reach out to the property owner about potentially changing the road name.

- c. Amazon Park Mapping

Adam Hughes provided a brief overview of this initiative.

- d. 115 Hansonville Road

Renée McIsaac provided a brief overview of the concern and recent communications from the Town of Barrington. Committee members expressed willingness to wait for property owners' responses to Barrington's request, and the possibility of allowing the Rochester property identified as 115 Hansonville Road to retain its number.

e. Road Name Application Template in OpenGov

Renée McIsaac stated a template has been created and is ready for review at the next meeting.

7) Adjournment.

A motion was made by Adam Hughes to adjourn at 12:19 and the motion was seconded by Darcy Freer; the motion carried unanimously.

Respectfully submitted,
Renée McIsaac
Planner I