



**City Council Public Hearing  
November 16, 2021  
Council Chambers  
31 Wakefield Street  
6:30 PM**

**Agenda**

- 1. Call to Order**
- 2. Resolution Authorizing an Application for Community Development Block Grant – COVID-19 (CDBG-CV) Housing Funding to Support Easter Seals Senior Affordable Housing Project P. 7**
- 3. Amendment to Chapter 275 of the General Ordinances of the City of Rochester regarding Impact Fees P. 25**
- 4. Presentation: Tebbetts Road renumbering proposal – *Planning Director Shanna Saunders & Assistant Fire Chief Tim Wilder P. 33***
  - 4.1 Renumbering of Tebbetts Road (public hearing portion)**
- 5. Adjournment**

---

**City Council Special Meeting  
November 16, 2021  
Council Chambers  
31 Wakefield Street  
*Immediately following the Public Hearing***

**Agenda**

- 1. Call to Order**

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

2. Resolution Authorizing an Application for Community Development Block Grant – COVID-19 (CDBG-CV) Housing Funding to Support Easter Seals Senior Affordable Housing Project ***second reading and consideration for adoption*** P. 7
  3. **Presentation:** GP Properties, 45-55 North Main Street
    - 3.1 Resolution Granting Community Revitalization Tax Relief to the Properties Located at 45 and 55 North Main Street and 8 Barker Court Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project ***second reading and consideration for adoption*** P. 51
  4. Resolution Approving Amendment to the Tri-City Agreement with Community Action Partnership for Warming Center Staffing ***first reading and consideration for adoption*** P. 105
  5. Adjournment
- 

**City Council Workshop  
November 16, 2021  
Council Chambers  
31 Wakefield Street  
*Immediately following the Special Meeting***

**Agenda**

1. Call to Order
2. Public Input
3. Communications from the City Manager
4. Communications from the Mayor
  - 5.1 Presentation of honorary gavels to former Rochester mayors

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

5. **Discussion:** Tebbetts Road renumbering P. 33
6. **Department Reports P. 117**
7. **Other**
8. **Adjournment**

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**RESOLUTION AUTHORIZING AN APPLICATION FOR COMMUNITY  
DEVELOPMENT BLOCK GRANT – COVID-19 (CDBG-CV) HOUSING FUNDING TO  
SUPPORT EASTER SEALS SENIOR AFFORDABLE HOUSING PROJECT**

- WHEREAS: The 2020-2025 Rochester CDBG Consolidated Action Plan documents rising demand for housing for elderly residents, including residents living on fixed incomes; and
- WHEREAS: HUD Community Development Block Grant CARES Act (CDBG-CV) funds are available through the NH Community Development Finance Authority for housing grants of up to \$1,000,000; and
- WHEREAS: A primary component of the CARES Act is assistance to State, Local, Territorial, and Tribal Governments for the direct impact of the COVID-19 pandemic; and
- WHEREAS: Easter Seals NH owns the location at 215 Rochester Hill Road, Rochester, NH 03867; and
- WHEREAS: Easter Seals NH proposes to construct multiple units of apartments at 215 Rochester Hill Road, Rochester, NH 03867 to serve an income-qualified population of elderly residents; and
- WHEREAS: Easter Seals and its services will benefit a limited clientele made up entirely of elderly residents; and
- WHEREAS: Elderly persons are presumed by HUD to be low- to moderate-income for the purposes of CDBG eligibility; and
- WHEREAS: An application for a CDBG-CV grant has been prepared by Easter Seals on behalf of the City of Rochester and in collaboration with City staff; and
- WHEREAS: A duly-noticed public hearing for the purposes of soliciting feedback from the public and meeting the requirements of the CDBG program was held on November 16, 2021.

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

- I. That the City of Rochester will submit an application for Community Development Block Grant COVID-19 funds of up to \$1,000,000 for the purpose of constructing senior affordable housing units at 215 Rochester Hill Road, Rochester, NH 03867 in partnership with Easter Seals NH.
- II. The City of Rochester hereby adopts a project-specific Anti-Displacement Policy that incorporates and is subordinate to the pre-existing CDBG Anti-Displacement and Relocation Assistance Plan.

- III. The City Manager is authorized to apply for, accept, and expend the CDBG-CV funds of up to \$1,000,000 and to officially represent the City of Rochester in connection with the application, including execution of contracts on behalf of the City and any other related documents necessary or convenient to carry out the intent of said grant agreement (including acting as the certifying officer for HUD environmental documents) without further action of the City Council for the purposes set forth in the grant agreement.
- IV. The City Manager is hereby authorized to enter into agreement(s) with Easter Seals NH as subrecipient for the grant.



11/10/2021

## 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
----------------

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

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

AGENDA DATE			
DEPT. HEAD SIGNATURE			
DATE SUBMITTED			
ATTACHMENTS YES <input 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	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

--

**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

## 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				-	-	-
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

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

# CLOSING SOURCES AND USES OF FUNDS

11/10/2021

Champlin Place

## Sources of Funds

### Private Equity:

	Amount \$	
1 Developer's Cash Equity		
2 LIHTC Equity	\$5,096,398	Calculated \$ 5,096,398
3 HTC Equity		Calculated \$ -
4 Other Equity		
5 Developer Fee Loan	\$963,356	
6 Other Source:		
7 <b>Total Private Equity</b>	<b>\$6,059,754</b>	Equity/Subsidy Per Unit: \$ 143,791

### Public Equity:

	Source	Amount \$	
8 Grant:	FHLBB AHP		Does project fall into a high-cost category per HFA:109.04.C? Yes/No
9 Grant:			No
10 <b>Total Public Equity</b>			LIMIT for TDC Weighted Avg: \$ 235,000

### Subordinate Debt:

	Amount \$	Rate %	Amortize Yrs	Term Yrs
11 NHHFA Capital Subsidy Funds	\$4,250,000	1.00%		40
	NHHFA AHF			
12 Subordinate Debt	\$1,000,000	1.00%		40
Source:	CDFA			
13 Subordinate Debt	\$926,076	1.00%		40
Source:	Rescue America			
14 Subordinate Debt				
Source:				
15 Subordinate Debt				
Source:				
16 <b>Total Subordinate Debt</b>	<b>\$6,176,076</b>			

### Permanent Debt (Senior):

	Amount \$	Rate %	Amortize Yrs	Term Yrs
17 NHHFA Permanent Loan	\$4,064,000	3.75%	40	40
18 Other Permanent Mortgage				
Source:				
19 Other Permanent Mortgage				
Source:				
20 <b>Total Permanent Senior Debt</b>	<b>\$4,064,000</b>			
			TDC/bedroom: \$ 229,575	
			TDC/Unit: \$ 250,767	
			<b>TDC Wtd Avg: \$ 243,703</b>	
21 <b>Total Permanent Sources</b>	<b>\$16,299,830</b>			

WARNING - TDC EXCEEDS QAP LIMIT!!

Sources and Uses do NOT match!

(0)

### Construction/Bridge Financing:

	Amount \$	Rate %	Term Mos
22 Construction Loan			
Source:			
Repaid at:	(event)		
23 Other Interim Loan			
Source:			
Repaid at:	(event)		
24 Tax Credit Bridge Loan			
Source:			
Repaid at:	(event)		

**NOTE: Construction cost breakout by trade is only required on the final application submitted to Apricot**

**Direct Construction:**

25 Who prepared the estimates? Hutter Construction Company

26 What is basis for estimates? Schematic design docs

Division	Trade Item	Amount \$	Trade Description
27	3 Concrete	\$366,008	
28	4 Masonry	\$41,040	
29	5 Metals	\$44,300	
30	6 Rough Carpentry	\$1,100,000	
31	6 Finish Carpentry	\$170,500	
32	7 Waterproofing	\$5,000	includes firestoppong/sealants
33	7 Insulation	\$155,005	
34	7 Roofing	\$150,400	
35	7 Siding	\$337,400	
36	8 Doors	\$300,200	
37	8 Windows	\$143,100	
38	8 Glass	\$8,000	
39	9 Drywall	\$621,842	
40	9 Acoustical	\$28,100	
41	9 Wood Flooring		
42	9 Resilient Flooring	\$220,400	
43	9 Paint & Decorating	\$302,300	
44	9 Tile		
45	10 Specialties	\$61,975	
46	11 Special Equipment		
47	11 Cabinets	\$520,000	
48	11 Appliances	\$357,500	cut by 65% from Hutter
49	12 Blinds & Shades	\$25,320	
50	12 Carpet	\$14,661	
51	13 Special Construction	\$28,000	Chutes
52	14 Elevators	\$270,000	One elevator PH1; balance deferred
53	15 Plumbing & Hot Water	\$825,000	
54	15 Heat & Ventilation	\$935,000	incl HVAC
55	15 Air Conditioning	\$192,500	Fire Protection. HVAC incl in Plumbing/Heating
56	16 Electrical	\$990,000	
57	Accessory Buildings		
58	Other/Misc	\$20,000	Firestopping/sealants
59	<b>Subtotal Structural</b>	<b>\$ 8,233,551</b>	
60	2 Demolition	\$7,170	
61	2 Earth Work	\$512,193	
62	2 Site Utilities	\$750,000	includes \$250k sewer lift station
63	2 Roads & Walks	\$279,849	
64	2 Site Improvement	\$123,676	
65	2 Lawns & Planting	\$90,301	
66	2 Unusual Site Conditions	\$25,518	
67	<b>Subtotal Site Work</b>	<b>\$ 1,788,707</b>	
68	<b>Total Improvements</b>	<b>\$ 10,022,258</b>	
69	General Conditions	\$947,949.00	As % of Total Improvements: 9%
70	<b>Subtotal</b>	<b>\$ 10,970,207</b>	
71	Builders Overhead		As % of Subtotal: _____
72	Builders Profit	\$321,662.00	As % of Subtotal: 3%
73	<b>TOTAL</b> (computed for you)	<b>\$ 11,291,869</b>	Cost/Sq.Ft.: \$ 205

**Development Budget:**

11/10/2021

**Comments****ACQUISITION & CONSTRUCTION***Residential**Non-  
Residential***Total**

74 Land			-	
75 Existing Building			-	
76 Construction Budget	\$11,291,869		11,291,869	
77 Construction Contingency	\$564,593		564,593	5 % of construct.
78 Other (FF&E)	\$75,000		75,000	
<b>Subtotal</b>	\$ 11,931,462	\$ -	\$ 11,931,462	

73.2%

**ARCHITECTURAL/ ENGINEERING/PROFESSIONAL FEES**

79 Architect Fee-Design	\$275,000		275,000	2.44 % of construct.
80 Architect Fee-Inspection	\$100,000		100,000	
81 Engineering Fees	\$125,000		125,000	
82 Historic Consultant Fees			-	
83 Solar Consultant Fees			-	
84 Other (Testing)	\$40,000		40,000	
85 Other (Sustainability)	\$50,000		50,000	LEED certification
<b>Subtotal</b>	\$ 590,000	\$ -	\$ 590,000	

3.6%

**INTERIM CONSTRUCTION EXPENSE**

86 Const. Loan Origination Fee	\$67,500		67,500	
87 Const. Interest	\$438,750		438,750	
88 Const. Insurance	\$50,000		50,000	
89 Const. Bond Fee			-	
90 Lender's Counsel	\$40,000		40,000	
91 Taxes During Construction			-	
92 Permits	\$25,000		25,000	Sewer impact fee+ misc permits
93 Other			-	
94 Other			-	
<b>Subtotal</b>	\$ 621,250	\$ -	\$ 621,250	

3.8%

**FINANCING FEES AND EXPENSE**

95 Perm. Loan Origination Fee	\$15,000		15,000	
96 Perm. Loan Credit Enhance			-	
97 Tax Credit Fee	\$40,600		40,600	41,010
98 Title Insurance and Record	\$40,000		40,000	
99 Transfer Tax			-	
100 Lender's Counsel	\$75,000		75,000	
101 Bond Premium	\$190,000		190,000	incl all TE bond fees/costs
102 Financing Application Fee	\$2,500		2,500	
103 Upfront MIP Fee			-	
103 FFB Trustee Fee			-	
104 Soft Cost Contingency	\$47,231		47,231	
105 Other			-	
<b>Subtotal</b>	\$ 410,331	\$ -	\$ 410,331	

2.5%

**OTHER SOFT COSTS**

106 Appraisal	\$7,500		7,500	
107 Market Study	\$5,000		5,000	
108 Environmental Report	\$3,500		3,500	
109 Site Survey	\$10,000		10,000	
110 Relocation Costs			-	
111 Legal Fees	\$100,000		100,000	
112 Accounting Fees	\$15,000		15,000	
112 NHHFA Const. Admin. Svcs. Fee	\$25,000		25,000	
113 Other MIP	\$5,080		5,080	
<b>Subtotal</b>	\$ 171,080	\$ -	\$ 171,080	

1.0%

	<i>Residential</i>	<i>Non-Residential</i>	<i>Total</i>	<i>Comments</i>
--	--------------------	------------------------	--------------	-----------------

**DEVELOPER FEE**

114	Devel. Overhead and Profit	\$1,988,151		1,988,151	Reference "Dev Fee" Tab	
115	Development Consultant Fee			-		
	<b>Subtotal</b>	\$ 1,988,151	\$ -	\$ 1,988,151		12.2%

**SYNDICATION EXPENSES**

116	Syndication Legal			-		
117	Syndication Accounting			-		
118	Syndication Fees			-		
119	Syndication Consultant			-		
120	Bridge Loan Origination Fee			-		
121	Bridge Loan Interest			-		
122	Investor Servicing (capital)			-		
123	Other			-		
	<b>Subtotal</b>	\$ -	\$ -	\$ -		

**RESERVES (see NHHFA Policies)**

124	Operating Reserve	\$335,327		335,327	Calculated \$ 236,869	
125	FFB Operating Reserve	\$32,454		32,454	Calculated \$ 32,717	
126	Replacement Reserve	\$32,500		32,500	Calculated \$ 32,500	
127	Rent - Up Reserve	\$75,000		75,000		
128	Insurance Escrow	\$40,000		40,000		
129	Real Estate Tax Escrow	\$37,825		37,825		
130	Tax Credit Monitor Fee	\$34,450		34,450	Calculated \$ 39,000	
131	Other			-		9,310,000
	<b>Subtotal</b>	\$ 587,556	\$ -	\$ 587,556		3.6%

132	<b>Total Development Cost</b>	\$ 16,299,830	\$ -	\$ 16,299,830		
-----	-------------------------------	---------------	------	---------------	--	--

133	<b>Total Net* Development Cost</b>	\$ 16,299,830	\$ -	\$ 16,299,830		
-----	------------------------------------	---------------	------	---------------	--	--

\*TDC less any costs associated with syndicating tax credits

Sources and Uses do NOT match!  
Uses exceed Sources by: (0)

**Debt Service Requirements:**

134	Minimum Debt Service Coverage	1.15
-----	-------------------------------	------

## Champlin Place...

*a high quality supported residential environment for Older Adults in Rochester and Strafford County*

### Introduction/Mission

Building upon the legacy of the Champlin family, Strafford County Homemakers, and countless advocates for senior care, EasterSeals NH is proud to present this preliminary concept plan for the transformation of an extraordinary 140-acre parcel of land into a master planned campus of affordable housing, supportive services and recreational amenities designed to serve Rochester and Strafford County residents seeking to age with dignity in a supported residential community.

Our goal is to provide high quality, sustainable housing options (60-80 units) older adults with incomes ranging from 30-80% of the area median income (approx. \$20k to \$70K), together with an array of optional support services that will enable seniors to “age in place”, without resorting to potentially avoidable, more costly institutional settings which are often less desirable and less well suited to the interests of seniors in our community. While these apartments serve as the foundation of the development plan, our vision offers far more than housing as community benefit. Indeed, by partnering with the NH Forest Society, we propose to convey approximately 120 pristine acres of land for the preservation and expansion of the community trail network known as the William H Chaplin Jr. Forest. Further, we propose to explore the development of community gardens adjacent to the proposed housing development, and the potential rehabilitation of the existing EasterSeals service center as a resource for the education of graduate and undergraduate students from nearby UNH, a potential source of employment for professional service providers, and a locus for the delivery of resident services to older adults in Rochester and Strafford County.

A bold vision indeed, and a vision that will only succeed with the strong support of key stakeholders in the broader Rochester community.

### The Development Team

The bold vision expressed for Champlin Place requires a development team with both the skills and the experience necessary to achieve those high expectations for generations to come. In response, EasterSeals NH has assembled a team of New Hampshire’s most qualified professionals, as summarized below.

- ❖ Developer/Owner/Manager... EasterSeals NH, founded in 1936 and serving more than 28,000 NH residents each year, EasterSeals has a clearly aligned mission, a deep reservoir of talent within its senior management ranks, and the demonstrated commitment to see this project through completion.

- ❖ Development Advisor... Development Synergies LLC has provided advisory services to a range of independent and supported housing developments across New England, resulting in the construction or redevelopment of more than 6,000 units of housing.
- ❖ Market Square Architects... one of NH's fastest growing design firms, licensed to practice in 25 states across the nation, with deep experience with market rate and affordable senior housing, both independent and assisted living.
- ❖ Norway Plans, Civil Engineer... a trusted and highly experienced civil engineering firm, with deep roots in the Rochester community and decades of experience in creative and sustainable land development.

### Financing Plan

The Champlin Place Financial Plan is currently being developed in parallel with the design/development plan, the identification of market and affordability goals, and a clearer understanding of community resources. However, we do anticipate success in securing significant NHHFA resources and private investment through the syndication of Low Income Tax Credits, Federal Home Loan Bank of Boston capital, the participation of local financial institutions and other traditional housing resources. Perhaps the biggest unknown, at this point in time, is capital funding for the significant off-site infrastructure investment which may be required to ensure long term public services (e.g. public water/sewer) along Health Care Drive. Based upon preliminary discussions with the City of Rochester, we estimate those off-site costs could range from \$500k-750k, with no clear path for funding. We hope to discuss funding options with the Rochester Community Development Committee, (CDBG, TIF, HUD 108, etc. ).

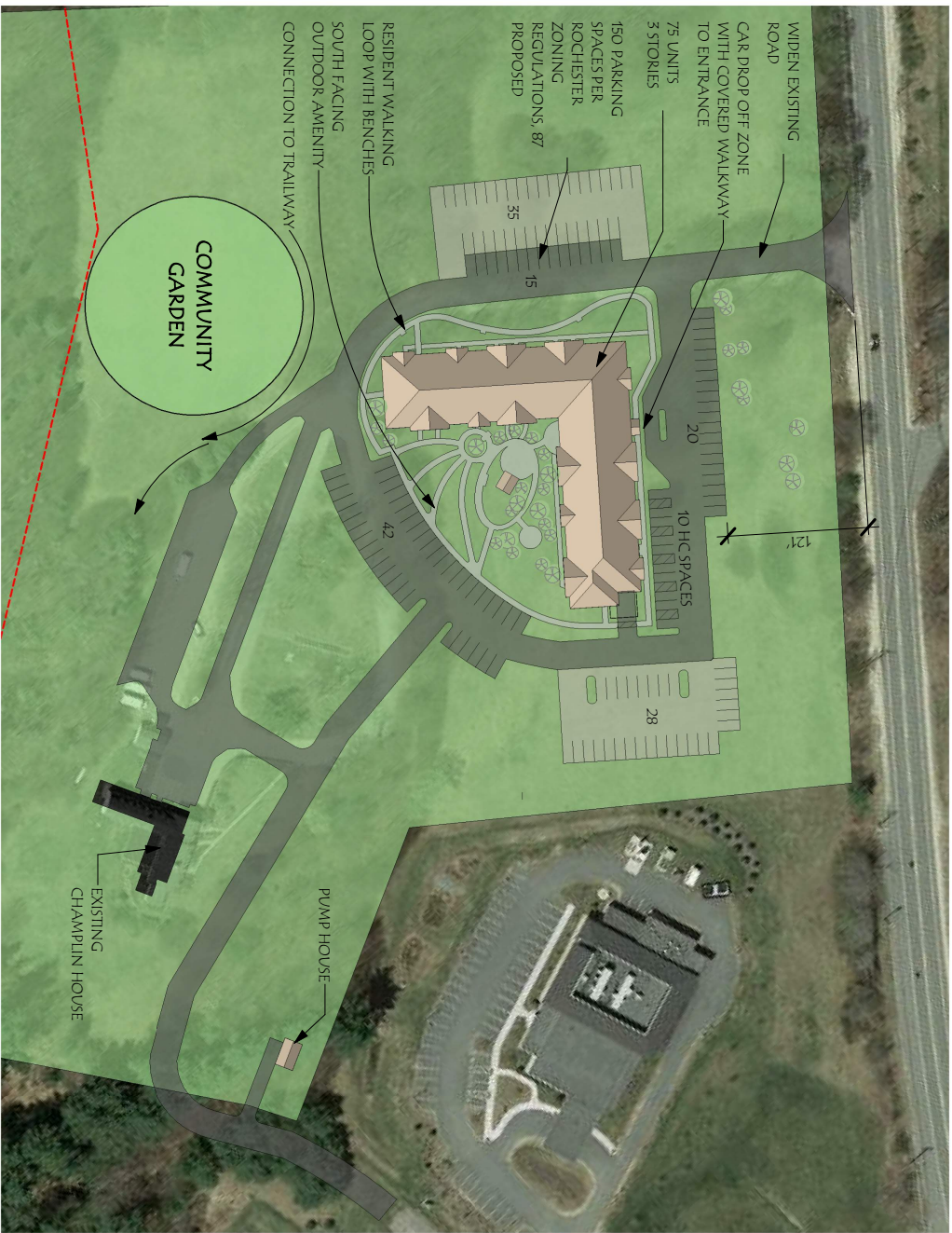
### Community Benefits

In brief, we believe this extraordinary new supported housing campus, will provide a unique range of community benefits, including:

- ❖ 60-80 affordable, supportive apartments for older adults... not currently available in Rochester
- ❖ 120 acres of conservation land, an expanded trail network, including accessible trails adding to the existing SPNHF Champlin Forest, for a total of approximately 300 acres.
- ❖ Community gardens accessible to both older individuals and the broader community.
- ❖ Preserve/enhance the existing EasterSeals service center and explore new educational and employment relationships with UNH graduate and undergraduate programs in disciplines focused on senior health care and other services such as forestry, horticulture and recreation.
- ❖ Expand economic development opportunities along Health Care Drive



## Introducing Champlin Place by EasterSeals NH.... An affordable, supported residential environment for Rochester & Strafford County Seniors



① SITE PLAN  
1" = 100'-0"



---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**City of Rochester**  
**Easter Seals Project Residential Anti-Displacement and Relocation Plan**  
**215 Rochester Hill Rd., Rochester, NH 03867**

The City of Rochester intends to submit an application for Community Development Block Grant CARES Act (CDBG-CV) funds for the purpose of supporting the aforementioned project which contributes to the City's recovery from the COVID-19 pandemic, and for which "entitlement communities", which are normally excluded from funding under the CDBG "balance of state" allocation, are eligible. The City of Rochester hereby adopts a project-specific Residential Anti-Displacement and Relocation Policy for the Easter Seals affordable housing project, located at 215 Rochester Hill Rd., Rochester, NH 03867 for the purpose of applying Rochester's existing city-wide Residential Anti-displacement policy to the proposed project. Where the City of Rochester, as an "entitlement" community, is typically responsible for providing project information in writing to the US Department of Housing and Urban Development, for this project the City commits to providing the same information to the NH Community Development Finance Authority, the details of which are as follows:

A. A description of the proposed assisted activity:

Easter Seals NH plans to construct on an undeveloped 140-acre parcel of land into a planned campus of affordable housing, supportive services and recreational amenities designed to serve Rochester and Strafford County residents seeking to age with dignity in a supported residential community. The goal is to provide high quality, sustainable housing options (60-80 units) to older adults with incomes ranging from 30-80% of the area median income, together with an array of optional support services that will enable seniors to "age in place", without resorting to potentially avoidable, more costly institutional settings which are often less desirable and less well suited to the interests of seniors in the Rochester community.

B. The address, number of bedrooms, of lower income housing that will be demolished or converted to a use other than as lower income housing as a direct result of the assisted activities:

N/A. This is a new construction project and will not involve the demolition or conversion of existing housing units.

C. A time schedule for the commencement and completion of the demolition or conversion;

N/A. This is a new construction project and will not involve the demolition or conversion of existing housing units.

D. To the extent known, the address and number of bedrooms of the replacement housing that has been or will be provided;

N/A. This is a new construction project and will not involve the demolition or conversion of existing housing units.

E. The source of funding and a time schedule for the provision of the replacement housing;

N/A. This is a new construction project and will not involve the demolition or conversion of existing housing units.

F. The basis for concluding that each replacement housing unit will remain a lower income housing unit for at least ten (10) years from the date of initial occupancy;

N/A. This is a new construction project and will not involve the demolition or conversion of existing housing units.

G. Information demonstrating that any proposed replacement of housing units with smaller dwelling units (*e.g.*, a 2-bedroom unit with two 1-bedroom units) is appropriate and consistent with the housing needs and priorities identified in the City of Rochester Consolidated Plan.

N/A. This is a new construction project and will not involve the demolition or conversion of existing housing units.

Attachments: City of Rochester Anti-Displacement and Relocation Policy



## *City of Rochester, New Hampshire*

*Division of Community Development*

*31 Wakefield Street, Rochester NH 03867*

*(603) 335-7522 [www.rochesternh.net](http://www.rochesternh.net)*

### ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

The City of Rochester will replace all occupied and vacant occupiable low-income dwelling units demolished or converted to a use other than as lower income housing in connection with an activity assisted with funds provided under the Housing and Community Development Act of 1974, as amended, as described in 24 CFR 570.606(c)(1).

All replacement housing will be provided within three (3) years after the commencement of the demolition or conversion. Before entering into a contract committing the City of Rochester to provide funds for an activity that will directly result in demolition or conversion, the City of Rochester will make public by publication in a newspaper of general circulation and submit to the U.S. Department of Housing and Urban Development (HUD) the following information in writing:

- A. A description of the proposed assisted activity;
- B. The address, number of bedrooms, of lower income housing that will be demolished or converted to a use other than as lower income housing as a direct result of the assisted activities;
- C. A time schedule for the commencement and completion of the demolition or conversion;
- D. To the extent known, the address, number of bedrooms of the replacement housing that has been or will be provided;
- E. The source of funding and a time schedule for the provision of the replacement housing;
- F. The basis for concluding that each replacement housing unit will remain a lower income housing for at least ten (10) years from the date of initial occupancy;
- G. Information demonstrating that any proposed replacement of housing units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units) is appropriate and consistent with the housing needs and priorities identified in the City of Rochester Consolidated Plan.

To the extent that the specific location of the replacement housing and other data in items 4 through 7 is not available at the time of the general submission, the City of Rochester will identify the general location of such housing on a map and complete the disclosure and submission requirements as soon as the specific data is available.

The City of Rochester Community Development Office is responsible for tracking the replacement of lower income housing and ensuring that it is provided within the required period.

The Community Development Office is also responsible for providing relocation payments and other relocation assistance to any lower income persons displaced by the demolition of any housing or the conversion of lower income housing to another use.

Consistent with the goals and objectives of activities assisted under the Act, the City of Rochester will take the following steps to minimize the displacement of persons from their homes:

- A. Program funds will be used to assist activities that will result in the displacement of persons only as a last resort and only after it has been demonstrated that economic factors, sound planning, and environmental considerations indicate that not to proceed with the activity will have a negative impact on the City's Program. The relocation assistance standards requiring the City to provide substantial levels of assistance to persons displaced by HUD assisted programs constitute the most effective anti-displacement policy. The City will proceed with a project involving the displacement of persons only after consultation with various City agencies and only after a determination that such action is in the best interest of the City, and,
- B. Coordinate code enforcement with rehabilitation and housing assistance programs.

## **REPEAL THIS ENTIRE SECTION**

### **§ 275-27.3**

#### **Impact fees.**

A. Purpose. This section is enacted pursuant to RSA 674:16 and 674:21: [Amended 1-7-2020]

(1) To assess new development for its proportionate share of the public capital facility costs.

B. Authority. [Amended 1-7-2020]

(1) Impact fees may be assessed to new development to compensate the City of Rochester and the School Department for a proportionate share of the cost of the capital facility needs occasioned by new development. Any person who seeks a building permit for new development may be required to pay an impact fee in the manner set forth herein.

(2) The Planning Board may, as a condition of approval of any subdivision or site plan, and when consistent with applicable Board regulations, require an applicant to pay an impact fee for the applicant's proportional share of public facilities affected by the development.

(3) Nothing in this section shall be construed to limit the authority of the Planning Board or the City to require exactions for off-site improvements, other conditions of approval, or to assess other fees governed by other statutes, ordinances, or regulations.

C. Definitions. For the purposes of this section, the following terms shall have the meanings indicated:

#### **IMPACT FEE**

A fee or assessment imposed upon development, including subdivision or building construction, in order to help meet the needs occasioned by that development for the construction or improvement of capital facilities owned or operated by the City of Rochester or the Rochester School Department, including and limited to water treatment and distribution facilities; wastewater treatment and disposal facilities; sanitary sewers; stormwater, drainage and flood control facilities; public road systems and rights-of-way; municipal office facilities; public school facilities; public safety facilities; solid waste collection, transfer, recycling, processing and disposal facilities; public library facilities; and public recreational facilities not including public open space. [Amended 1-7-2020]

#### **NEW DEVELOPMENT**

(1) An activity that results in any one of the following:

(a) The creation of a new dwelling unit or units;

(b) The conversion of a legally existing use, or additions thereto, which would result in a net increase in the number of dwelling units;

(c) Construction resulting in a new nonresidential building or a net increase in the floor area of any nonresidential building; or

(d) The conversion of an existing use to another use if such change results in an increase in the demand on public capital facilities that are the subject of impact fee assessments. [Amended 1-7-2020]

(2) New development shall not include the replacement of an existing manufactured home or the reconstruction of a structure that has been destroyed by fire or natural disaster where there is no change in size, density, type of use, and where there is no net increase in demand on public capital facilities.

#### OFF-SITE IMPROVEMENTS

Highway, drainage, sewer, or water upgrades or improvements that are necessitated by a development but which are located outside the boundaries of the property, as determined by the Planning Board during the course of subdivision or site plan approval. [Added 1-7-2020]

#### D. Assessment methodology.

(1) Proportionality. The amount of the impact fee shall be calculated by the Planning Board to be a proportional share of municipal capital improvement costs which is reasonably related to the capital needs created by the development, and to the benefits accruing to the development from the capital improvements financed by the fee. The Planning Board may prepare, adopt, or amend studies or reports that are consistent with the above standards, and which define a methodology for impact fee assessment for public capital facilities, and impact fee assessment schedules therefor.

(2) Existing deficiencies. Upgrading of existing facilities and infrastructure, the need for which is not created by new development, shall not be paid for by impact fees.

#### E. Administration.

(1) Accounting. In accord with RSA 673:16, II, and 674:21, V(c), impact fees shall be accounted for separately, shall be segregated from the City's general fund, may be spent upon order of the City Council, and shall be used solely for the capital improvements for which they were collected, or to recoup the cost of capital improvements made in anticipation of the needs which the fees were collected to meet. In the event that bonds or similar debt instruments have been or will be issued by the City of Rochester or the Rochester School District for the funding of capital improvements that are the subject of impact fee assessment, impact fees from the appropriate related capital facility impact fee accounts may be applied to pay debt service on such bonds or similar debt instruments.

(2) Assessment. All impact fees imposed pursuant to this section shall be assessed at the time of Planning Board approval of a subdivision plan or site plan. When Planning Board approval is not required, or has been made prior to the adoption or amendment of the impact fee ordinance, impact fees shall be assessed prior to, or as a condition for, the issuance of a building permit or other appropriate permission to proceed with development, as determined by the Building Inspector. Impact fees shall be intended to reflect the effect of development upon municipal and/or school facilities at the time of the issuance of the building permit. [Amended 1-7-2020]

(3) Security. In the interim between assessment and collection, the Building Inspector may require developers to post bonds, issue letters of credit, accept liens, or otherwise provide suitable measures of security so as to guarantee future payment of assessed impact fees.

(4) Collection. Impact fees shall be collected as a condition for the issuance of a certificate of occupancy. If no certificate of occupancy is required, impact fees shall be collected when the development is ready for its intended use. Nothing in this section shall prevent the Building Inspector, with the approval of the Planning Board, and the assessed party from establishing an alternate, mutually acceptable schedule of payment. [Amended 1-7-2020]

(5) Refund of fees paid. The current owner of record of property for which an impact fee has been paid shall be entitled to a refund of that fee, plus accrued interest, under the following circumstances:

(a) When either the full or partial portion of the impact fee, whichever is applicable, has not been encumbered or legally bound to be spent for the purpose for which it was collected within a period of six years from the date of the full and final payment of the fee; or

(b) When the City of Rochester or, in the case of school impact fees, the Rochester School District has failed, within the period of six years from the date of the full and final payment of such fee, to appropriate its proportionate non-impact fee share of related capital improvement costs.

#### F. Appeals.

(1) A party aggrieved by a decision made by the Building Inspector regarding the assessment or collection of impact fees authorized by this section may appeal such decision to the Planning Board.

(2) In accord with RSA 676:5, III, appeals of the decision of the Planning Board in administering this section may be made to Superior Court, as provided in RSA 676:5, III, and 677:15.

G. Waivers. The Planning Board may grant full or partial waivers of impact fees where the Board finds that one or more of the following criteria are met with respect to the particular public capital facilities for which impact fees are normally assessed:

(1) An applicant may request a full or partial waiver of school impact fees for those residential units that are lawfully restricted to occupancy by senior citizens age 55 or over in a development that is also maintained in compliance with the provisions of RSA 354-A:15, Housing for Older Persons. The Planning Board may waive school impact fee assessments on such age-restricted units where it finds that the property will be bound by lawful deeded restrictions on occupancy by senior citizens age 62 or over for a period of at least 20 years. [Amended 1-7-2020]

(2) A person may request a full or partial waiver of impact fees for construction within a subdivision or site plan approved by the Planning Board prior to the effective date of this section. Prior to granting such a waiver, the Planning Board must find that the proposed construction is entitled to the five-year exemption provided by RSA 674:39, pursuant to that statute. This waiver shall not be applicable to phases of a phased development project where active and substantial development, building and construction has not yet occurred in the phase in which construction is proposed. [Amended 3-5-2019]

(3) The Planning Board may agree to waive all or part of an impact fee assessment and accept in lieu of a cash payment a proposed contribution of real property or facility improvements of equivalent value and utility to the public. Prior to acting on a request for a waiver of impact fees under this provision that would involve a contribution of real property or the construction of capital facilities,

the Planning Board shall submit a copy of the waiver request to the City Council for its review and consent prior to its acceptance of the proposed contribution. The value of contributions or improvements shall be credited only toward facilities of like kind and may not be credited to other categories of impact fee assessment. The applicant shall pay all costs incurred by the City for the review of such proposal, including consultant and counsel fees.

(4) The Planning Board shall waive all of an impact fee assessment for properties located in the Downtown Commercial District, with the district boundaries defined as the boundaries that exist at the time of the approval of this amendment.

[Amended 1-7-2020]

(5) The impact fee assessment for accessory dwelling units shall be waived with the stipulation that this waiver is reviewed every two years.

[Added 1-7-2020]

**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
----------------

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

AGENDA DATE		
DEPT. HEAD SIGNATURE		
DATE SUBMITTED		
ATTACHMENTS YES <input 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	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

**LEGAL AUTHORITY**

--

**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

- b. All street signs (to City Specifications), stop sign on the correct side of the street, stop bars, street lights be installed
- c. All fill piles to be moved at least 100 feet away from any lot in which a CO is to be requested. Piles must be properly stabilized and have adjacent temporary stormwater infrastructure – as the Engineer feels is appropriate to protect the natural resources and private property. Piles shall be no higher than the allowed building height in the zone -35 feet.
- d. City shall obtain at the Developer's expense a Third Party inspector to inspect the site both for compliance to the approved plan and erosion and sediment control. This inspector shall report at least weekly to DPW and at least monthly to the Planning Board.

*The motion carried unanimously by a roll call vote.*

---

## **XII. Review of March 2021 surety and inspections**

Due to the late hour the Chair said the Board will review this item at the next scheduled meeting.

---

## **XIII. Review of fiscal year 2022 CIP**

Due to the late hour the Chair said the Board will review this item at the next scheduled meeting.

---

## **XIV. Discussion on Impact Fees**

Ms. Saunders explained the Board met the City's Legal Counsel who went over what Bruce Mayberry had presented to the Board. Mr. O'Rourke explained the Board would need a reason to treat single family homes on a single differently.

Ms. Saunders said there was discussion on increase in square footage and determined it would not be assessed an impact fee because it was not creating a living unit. She said there were questions about what the fees are being used for now and how it's used to pay down CIP items.

Mr. Walker said he thinks 80 percent of impact fees are being assessed to single lots and it's not having the intended use this Board was lead to believe it was going to. He said at this time he's in favor of discontinuing impact fees.

Mr. Fontneau said he agrees with Mr. Walker. He said the Board just heard a plea from Economic Development to expand residential development. Mr. Fontneau said all you hear about is the housing crisis in New Hampshire and the Governor has established a task force to look at this issue.

Mr. Bruckner said this is a good time to eliminate impact fees. He said the City should concentrate building up its tax base which will take care a lot of the fees that are needed.

Mr. Rines asked if the funds that have been collected be returned. Mr. Walker said they would be returned.

*A motion was made by Mr. Walker and seconded by Mr. Collopy to recommend the City Council repeal Impact Fee Ordinance. Until such time the Impact Fee assessment shall remain at \$0. The motion carried by a 7-1 roll call vote. Mr. Collopy opposed.*

---

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**ROCHESTER, NH**

Potential Tebbetts Rd  
re-addressing

## OVERVIEW



The Division of Emergency Services and Communications (DESC) works in conjunction with City of Rochester's E-911 Committee to assist with addressing recommendations that will aid in emergency response.

The mission of the DESC is:

*"To locate, communicate and connect people in an emergency with the help they need".*

## S.W.O.T. ANALYSIS

- **Strengths of current addressing**

- Residents are familiar with addressing
- Children have memorized their address
- Police/Fire are aware of addressing issues.

- **Opportunities of re-addressing**

- Corrects all non-standard addressing
- Eliminates any duplicate road names
- Every 50' a number would be available
- Eliminates confusion for emergency responders
- Addresses would geo-code properly which would help with navigation, deliveries

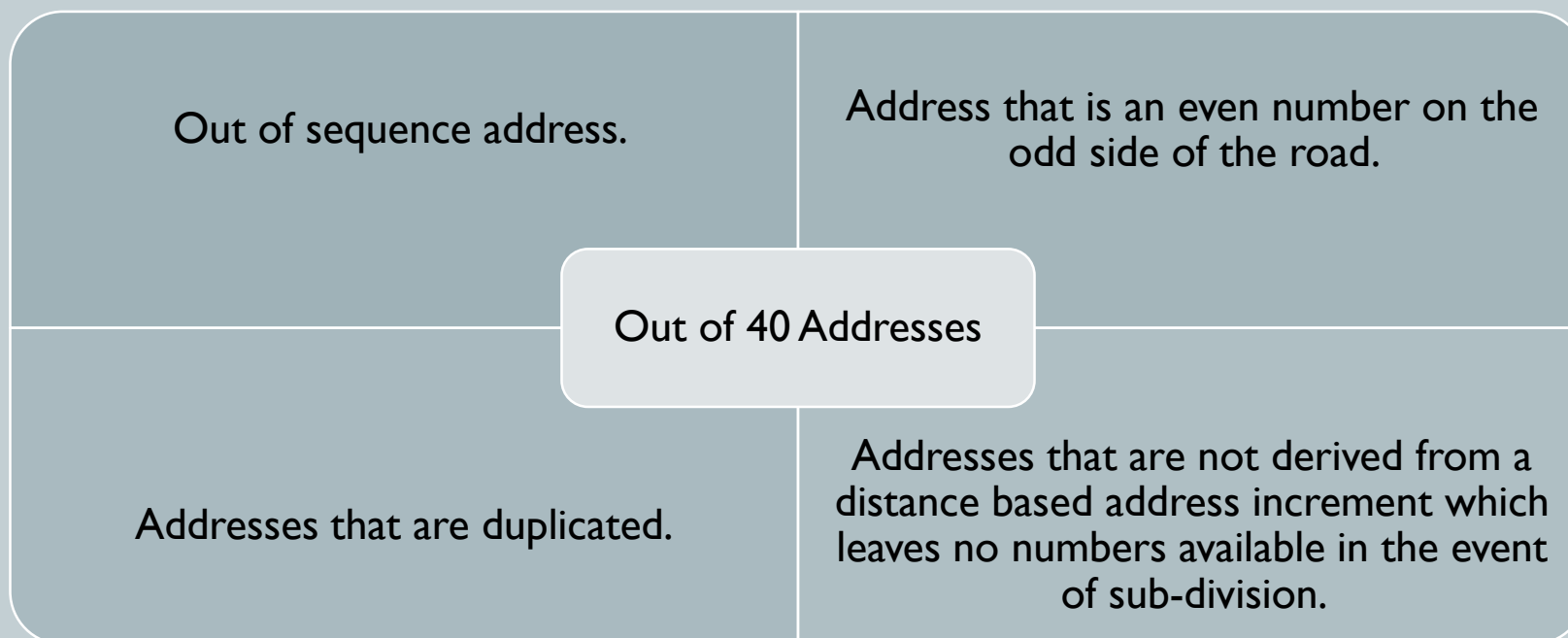
- **Weaknesses of existing addressing**

- Does not leave address numbers available for development.
- Does not conform to E911 guidelines
- Does not allow for proper geo-coding

- **Threats of current addressing**

- Delay in emergency response due to confusion.
- Duplicate, alpha-numeric and fractional addressing occurs because no numbers are available.
- Confusion for mutual aid responders and new hires not familiar with the addressing.

## MOST COMMON ISSUES FOUND





# WHO ARE THE STAKEHOLDERS




Tue 9/14/2021 8:22 AM

Blaine Cox

RE: [Rochester NH] House Number Change Request

To  Tim Wilder;  Shanna Saunders

Cc   Paul Toussaint

 Follow up. Start by Tuesday, September 14, 2021. Due by Tuesday, September 14, 2021.

You replied to this message on 9/14/2021 9:24 AM.

## Message:

I am inquiring about changing the street number of my home at Church Street in Gonic.

As soon as we moved into our home 7 years ago, we noticed we were getting our neighbors mail and vice versa. Then it became confusing when having something delivered to our home; even with a description of our home and not going to our neighbor's home, it still happens. More recently, there was a knock at my door by Rochester PD at 2:30 am, and they were at the wrong address. Since it was a domestic wellness check, the officers wouldn't leave until my wife came down to show that we were sleeping and there weren't any problems at my home, but my neighbors were having an issue. After a recent family tragedy, I realize that this is a matter of safety, not convenience.

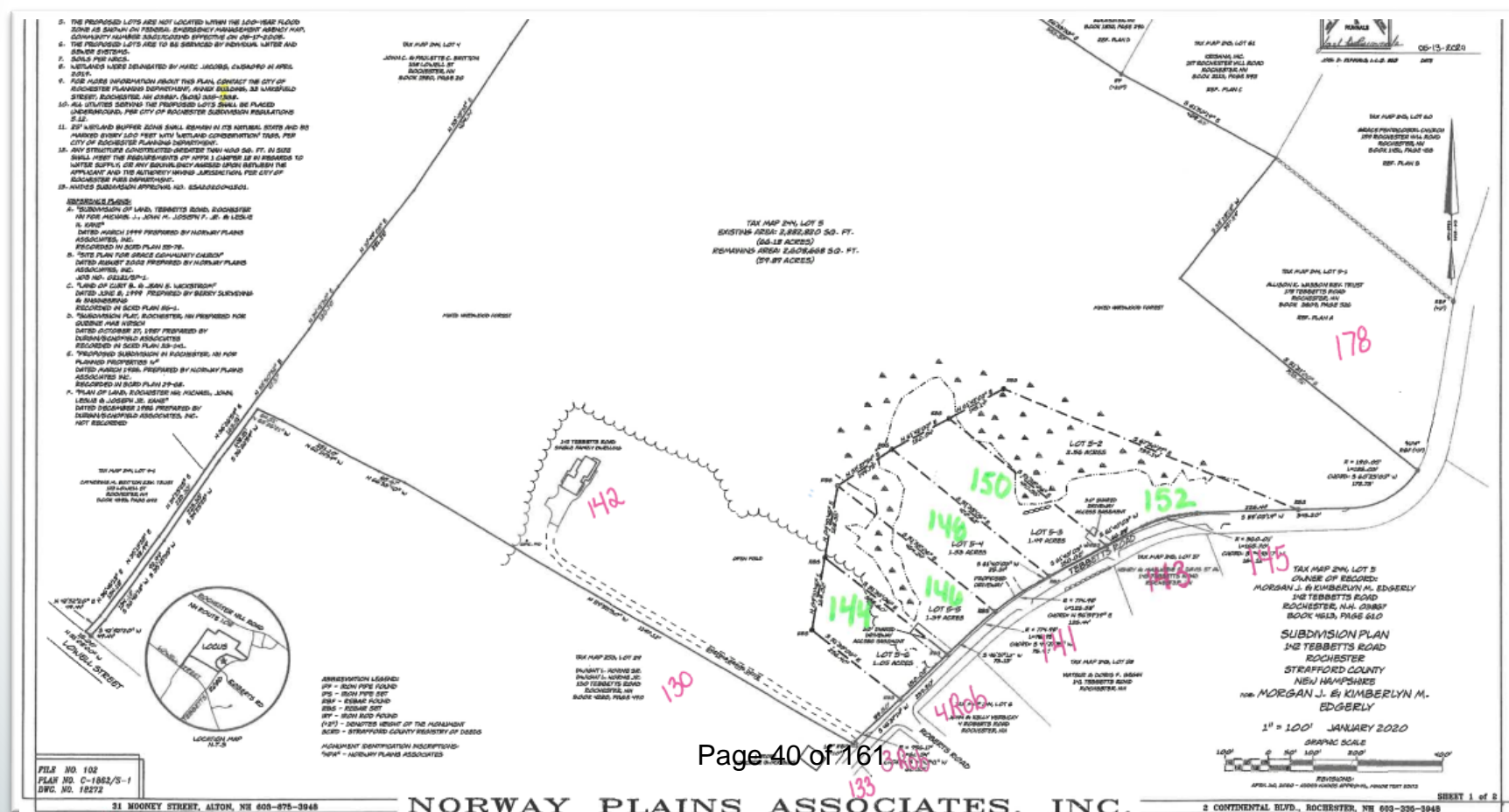
My family has dealt with this issue for a long time but would like to petition the city to evaluate house numbers on my street. My neighbor's address is Church Street and is a single-family residence. I have been told that the original homeowner of my home owned both plots of land and subdivided it, thus the I propose that my address be updated to and the street numbers South of my home be revised. It would be terrible to lose precious moments in an emergency if public safety personnel arrive at the wrong home.

Is there anything that the City can do to help solve this issue?

## OPTION ANALYSIS

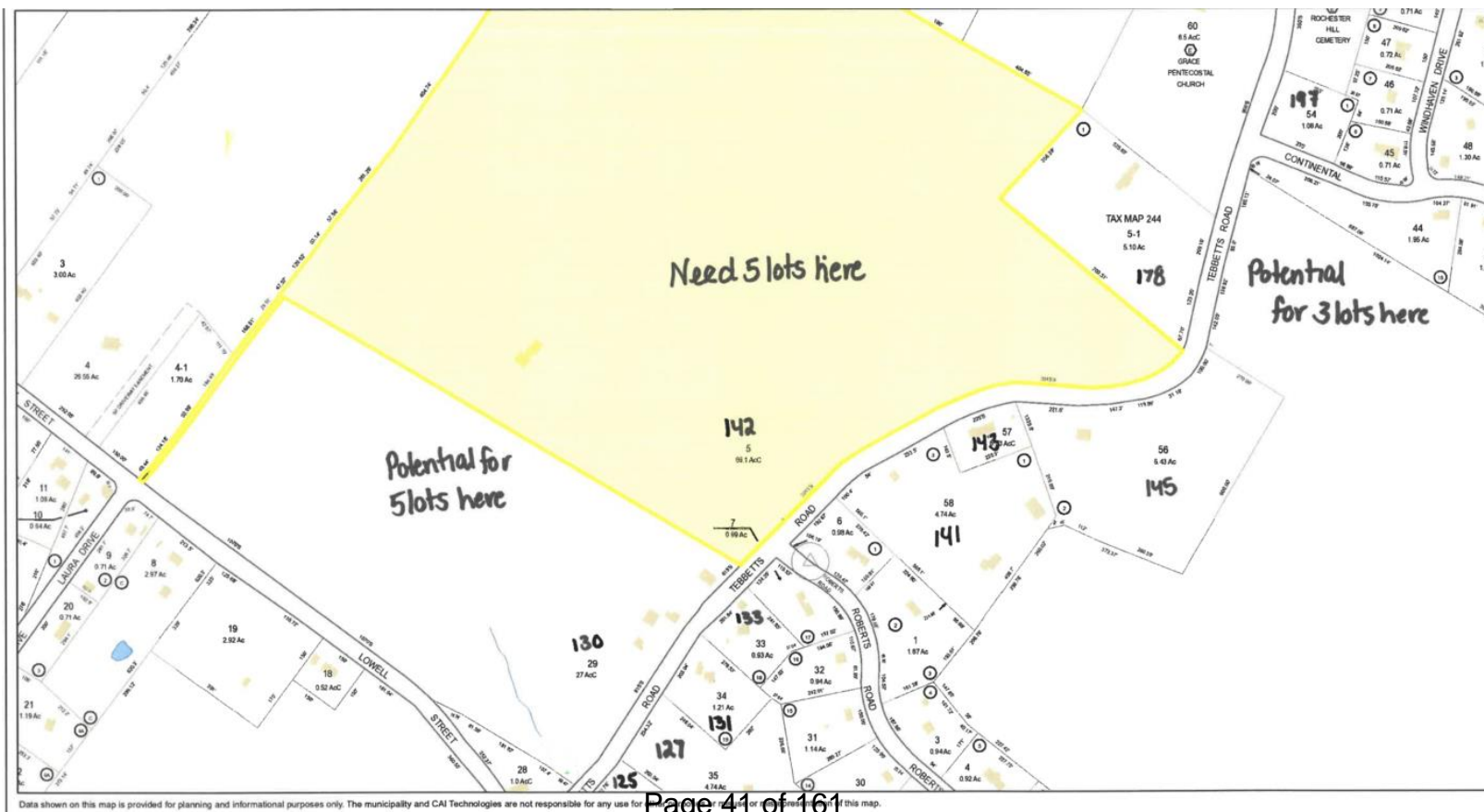
1. Assign number as best we can given the constraints
2. Fix the closest constraints and assign numbers
3. Renumber the whole road according to the standards.

Assign number as best we can given the constraints



## OPTION ANALYSIS 2

Fix the closest constraints and assign numbers



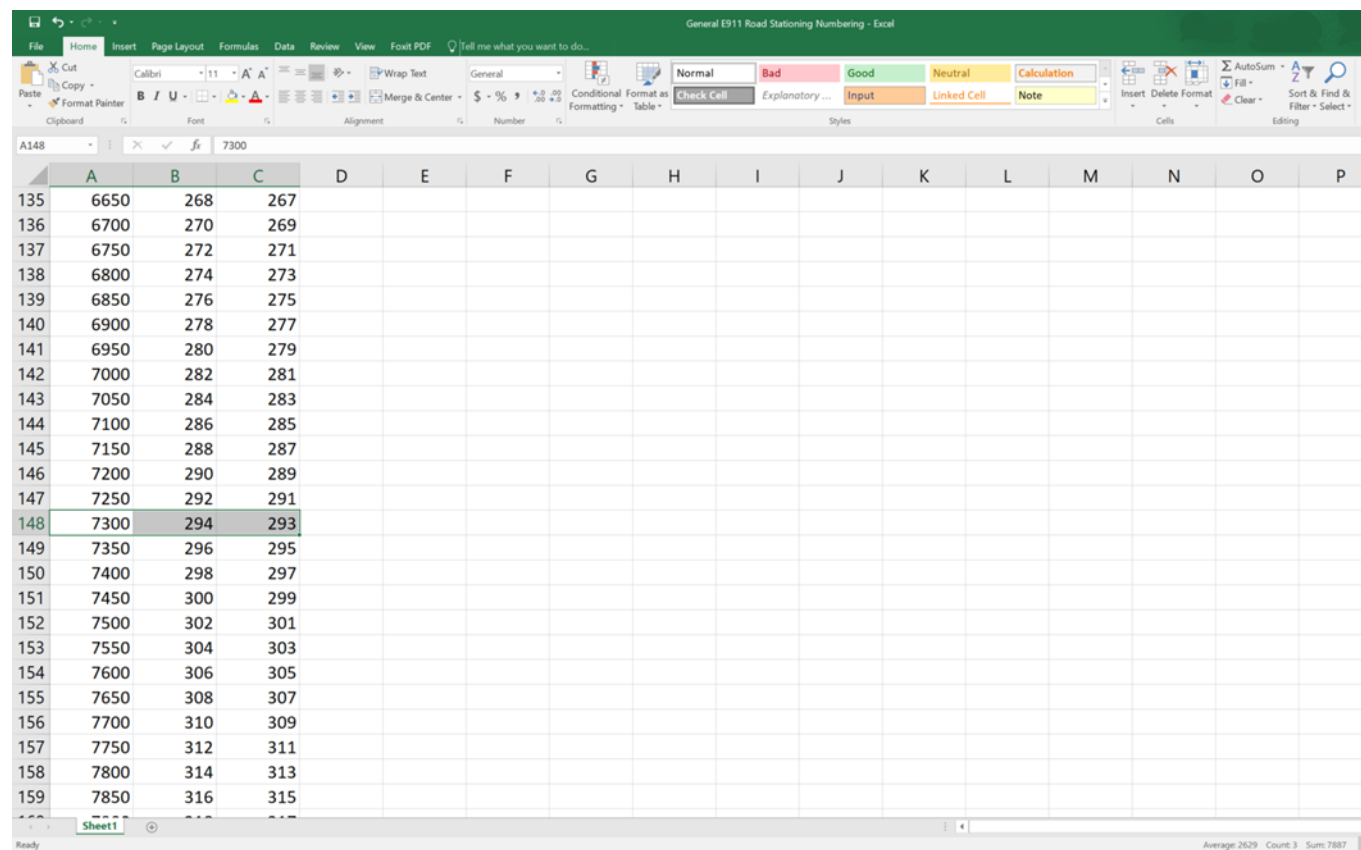
# OPTION ANALYSIS

Renumber The Whole Road According To The Standards



# OPTION ANALYSIS


Renumber The Whole Road According To The Standards



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
135	6650	268	267													
136	6700	270	269													
137	6750	272	271													
138	6800	274	273													
139	6850	276	275													
140	6900	278	277													
141	6950	280	279													
142	7000	282	281													
143	7050	284	283													
144	7100	286	285													
145	7150	288	287													
146	7200	290	289													
147	7250	292	291													
148	7300	294	293													
149	7350	296	295													
150	7400	298	297													
151	7450	300	299													
152	7500	302	301													
153	7550	304	303													
154	7600	306	305													
155	7650	308	307													
156	7700	310	309													
157	7750	312	311													
158	7800	314	313													
159	7850	316	315													

# OPTION ANALYSIS

## Renumber The Whole Road According To The Standards



**PLANNING & DEVELOPMENT DEPARTMENT**  
 City Hall Annex – First Floor  
 33 Wakefield Street  
 Rochester, New Hampshire 03867-1917  
 (603) 335-1338 - Fax (603) 335-7585  
 Web Site: [www.rochesternh.net](http://www.rochesternh.net)

Planning & Zoning  
 Conservation Commission  
 Historic District Commission  
 Arts & Culture Commission

September 27, 2021

**RE: Tebbetts Road Address Reassignment**

Dear E-911 Committee:

This letter is to provide a draft address reassignment list for Tebbetts Road to the E-911 Committee for review and confirmation.

The draft addresses for all purposes (emergency services, mail, official records, etc) are:

Map Lot	Existing Address	Proposed Address Reassignment
0257-0044	284 PICKERING RD	5 TEBBETTS (We recommend this as the Pickering Rd Drive is not on their property)
0257-0060	2 TEBBETTS ROAD	(stays the same)
0257-0061	0 TEBBETTS ROAD	
0257-0043	0 TEBBETTS ROAD	
0257-0042	5 TEBBETTS ROAD	11 TEBBETTS RD
0257-0066	0 TEBBETTS ROAD	
0257-0062	8 TEBBETTS ROAD	18 TEBBETTS ROAD
0257-0063	10 TEBBETTS ROAD	26 TEBBETTS ROAD
0257-0064	12 TEBBETTS ROAD	28 TEBBETTS ROAD
0257-0065	14 TEBBETTS ROAD	40 TEBBETTS ROAD
0257-0066	0 TEBBETTS ROAD	46 TEBBETTS ROAD
0253-0085	0 TEBBETTS ROAD	
0253-0086-0014	36 TEBBETTS ROAD	94 TEBBETTS ROAD
0253-0086	50 TEBBETTS ROAD	
0253-0086-0013	42 TEBBETTS ROAD	112 TEBBETTS ROAD
0253-0082	47 TEBBETTS ROAD	115 TEBBETTS ROAD
0253-0087	44 TEBBETTS ROAD	116 TEBBETTS ROAD
0253-0081	57 TEBBETTS ROAD	121 TEBBETTS ROAD
0253-0080	53 TEBBETTS ROAD	125 TEBBETTS ROAD
0253-0079	59 TEBBETTS ROAD	133 TEBBETTS ROAD

# Questions?

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



## PLANNING & DEVELOPMENT DEPARTMENT

City Hall Annex – First Floor

33 Wakefield Street

Rochester, New Hampshire 03867-1917

(603) 335-1338 - Fax (603) 335-7585

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

Planning & Zoning  
Conservation Commission  
Historic District Commission  
Arts & Culture Commission

September 27, 2021

### RE: Tebbetts Road Address Reassignment

Dear E-911 Committee:

This letter is to provide a draft address reassignment list for Tebbetts Road to the E-911 Committee for review and confirmation.

The draft addresses for all purposes (emergency services, mail, official records, etc) are:

Map Lot	Existing Address	Proposed Address Reassignment
0257-0044	284 PICKERING RD	5 TEBBETTS (We recommend this as the Pickering Rd Drive is not on their property)
0257-0060	2 TEBBETTS ROAD	(stays the same)
0257-0061	0 TEBBETTS ROAD	
0257-0043	0 TEBBETTS ROAD	
0257-0042	5 TEBBETTS ROAD	11 TEBBETTS RD
0257-0066	0 TEBBETTS ROAD	
0257-0062	8 TEBBETTS ROAD	18 TEBBETTS ROAD
0257-0063	10 TEBBETTS ROAD	26 TEBBETTS ROAD
0257-0064	12 TEBBETTS ROAD	28 TEBBETTS ROAD
0257-0065	14 TEBBETTS ROAD	40 TEBBETTS ROAD
0257-0066	0 TEBBETTS ROAD	46 TEBBETTS ROAD
0253-0085	0 TEBBETTS ROAD	
0253-0086-0014	36 TEBBETTS ROAD	94 TEBBETTS ROAD
0253-0086	50 TEBBETTS ROAD	
0253-0086-0013	42 TEBBETTS ROAD	112 TEBBETTS ROAD
0253-0082	47 TEBBETTS ROAD	115 TEBBETTS ROAD
0253-0087	44 TEBBETTS ROAD	116 TEBBETTS ROAD
0253-0081	57 TEBBETTS ROAD	121 TEBBETTS ROAD
0253-0080	53 TEBBETTS ROAD	125 TEBBETTS ROAD
0253-0079	59 TEBBETTS ROAD	133 TEBBETTS ROAD

Map Lot	Existing Address	Proposed Address Reassignment
0253-0008	70 TEBBETTS ROAD	152 TEBBETTS ROAD
0253-0009	74 TEBBETTS ROAD	158 TEBBETTS ROAD
0253-0047	0 TEBBETTS ROAD	
0253-0010	76 TEBBETTS ROAD	164 TEBBETTS ROAD
0253-0011	78 TEBBETTS ROAD	170 TEBBETTS ROAD
0253-0047-0001	81 TEBBETTS ROAD	179 TEBBETTS ROAD
0253-0047-0002	85 TEBBETTS ROAD	183 TEBBETTS ROAD
0253-0012	86 TEBBETTS ROAD	188 TEBBETTS ROAD
0253-0013	88 TEBBETTS ROAD	190 TEBBETTS ROAD
0253-0047-0003	87 TEBBETTS ROAD	191 TEBBETTS ROAD
0253-0047-0004	91 TEBBETTS ROAD	199 TEBBETTS ROAD
0253-0014	94 TEBBETTS ROAD	200 TEBBETTS ROAD
0253-0047-0005	95 TEBBETTS ROAD	203 TEBBETTS ROAD
0253-0047-0006	97 TEBBETTS ROAD	211 TEBBETTS ROAD
0253-0047	0 TEBBETTS ROAD	
0253-0015	100 TEBBETTS ROAD	216 TEBBETTS ROAD
0253-0016	106 TEBBETTS ROAD	234 TEBBETTS ROAD
0253-0037	122 TEBBETTS ROAD	251 TEBBETTS ROAD
0253-0036	125 TEBBETTS ROAD	261 TEBBETTS ROAD
0253-0035	127 TEBBETTS ROAD	267 TEBBETTS ROAD
0253-0034	131 TEBBETTS ROAD	275 TEBBETTS ROAD
0253-0029	130 TEBBETTS ROAD (Ranch)	274 TEBBETTS ROAD (two SFH on one lot)
0253-0029	130 TEBBETTS RD (New Englander)	280 TEBBETTS ROAD (two SFH on one lot)
0253-0029	130 TEBBETTS (Commercial building)	286 TEBBETTS ROAD
0253-0033	133 TEBBETTS ROAD	287 TEBBETTS ROAD
0244-0005	142 TEBBETTS ROAD	290 TEBBETTS ROAD
0244-0005-0006	NEW PARCEL	294 TEBBETTS ROAD
0244-0005-0005	NEW PARCEL	302 TEBBETTS ROAD
0243-0058	141 TEBBETTS ROAD	309 TEBBETTS ROAD
0243-0005-0004	NEW PARCEL	308 TEBBETTS ROAD
0244-0005-0003	NEW PARCEL	314 TEBBETTS ROAD
0243-0057	143 TEBBETTS ROAD	319 TEBBETTS ROAD
0244-0005-0002	NEW PARCEL	(large frontage, need to wait for driveway location)
0243-0056	145 TEBBETTS ROAD	345 TEBBETTS ROAD (TWO DRIVEWAYS)
0244-0005-0001	178 TEBBETTS ROAD	358 TEBBETTS
0243-0054	197 TEBBETTS ROAD	379 TEBBETTS ROAD



**PLANNING & DEVELOPMENT DEPARTMENT**  
**City Hall Annex**  
**33 Wakefield Street,**  
**Rochester, New Hampshire 03867-1917**  
**(603) 335-1338 - Fax (603) 330-0023**  
**Web Site: [www.rochesternh.net](http://www.rochesternh.net)**

Planning Board  
 Conservation Commission  
 Historic District Commission  
 Arts and Culture Commission

# Memo

To: Mayor Lauterborn and the City Council  
 From: Shanna B. Saunders, Planning Director; Timothy Wilder, Assistant Fire Chief  
 Date: November 10, 2021  
 Re: Tebbetts Road Proposed re-numbering

On behalf of the Rochester E-911 Committee we appreciate your time tonight to explain before the public hearing how important the renumbering of Tebbetts Road is to the safety of its residents. Our presentation will show the process employed by the City Staff in weighing the options for renumbering as required by a recent subdivision and why this is so important that renumbering occur. The presentation will also show that although this process seems laborious now, this change sets the stage for decades of future redevelopment without having to renumber the roadway again.

This memo serves to answer many of the questions that were raised at the September 20<sup>th</sup> Council meeting.

**1) Explanation of other options:**

In 2020 The Planning Board approved a subdivision at 142 Tebbetts Road. 5 new lots were created all with frontage on Tebbetts Road. At first, staff attempted to assign addresses that kept within the existing addressing matrix out there. As you can see from slide #8 in the ppt presentation this ended up with the addressing not being in order down the road. Geographically as you travelled down the road you passed 130, 133, 142, 144, 146, 148, 141, 150, 143, 152, 145. We thought just a few of the abutting properties but you quickly came to other large lots that were ripe for further subdivision. Like 130 Tebbetts Road. (please see slide #9) With the road frontage requirements in zoning 5 lots were available there, yet addressing across the street was so tight it would not support 5 lots in an order that would work either. In addition, there were other large lots like this along the Tebbetts road frontage. Re-numbering per the E-911 Standards seemed like the only option.

**2) It was pointed out that the list provided at the last hearing was an older list and not the most up to date.** This was a mistake. The corrected list, dated September 27, 2021 is now in your packet and we have re-noticed this public hearing based off this new list.

**3) 1 address is out of numbering sequence on your list and another, 122, is an even/ odd error:** Yes, that is correct. In the existing numbering matrix #122 is on the odd side of the road. When we renumbered we gave that home an odd number. #251

- 4) **If you take the 1 mile length of the road and divide by the guideline of 1 number every 50 feet you do not come close to the total house numbers being proposed?** We have worked with Rochester's GIS Department to add 50 ft road stationing to all of Tebbetts. Each road station has a numerical value that then ties with corresponding addresses. Please see slide #10. I have a paper map of all of Tebbetts Road that I can bring for you to view.
- 5) **The 50 foot guideline is not in state law. A guideline of every 25 feet can be used for downtown areas? So why not use 100 feet in an agricultural area?** The ordinance reads as follows:

**(1)**

For every 10 feet of right-of-way frontage within the Special Downtown District of the City of Rochester, as defined in Chapter **275**, Zoning, of the Code of the City of Rochester, there shall be an individual number assigned.

**(2)**

For every 50 feet of right-of-way frontage outside of the Special Downtown District of the City of Rochester, as defined in Chapter **275**, Zoning, of the Code of the City of Rochester, there shall be an individual number assigned.

If the Council would like staff to look at amending this ordinance, we can certainly do that.

Weighing all the options and looking at all the information the City's E-911 Committee Recommends a full renumbering of Tebbetts Road as presented.

Thank you,  
Shanna B. Saunders  
Director of Planning and Development

Rochester E911 Committee Members:

Timothy Wilder, Assistant Fire Chief with support from Kelly Gagne  
Shanna B. Saunders, Director of Planning and Development  
Gary Boudreau, Deputy Police Chief  
Jonathan Rice, Chief Assessor  
Keri Devine, Communications Center Supervisor

**Resolution Granting Community Revitalization Tax Relief to the Properties Located at 45 and 55 North Main Street and 8 Barker Court Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project**

**Be it Resolved by the Mayor and City Council of the City of Rochester, as follows:**

**Whereas**, in an effort to stimulate local economic development and enhance City downtowns and Town centers, the New Hampshire Legislature has enacted RSA Chapter 79-E, entitled “Community Revitalization Tax Relief Incentive”; and

**Whereas**, the City of Rochester adopted the provisions of such Community Revitalization Tax Relief Incentive Program pursuant to RSA Chapter 79-E by Resolution of the City Council on October 7, 2008; and

**Whereas**, the Lilac City Development, LLC, owner of the so-called 45 and 55 North Main Street and 8 Barker Court in downtown Rochester, is desirous of making use of the benefits of RSA Chapter 79-E and it has, therefore, proposed a substantial rehabilitation project with respect to the structures located upon the so-called 45 and 55 North Main Street and 8 Barker Court; and

**Whereas**, RSA Chapter 79-E requires that the governing body of the City of Rochester make certain findings and determinations with regard to a proposed substantial rehabilitation project in order for the structure to qualify for the RSA Chapter 79-E Community Revitalization Tax Relief Incentive;

**Now, Therefore**, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby make the following findings and determinations with respect to the proposed substantial rehabilitation proposal for the so-called 45 and 55 North Main Street and 8 Barker Court properties contemplated by the owner’s Community Revitalization Tax Relief Application dated September 29, 2021, to wit:

(1) Any tax relief under the provisions of RSA Chapter 79-E or this resolution that is to be accorded with respect to the so-called 45 and 55 North Main Street and 8 Barker Court properties project shall be accorded only after the property owner grants to the City a covenant pursuant to the provisions of RSA 79-E:8 ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and in accordance with the requirements of RSA 79-E:8; and

(2) The Mayor and City Council find public benefits under RSA 79-E:7 in the proposed revitalization project proposed with respect to the so-called 45 and 55 North Main Street and 8 Barker Court properties project; and

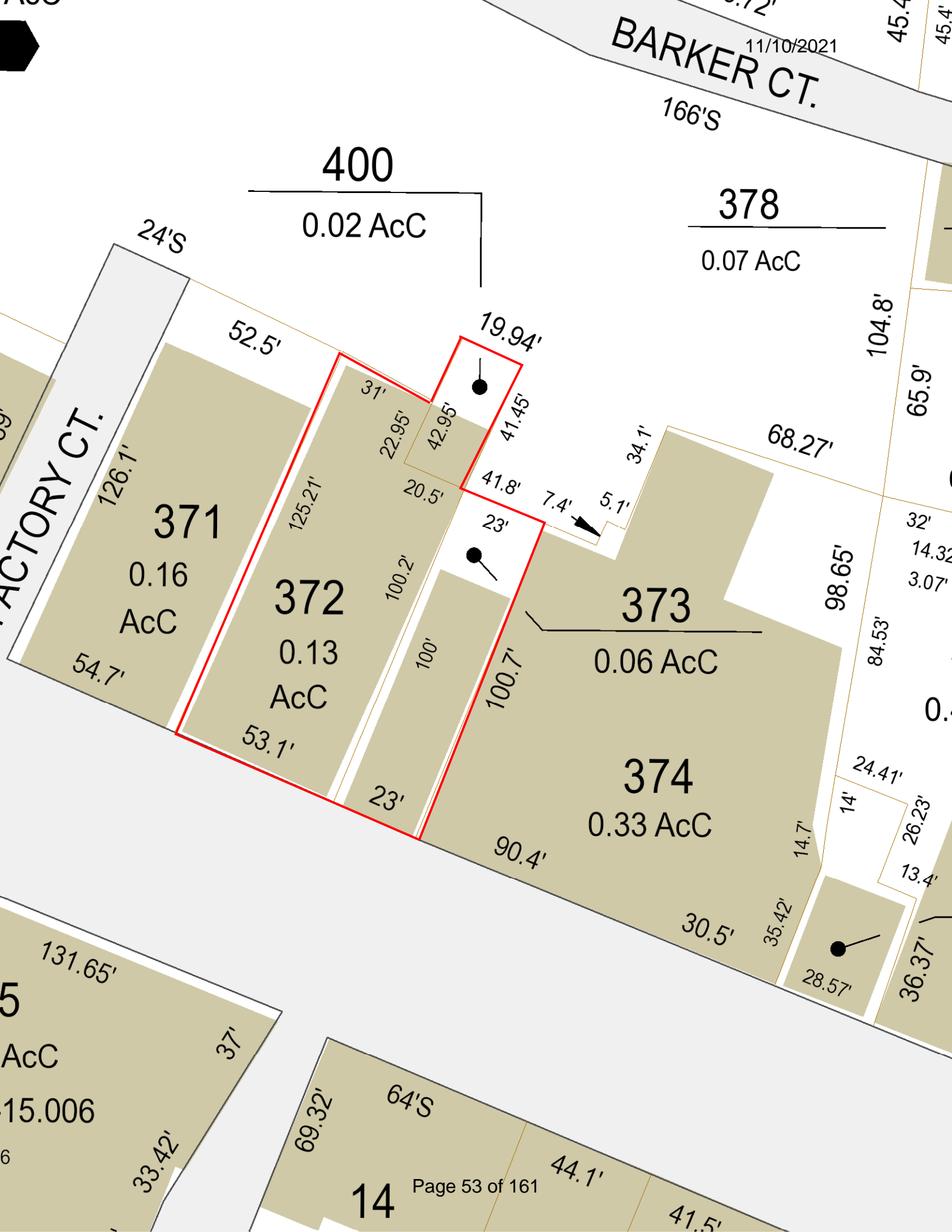
(3) The proposed substantial rehabilitation project with respect to the aforesaid 45 and 55 North Main Street and 8 Barker Court Main Street properties provides the following public benefits to downtown Rochester:

- I. It enhances the economic vitality of the downtown;
- II. It enhances and improves a structure that is culturally and historically important on a local level, within the context of the City's Historic District and the City center in which the building is located;
- III. It promotes development of downtown Rochester, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B;

(4) The specific public benefit is preserved through a covenant under RSA 79-E:8 if the project is implemented consistent with (a) the aforementioned application; (b) compliance with the recommendation to the City Council approved by the Community Development Committee on October 18, 2021 (c) the terms of this resolution; and (d) any other applicable requirements of Chapter 79-E; and

(5) The Mayor and City Council find that the proposed use is consistent with the City's Master Plan and development regulations.

**Furthermore**, as a result of making such determinations and findings, and subject to the owner's compliance therewith, and with the provisions of RSA Chapter 79-E, the Mayor and City Council hereby grant the requested tax relief for a period of seven (7) years beginning with the completion of the substantial rehabilitation of the structure upon the so-called 45 and 55 North Main Street and 8 Barker Court properties.



---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



11/10/2021

## 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
----------------

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

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

AGENDA DATE			
DEPT. HEAD SIGNATURE			
DATE SUBMITTED			
ATTACHMENTS YES <input 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	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

#### LEGAL AUTHORITY

--

**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

## 45-55 North Main Street; RSA-79:E Application Summary

**Applicant:** Greg and Paul Grant, Lilac City Development, LLC

**Eligible years:** 7

**Project:** Tear down of existing structures and the rebuild a six-story building on the lots located at 45 No Main Street, 55 North Main Street and 8 Barker Court. 8 Barker Court is an adjacent small lot that is part of 55 North Main. All lots will be combined into a single lot. The first floor on North Main Street will have all commercial units, the rear of the building will be reserved for parking. Upper floors will have 45 market-rate, residential units consisting of 1 and 2 bedrooms.

**Exterior Changes:** See attached plans. The demolition and construction has been approved by the Historic District Commission.

**RSA 79-E** is a temporary tax relief incentive for property owners who want to make a substantial investment in rehabilitation in a historic district, downtown or village center. The tax relief if granted would consist of a finite period of time during which the property tax on the structure would not increase as a result of a substantial rehabilitation. In exchange for the relief, the property owner grants a covenant ensuring there is public benefit to the rehabilitation.

**Qualifications:**

1. A qualifying property must provide a public benefit. Public benefits could be restoring a historic building, promoting downtown development, increasing downtown housing, or increasing the economic vitality of downtown. 45-55 North Main meets all of these criteria.
2. A qualifying project must have rehabilitation costs of at least 15% of the pre-rehabilitated assessed value, or costs of \$75,000 whichever is less. 45-55 North Main exceeds both of these baselines. Total estimated costs of the project are \$11,750,000, which is approximately an increase of 3271% of the pre-assessed value.



11/10/2021

# City of Rochester, New Hampshire

Division of Community Development

31 Wakefield Street, Rochester NH 03867

(603) 335-7522 [www.thinkrochester.biz](http://www.thinkrochester.biz)

## Review Form: For RSA 79e Community Revitalization Tax Relief Incentive

Building Name (if any): <u>Chesley Building and 55 North Main Street</u> Building Address: <u>45 and 55 North Main Street and 8 Barker Court</u> Owner Name(s): <u>Lilac City Development, LLC</u> Owner Address(es): <u>50 Terminal Street, Suite 716, Charlestown, MA 02129</u>	Map# <u>0121</u> Lots# <u>0373; 0372; 0400</u> Zoning: <u>DTC</u> Overlay District: <u>Special Downtown</u> Year Built: <u>45 No Main – 1880; 55 No Main - 1915</u> Square Footage of Building <u>45 No Main – 6,192; 55 No Main – 12,750</u>
Contact Name: <u>Greg Grant</u>  Phone # <u>617-233-1305</u> Email address: <u>gppropertiesgp@gmail.com</u>	Applicant Name(s) (if different from owner): _____ Applicant Address: _____ Phone # _____ Email address: _____
	Application Fee Paid: <u>  x  </u> Yes <u>      </u> No
Existing Uses (describe number of units by type and size ) <u>Vacant and 1 two story commercial building</u> Is there a change of use associated with this project? <u>  </u> Yes <u>  x  </u> No If so, please describe: <u>From commercial and vacant to a six-story building with commercial and parking on the first story and residential above</u>	Is the building eligible or listed on the State or National Register of Historic Places or located in a Local, State, or Federal Historic District? Yes: <u>Both</u> No <u>      </u>  Provide historic district name: <u>The Chesley Building and 55 North Main Street</u>
Will the project include rehabilitation of residential units? <u>  </u> Yes <u>  </u> No <u>  x  </u> If yes, how many: _____ If yes, please describe: <u>There are no existing residential units.</u>	Will the project involve affordable residential units? <u>  </u> Yes <u>  x  </u> No  If yes, please describe: <u>Portsmouth-Rochester, NH 60% RENT LIMIT</u> <u>EFFIC. \$925/ 1 BR \$991/ 2 BR \$1,189</u> <u>NHHFA RENTS EFFECTIVE DATE: 5/1/2014</u> <u>Rental rates are below the above maximums.</u>
<u>Other Review &amp; Comment (if necessary)</u>  Historic District Review: <u>9/1/21 and 9/15/21</u> Special Downtown Review: _____ Minor Site Review: _____ Planning Board Review: <u>Scheduled 11/1/21</u> Zoning Board of Adjustment: _____ Tax Assessor: <u>To be scheduled after approval of 79E</u>	<u>Section 79:E-4</u>  Application Date: <u>  9/29/21  </u> Complete: Y/N Staff Review: _____ Community Development Committee: <u>  10/15/21  </u> Post Public Hearing: <u>no later than 10/9/21</u> Public Hearing Date: <u>  10/19/21  </u> *Required within 60 days of receipt of application City Council: <u>  10/5/21 and 11/3/21  </u> *Required within 45 days of Public Hearing

**Does this application meet the appropriate tests?**

Is it a qualifying structure located in a designated downtown zone? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Pre-rehabilitation assessed value (from most recent City Assessment): \$ <u>359,200</u>	
Total estimated cost of rehabilitation (from application):	\$ <u>11,750.000</u>
Percentage of rehabilitation costs to assessment valuation:	<u>3,271</u> %
Does the estimated cost of rehabilitation exceed 15% of pre-rehabilitation assessed valuation, or \$75,000, whichever is lower? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
<b>Is there public benefit?</b> Must satisfy at least 1 of the conditions below. (Section 79-E:7) <input checked="" type="checkbox"/> It enhances the economic vitality of the Downtown District. <input checked="" type="checkbox"/> It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district. <input checked="" type="checkbox"/> It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community. <input checked="" type="checkbox"/> It increases residential housing in urban or town centers. <input checked="" type="checkbox"/> In a Local, State, or Federal Historic District?	
<b>Are other funding programs being applied to this project?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Other Programs.</b> – The provisions of this chapter shall not apply to properties whose rehabilitation or construction is subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50 percent of construction costs from state or federal programs.	

ELIGIBILITY: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
1) Substantial Rehabilitation Tax Relief Incentive (Up to 5 Years)	<u>5</u>
2) Additional Tax Relief Incentive for New Residential Units (Up to 2 Years)	<u>2</u>
3) Additional Tax Relief Incentive for Affordable Housing (Up to 4 Years)	<u>          </u>
4) Additional Tax Relief for rehabilitation of historic places* (Up to 4 Years)	<u>          </u>
* Rehabilitation in accordance with the in accordance with Secretary of Interior's Standards for Rehabilitation.	<u>          </u>
	<u>7</u>
	(Total)

**Name & Title:** Jenn Marsh, Assistant Director of Economic Development

**Date:** September 29, 2021

## City Council Review/Decision

Public Hearing Posting: \_\_\_\_\_ Public Hearing Date: \_\_\_\_\_

City Council Meeting Date: \_\_\_\_\_

Does the City Council agree with findings of at least one Public Benefit?

- ☐ Enhances economic vitality of the village \_\_\_\_Yes\_\_\_\_No
- ☐ Enhances and improves a culturally or historically important structure? \_\_\_\_Yes\_\_\_\_No
- ☐ Promotes development of the downtown, providing for efficiency, safety, and greater sense of community? \_\_\_\_Yes\_\_\_\_No
- ☐ Increases residential housing units in downtown? \_\_\_\_Yes\_\_\_\_No

The Application was:	( ) GRANTED ( ) DENIED
Substantial Rehabilitation Tax Relief Incentive granted for (up to 5 years beginning with completion of rehab)	Years
Tax Relief Incentive for New Residential Units granted for (up to an additional 2 years, 4 years if affordable housing)	Years
Tax Relief Incentive for Rehabilitation of Historic Places in accordance with the U.S. Secretary of Interiors Standards for Rehabilitation for (up to additional 4 years)	Years
<b>Total</b>	Years

### IF DENIED, REASON(S) FOR DENIAL

Number of Yea: \_\_\_\_\_ Number of Nay: \_\_\_\_\_

Follow Up Letters Sent to:

- ☐ Applicant/Owner
- ☐ Assessing Department
- ☐ Economic Development
- ☐ Planning Department
- ☐ City Manager's Office
- ☐ Finance Department

### COVENANTS

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Filed at Strafford County: \_\_\_\_\_ Date: \_\_\_\_\_

Copies to:

- ☐ Assessing Dept
- ☐ Finance Dept
- ☐ In File

**The Standards (Department of the Interior regulations 36 CFR 67) pertain to all historic properties listed in or eligible for listing in the National Register of Historic Places.**

- 1) A property shall be used for its intended historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
- 2) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
- 3) Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
- 4) Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
- 5) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.
- 6) Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
- 7) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
- 8) Significant archeological resources affected by a project, shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
- 10) New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

**Comments from Historic District Commission:**

**Name & Title:** \_\_\_\_\_

**Meeting Date:** \_\_\_\_\_



CELEBRATING OVER 35 YEARS OF SERVICE TO OUR CLIENTS

*Please respond to our Exeter office*

September 24, 2021

Michael Scala, Director of Economic Development  
City of Rochester  
Division of Community & Economic Development  
31 Wakefield St.  
Rochester, NH 03867

Re: 79-E Application for Tax Credit for 55 North Main Street, 45 North Main Street and 8  
Barker Street, Rochester, New Hampshire

Dear Mr. Scala:

Enclosed please find the request of Lilac City Development, LLC, applicant and/or owner of the above referenced properties to receive tax credit pursuant to RSA 79-E for the revitalization of the property. As presented in the enclosed material, we believe that the building which is proposed to be constructed on the site, and with an estimated cost of \$11,750,000, will provide a substantial and tangible series of public benefits to the community and that these benefits address all of the criteria set forth in the statute to verify eligibility for a tax credit. Due to the nature of the benefits to be provided in revitalizing the downtown, and due to the fact that market rate residential units will be provided as part of the project, Lilac City Development, LLC believes that it is eligible to receive tax credit for the project for seven years.

We look forward, after the completion of an internal staff review of the application, to present the application to you and the City Council in a public hearing and to answer any questions which the public may have. We ask that a public hearing be scheduled on this matter on October 19, 2021.

If you have any immediate questions about this application, please feel free to contact me.

Very truly yours,  
DONAHUE, TUCKER & CIANDELLA, PLLC

Sharon Cuddy Somers, Esq.  
[Ssomers@dtclawyers.com](mailto:Ssomers@dtclawyers.com)

SCS/jlh  
Enclosures

cc: Clients

DONAHUE, TUCKER & CIANDELLA, PLLC  
16 Acadia Lane, P.O. Box 630, Exeter, NH 03833  
111 Maplewood Avenue, Suite D, Portsmouth, NH 03801  
Towle House, Unit 2, 164 NH Route 25, Meredith, NH 03253  
83 Clinton Street, Concord, NH 03301



CELEBRATING OVER 85 YEARS OF SERVICE TO OUR CLIENTS  
*Please Respond to the Exeter Office*

September 29, 2021

**VIA E-MAIL AND FIRST CLASS MAIL**

Michael Scala, Director of Economic Development  
City of Rochester  
Division of Community & Economic Development  
31 Wakefield St.  
Rochester, NH 03867

**Re: 79-E Application for 45 N. Main St., 55 N. Main St. and 8 Barker St.**

Dear Mr. Scala :

This supplements the draft application submitted to your office last week. The attached documents include the signed authorization from Lilac City Development, LLC, a revision to the anticipated start and completion date, the architectural plans which have been approved by the HDC, and the HDC minutes signifying approval of the application. The pre-rehabilitation value of these properties is \$359,200.00. The estimated cost of construction is \$11,750,000.00, which is well in excess of 15% of the pre-rehabilitation value and/or \$75,000.00. My understanding is that the Planning Board application is forthcoming, but I have no further information to submit at this time. With regard to the inquiry about historic photos, the applicant has none, but the City has a virtual map showing various properties and which may include the subject buildings, which of course, are due to be demolished. Finally, with regard to construction estimates, our estimated costs are based on similar projects which the applicant has been involved with in the past. At this point however, because we have not selected a contractor, we have no additional information regarding construction estimates.

Please advise if you have any other questions. If not, we ask that this proceed for further internal review and for a public hearing before the City Council on October 19, 2021.

Very truly yours,  
DONAHUE, TUCKER & CIANDELLA, PLLC

Sharon Cuddy Somers, Esq.  
[ssomers@dtclawyers.com](mailto:ssomers@dtclawyers.com)

SCS:gsh  
Enclosures  
cc: Lilac City Development, LLC

DONAHUE, TUCKER & CIANDELLA, PLLC  
16 Acadia Lane, P.O. Box 630, Exeter, NH 03833  
111 Maplewood Avenue, Suite D, Portsmouth, NH 03801  
Towle House, Unit 2, 164 NH Route 25, Meredith, NH 03253  
83 Clinton Street, Concord, NH 03301

LIZABETH M. MACDONALD  
JOHN J. RATIGAN  
DENISE A. POULOS  
ROBERT M. DEROSIER  
CHRISTOPHER L. BOLDT  
SHARON CUDDY SOMERS  
DOUGLAS M. MANSFIELD  
KATHERINE B. MILLER  
CHRISTOPHER T. HILSON  
HEIDI J. BARRETT-KITCHEN  
JUSTIN L. PASAY  
ERIC A. MAHER  
CHRISTOPHER D. HAWKINS  
BRENDAN A. O'DONNELL  
ELAINE L. HOEPPNER  
WILLIAM K. WARREN

RETIRED  
MICHAEL J. DONAHUE  
CHARLES F. TUCKER  
ROBERT D. CIANDELLA  
NICHOLAS R. AESCHLIMAN



11/10/2021

## ***City of Rochester, New Hampshire***

**Division of Community & Economic Development**

**31 Wakefield Street, Rochester NH 03867**

**Application Revised August 15, 2019**

### **Community Revitalization Tax Relief** (per RSA 79E)

**City of Rochester, New Hampshire**

**Application must be accompanied by \$150 application fee payable to "City of Rochester"**

Date of Preparation: \_\_\_\_\_

#### **Property information**

Property address/location: 55 North Main Street, 45 North Main Street, 8 Barker Street

Name of building (if any): 55 North Main Street and The Chesley Building

Tax map & lot #: See Attachment B Year built: #: See Attachment B

Square Footage: #: See Attachment B Condition: #: See Attachment B

Zoning: #: See Attachment B Vacant, how long: #: See Attachment B

Is this structure eligible or listed on the State or National Register of Historic Places, or located in a local, state or federal Historic District? Yes ☒ No ☐ (City Parcel)

Name of District: Downtown Commercial

Existing Uses: Describe the units by type and size, how many floors:

55 North Main Street is a one story building and 8 Barker Street are vacant properties owned by the City of Rochester. 45 North Main Street is a two-story building containing a vacant restaurant.

Change of Use? Yes. Demolition of existing structures and construction of building containing commercial retail on 1<sup>st</sup> floor and residential on five upper floors.

#### **Property Owner**

Name (include name of individual):

Company: City of Rochester, Lilac City Development, LLC

Mailing address: 31 Wakefield Street (City),

50 Terminal St., Suite 716, Charlestown, MA 02129

Telephone #: 617-233-1305 (Greg Grant) Email: [gppropertiesgp@gmail.com](mailto:gppropertiesgp@gmail.com)

#### **Applicant or Agent Contact:**

Name (include name of individual): Sharon C. Somers, Esq.

Company: DTC Lawyers

Mailing address: 16 Acadia Lane, Exeter, NH 03833

Telephone #: 603-778-0686 Email: [ssomers@dtclawyers.com](mailto:ssomers@dtclawyers.com)

**EXHIBIT****Proposed Project Information**

Name of Architect (if known): Market Square Architects

Name of Licensed Contractor (if known): Unknown at this time

Will the project include rehabilitation of residential units? No ☐ If yes, how many ☐

Are the residential units defined as "affordable"? Yes ☐ No ☐ N/A ☒

(The current affordable rents in the City of Rochester are available at [www.NHHFA.org](http://www.NHHFA.org))

Describe the commercial space, square footage, uses and conditions: \_\_\_\_\_

See attached architectural plans

Please describe in detail the public benefits associated with this project? You may attach pages to the application for this and the following question. ( RSA 79-E:7)

See Attachment A

Explain the project in your own words:

The project will consist of new construction replacing the existing buildings. The first floor will contain residential parking, and at the street entrance, approximately 2,308 sq. ft. of commercial space. The upper five floors will contain 45 residential apartments units, with nine units on each floor.

Pre-Rehabilitation Ad Velorum Tax Valuation \$ See attached tax cards

Please obtain a Property Record Card from the Rochester Assessing Department, and include a copy with the application.

Does the estimated cost of rehabilitation exceed 15% of pre-rehabilitation valuation, or

\$75,000, whichever is lower? YES ☒ (both buildings will be demolished)

NO ☐ % ☐

**Note:** This program is available for projects where the rehabilitation cost equals or exceeds 15% of the pre-rehabilitation assessed valuation or \$75,000, whichever is lower. If your project does not meet this standard, it is not eligible for Tax Relief under RSA 79e.

**Project costs**

Describe work that will constitute the substantial rehabilitation and estimated/projected costs.

Historic Restoration: _____	Cost: \$ _____
Sustainability/Efficiency: _____	Cost: \$300,000.00
Interior Alterations: _____	Cost: \$2.8 million
Exterior Alterations: _____	Cost: \$850,000.00
Structural: _____	Cost: \$3.5 million
Electrical: _____	Cost: \$700,000.00
Plumbing: _____	Cost: \$1.2 million
Mechanical: _____	Cost: \$1.3 million
Safety/Fire Protection: _____	Cost: \$850,000.00
Other: Demolition	Cost: \$250,000.00

*Expected construction dates.* Start: November 4, 2021; Finish: March 31, 2024

Total project cost: \$ 11,750,000.00

Please attach written estimates whenever possible.

Will any state or federal grants or funds be used in this project? Yes \_\_\_\_\_ No X \_\_\_\_\_

If yes, please provide information in detail on an additional sheet.

**Note:** *The provisions of this chapter shall not apply to properties whose rehabilitation or construction is subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50 percent of construction costs from state or federal programs.*

## Other Approvals and Information

Please include the scheduled date of review or attach the **Notice of Decision** as appropriate:

Project Narrative or Letter of Intent to Planning: \_\_\_\_\_ Date: \_\_\_\_\_

Historic District Review: See attached minutes of HDC meetings held September 1 and

September 15, 2021 \_\_\_\_\_ Date: \_\_\_\_\_

*(Required only if replacing a qualified structure)*

Other (please specify): \_\_\_\_\_ Date: \_\_\_\_\_

## Application Checklist

*(Applications are not complete, and review will not be scheduled, until all supporting items are delivered)*

- ☒ Completed Application form with signatures.
- ☒ Application Fee made payable to City of Rochester
- ☐ Documentation and photos of Historic Information
- ☒ Copy of Property Record Card
- ☒ Description of Public Benefit
- ☒ Site plans, diagrams, elevations associated with the Project
- ☐ Cost Estimates associated with the Project
- ☐ Documentation of State or Federal Funds (None)
- ☐ Notice of Decision for Other Reviews
- ☒ Request for Tax Relief

## Request for Community Revitalization Tax Relief

☒ Substantial Rehabilitation Tax Relief Incentive (Up to 5 Years)

☒ Additional Tax Relief Incentive for New Residential Units (Up to 2 Years)

☐ Additional Tax Relief Incentive for Affordable Housing (Up to 4 Years)

☐ Additional Tax Relief for rehabilitation of historic places\* (Up to 4 Years)

*\* Rehabilitation in accordance with the in accordance with Secretary of Interior's Standards for Rehabilitation.*

**Please explain your request for the above tax relief categories. You may attach an additional sheet.**

The basis for the request for relief is based on the public benefit discussion which is attached.

### Submission of Application

This application must be signed by the property owner. Please submit an electronic version and /or a complete package of information to:

Rochester Community & Economic Development  
Mail: 31 Wakefield St, Rochester, NH 03867  
[michael.scala@rochesternh.net](mailto:michael.scala@rochesternh.net)

A \$150.00 application fee (payable to "City of Rochester") must be submitted in order for this application to be considered complete. Please follow up at 603-335-7522 to insure all information and payments have been received.

*I (we) hereby submit this application under the Community Revitalization Tax Relief Incentive Statute (NH RSA 79-E) and attest that to the best of my (our) knowledge all of the information herein and in the accompanying materials is true and accurate. I (we) have reviewed the statute and understand that: a) there will be a public review process and public hearing to evaluate the merits of this application; b) I (we) will need to enter into a covenant with the City; and c) I (we) may be required to pay reasonable expenses associated with the creation and recording of the covenant to the Strafford County Registry of Deeds.*

Signature of property owner (1): ☐ See Attached Authorization

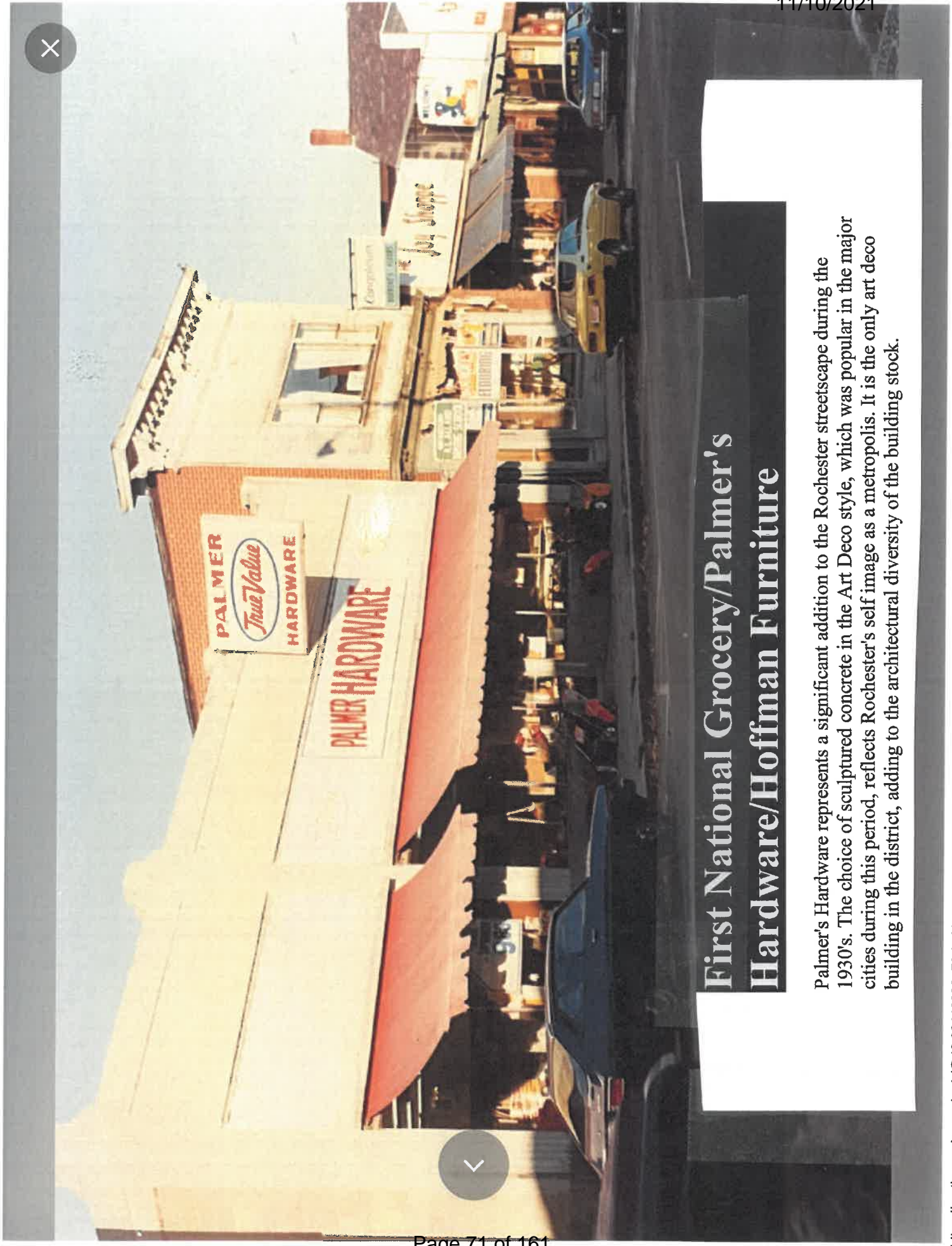
Printed Name: *Sharon Cuddy Somers*

Date: September 29, 2021

Signature of property owner (2): ☐ See Attached Authorization

Printed Name: *Sharon Cuddy Somers*

Date: September 29, 2021



## First National Grocery/Palmer's Hardware/Hoffman Furniture

Palmer's Hardware represents a significant addition to the Rochester streetscape during the 1930's. The choice of sculptured concrete in the Art Deco style, which was popular in the major cities during this period, reflects Rochester's self image as a metropolis. It is the only art deco building in the district, adding to the architectural diversity of the building stock.

[illegible]

VISION ID

281

Account #

281

CITY OF ROCHESTER

31 WAKEFIELD ST

ROCHESTER NH 03867-1916

CITY OF ROCHESTER

2310

ROCHESTER, NH

VISION

2021

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

58,500

Land Value

58,500

06-1817

12-22-2006

07

EXT RENOV

Permit Id

Issue Date

Type

Description

Price

60,000

Insp Date

03-20-2007

% Comp

100

Date Comp

Notes

DEED CHANGE  
EXT ONLY  
ZONE CHANGE  
ESTIMATED

1

903C

CITY OF ROCHESTER

Zone

LA

Land Type

PRIMARY

Land Units

0.13

AC

Price

60,000

Unit Price

90,000

Unit

AC

I. Factor

5.00000

Site Index

0

Cond.

1.00

Nbhd.

3003

Nbhd Adj

1.000

Notes

Location

Adjustme

0

Adj Unit

450,000

Pric

5



CURRENT ASSESSMENT																	
CURRENT OWNER		TOPO	UTILITIES		STRT / ROAD		LOCATION		CURRENT ASSESSMENT								
LILAC CITY DEVELOPMENT LLC  150 TERMINAL ST SUITE 716  CHARLESTOWN MA 02129		0	LEVEL	0	CITY WATER	0	CITY WTR PB	D	DOWNTOWN	Description	LUC Co	Appraised	Prior Assessed				
				0	CITY SEWER	0	PAVED			BLDG	326	146,000	146,000				
				0	GAS	0	HEAVY			LAND	326	27,000	27,000				
		SUPPLEMENTAL DATA															
Parcel ID		0121-0373-0000		User Field		User Field		User Field		User Field		User Field					
User Field		0.9779		User Field		User Field		User Field		User Field		User Field					
User Field				User Field		User Field		User Field		User Field		User Field					
User Field				User Field		User Field		User Field		User Field		User Field					
User Field				User Field		User Field		User Field		User Field		User Field					
GIS ID		0121-0373-0000		Assoc Pid#		Assoc Pid#		Assoc Pid#		Assoc Pid#		Assoc Pid#					
RECORD OF OWNERSHIP										PREVIOUS ASSESSMENTS (HISTORY)							
BK	VOL	PAGE	SALE DATE	Q/U	V/I	SALE PRICE	VC	Year	LUC C	Prior Assesse	Year	LUC C	Prior Assesse				
LILAC CITY DEVELOPMENT LLC	4953	607	09-13-2021	Q	I	337,533	02	2020	326	146,000	2020	326	146,000				
EJARQUE ANTHONY W	2507	85	05-09-2002	Q	I	130,000	02		326	27,000		326	27,000				
CORMIER ROLAND & BEVERLY	2415	591	11-28-2001	U	I	4,000	38										
MCDUFFEE STEVEN C & KRISTIE J	1350	290	10-23-1987	U	I	135,000	99										
PHILBRICK DANIEL J	1339	8	08-19-1987	U	I	0	99										
Total								173,000	Total	173,000	Total	173,000	Total	173,000			
EXEMPTIONS										OTHER ASSESSMENTS							
Year	Code	Description	Amount	Code	Description	Number	Amount	Comm	Int								
Total			0.00														
ASSESSING NEIGHBORHOOD																	
Nbhd	Nbhd Name		B		Class		State Class										
3003	COMMERCIAL DOWNTOWN																
NOTES																	
Total Appraised Parcel Value										173,000							
BUILDING PERMIT RECORD										VISIT / CHANGE HISTORY							
Permit Id	Issue Date	Type	Description	Price	Insp Date	% Comp	Date Comp	Notes	Date	Id	Type	Is	Cd	Purpos/Result			
B-20-259	05-15-2020	07	EXT RENOV	500	02-05-2021	100		repair of rear exterior covered	09-15-2021	TL			13	DEED CHANGE			
E-19-346	08-13-2019	27	ELECTRIC	75	02-21-2020	100		bond gas pipe;	02-21-2020	DF			11	NO INSP			
12776	01-28-2016	31	PLUMBING	500	09-30-2016	100			09-30-2016	NM			02	EXT ONLY			
11658	09-18-2015	32	SIGN	500	09-29-2016	100			09-29-2016	NM			02	EXT ONLY			
11411	08-13-2015	14	INT RENOV	4,500	09-29-2016	100			09-29-2016	NM			02	EXT ONLY			
10529	05-19-2015	42	FIRE PROTEC	3,500	09-29-2016	100			09-29-2016	NM			02	EXT ONLY			
6099	09-06-2013	31	PLUMBING	250	01-30-2014	100			11-05-2015	VS			17	OWN ADD CHG			
LAND LINE VALUATION SECTION																	
B	Use Code	Description	Zone	LA	Land Type	Land Units	Unit Price	I. Factor	Site Index	Cond.	Nbhd.	Nbhd Adj	Location	Adjustme	Adj Unit	Pric	Land Value
1	3260	RESTAURANTS			PRIMARY	0.060	AC	90,000	5.000000	0	1.00	3003	1.000		0	450,000	27,000
Total Card Land Units						0.06	AC	Parcel Total Land Area: 0.06		Total Land Value		27,000		10/2021			

CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)									
Element	Cd	Description	Element	Cd	Description								
Model	00	Vacant	Half Bath Rati										
Style	99	Vacant Land	Extra Fixture(s)										
Grade			Extra Fix Ratin										
Stories													
Units													
Residential Unit													
Comm Units													
Exterior Wall 1													
Exterior Wall 2													
2nd Ext Wall %													
Roof Structure													
Roof Cover													
Interior Wall 1													
Interior Wall 2													
2nd Int Wall %													
Interior Floor 1													
Interior Floor 2													
Basement Floor													
% Heated													
Heat Fuel													
Heat Type													
2nd Heat Type													
2nd % Heated													
# Heat Systems													
AC Percent													
Bedrooms													
Full Bath(s)													
Bath Rating													
3/4 Bath(s)													
3/4 Bath Rating													
Half Bath(s)													
Half Bath Ratin													
Extra Fixture(s)													
OB - OUTBUILDING & YARD ITEMS(L) / XF - BUILDING EXTRA FEATURES(B)													
Code	Description	L/B	Qty	Dim 1	Dim 2	Grade	Condition	Yr Blt	% Gd	Unit Price	Grade Adj.	Appr. Value	
PA	PAVING ASPH	L	1	1	500	C	AV	1986	50	2.57	1.00	600	

CURRENT OWNER		UTILITIES		TOPO		ZONING		CURRENT ASSESSMENT		VISION																																																																	
CITY OF ROCHESTER		0 NONE		0 LEVEL		DT DOWNTOWN		LUC Co Prior Assessed		ROCHESTER, NH																																																																	
31 WAKEFIELD ST		0 CITY WTR PBO		NEIGHBORHOOD				903 9,000																																																																			
ROCHESTER NH 03867-1916		0 GAS		3003				903 1,300																																																																			
		0 UTL ST / TRAF		EXEMPTIONS																																																																							
		0 CITY SEWER		Year Code Description																																																																							
		0 PAVED																																																																									
		0 HEAVY																																																																									
				LEGAL DESCRIPTION																																																																							
<table border="1"> <thead> <tr> <th colspan="2">SALES INFORMATION-GRANTEE</th> <th>BOOK/PAGE</th> <th>SALE DATE</th> <th>SALE PRICE</th> <th>SALE CODE</th> <th colspan="2">PREVIOUS ASSESSMENTS (HISTORY)</th> </tr> <tr> <th>Year</th> <th>Descr</th> <th>Prior Assesse</th> <th>Year</th> <th>Descr</th> <th>Prior Assesse</th> <th>Year</th> <th>Prior Assesse</th> </tr> </thead> <tbody> <tr> <td>81</td> <td></td> <td></td> <td>0</td> <td></td> <td></td> <td>2020</td> <td>9,000</td> </tr> <tr> <td>99</td> <td></td> <td></td> <td>0</td> <td></td> <td></td> <td>2020</td> <td>1,300</td> </tr> <tr> <td>99</td> <td></td> <td></td> <td>0</td> <td></td> <td></td> <td>2020</td> <td>1,300</td> </tr> <tr> <td colspan="2">Total</td> <td colspan="2">10,300</td> <td colspan="2">Total</td> <td colspan="2">9,600</td> </tr> </tbody> </table>												SALES INFORMATION-GRANTEE		BOOK/PAGE	SALE DATE	SALE PRICE	SALE CODE	PREVIOUS ASSESSMENTS (HISTORY)		Year	Descr	Prior Assesse	Year	Descr	Prior Assesse	Year	Prior Assesse	81			0			2020	9,000	99			0			2020	1,300	99			0			2020	1,300	Total		10,300		Total		9,600																	
SALES INFORMATION-GRANTEE		BOOK/PAGE	SALE DATE	SALE PRICE	SALE CODE	PREVIOUS ASSESSMENTS (HISTORY)																																																																					
Year	Descr	Prior Assesse	Year	Descr	Prior Assesse	Year	Prior Assesse																																																																				
81			0			2020	9,000																																																																				
99			0			2020	1,300																																																																				
99			0			2020	1,300																																																																				
Total		10,300		Total		9,600																																																																					
<table border="1"> <thead> <tr> <th colspan="2">BUILDING NOTES</th> <th colspan="2">APPROXIMATED VALUE SUMMARY</th> </tr> <tr> <th>Year</th> <th>Descr</th> <th>Prior Assesse</th> <th>Year</th> <th>Descr</th> <th>Prior Assesse</th> </tr> </thead> <tbody> <tr> <td>81</td> <td></td> <td></td> <td>2020</td> <td>LAND</td> <td>9,000</td> </tr> <tr> <td>99</td> <td></td> <td></td> <td>2020</td> <td>OB</td> <td>1,300</td> </tr> <tr> <td>99</td> <td></td> <td></td> <td>2020</td> <td>OB</td> <td>1,300</td> </tr> <tr> <td colspan="2">Total</td> <td colspan="2">10,300</td> <td colspan="2">Total</td> </tr> </tbody> </table>												BUILDING NOTES		APPROXIMATED VALUE SUMMARY		Year	Descr	Prior Assesse	Year	Descr	Prior Assesse	81			2020	LAND	9,000	99			2020	OB	1,300	99			2020	OB	1,300	Total		10,300		Total																															
BUILDING NOTES		APPROXIMATED VALUE SUMMARY																																																																									
Year	Descr	Prior Assesse	Year	Descr	Prior Assesse																																																																						
81			2020	LAND	9,000																																																																						
99			2020	OB	1,300																																																																						
99			2020	OB	1,300																																																																						
Total		10,300		Total																																																																							
<table border="1"> <thead> <tr> <th colspan="2">BUILDING PERMIT RECORD</th> <th colspan="2">APPROXIMATED VALUE SUMMARY</th> </tr> <tr> <th>Issue Date</th> <th>Permit Id</th> <th>Description</th> <th>Price</th> <th>Insp Date</th> <th>% C</th> <th>Stat</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>												BUILDING PERMIT RECORD		APPROXIMATED VALUE SUMMARY		Issue Date	Permit Id	Description	Price	Insp Date	% C	Stat	Notes																																																				
BUILDING PERMIT RECORD		APPROXIMATED VALUE SUMMARY																																																																									
Issue Date	Permit Id	Description	Price	Insp Date	% C	Stat	Notes																																																																				
<table border="1"> <thead> <tr> <th colspan="2">LAND LINE VALUATION SECTION</th> <th colspan="2">VISIT / CHANGE HISTORY</th> </tr> <tr> <th>B</th> <th>LUC</th> <th>LandU</th> <th>Land Type</th> <th>Loc Adj</th> <th>UnitPric</th> <th>Size Adj</th> <th>Cond</th> <th>Nbhd</th> <th>Nb Adj</th> <th>Inf1</th> <th>Inf1 Adj</th> <th>Inf2</th> <th>Inf2 Adj</th> <th>Inf3</th> <th>Inf3 Adj</th> <th>Adj UnitPrice</th> <th>Appraised Value</th> <th>Assessed Value</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>9030</td> <td>CITY OF RO</td> <td>0.020</td> <td>PRIMARY</td> <td>P</td> <td>1.000</td> <td>90,000</td> <td>5.00000</td> <td>1.00</td> <td>3003</td> <td>1.000</td> <td></td> <td></td> <td></td> <td></td> <td>450,000</td> <td>9,000</td> <td>9,000</td> <td>PER DENNIS/H HISTORICAL DI</td> </tr> <tr> <td colspan="2">Total Card Land Units</td> <td colspan="2"></td> <td colspan="2">0.02</td> <td colspan="2">AC</td> <td colspan="2">Parcel Total Land Area</td> <td colspan="2">0.02</td> <td colspan="2">AC</td> <td colspan="2"></td> <td colspan="2">Total Land Value</td> <td colspan="2">9,000</td> </tr> </tbody> </table>												LAND LINE VALUATION SECTION		VISIT / CHANGE HISTORY		B	LUC	LandU	Land Type	Loc Adj	UnitPric	Size Adj	Cond	Nbhd	Nb Adj	Inf1	Inf1 Adj	Inf2	Inf2 Adj	Inf3	Inf3 Adj	Adj UnitPrice	Appraised Value	Assessed Value	Notes	1	9030	CITY OF RO	0.020	PRIMARY	P	1.000	90,000	5.00000	1.00	3003	1.000					450,000	9,000	9,000	PER DENNIS/H HISTORICAL DI	Total Card Land Units				0.02		AC		Parcel Total Land Area		0.02		AC				Total Land Value		9,000	
LAND LINE VALUATION SECTION		VISIT / CHANGE HISTORY																																																																									
B	LUC	LandU	Land Type	Loc Adj	UnitPric	Size Adj	Cond	Nbhd	Nb Adj	Inf1	Inf1 Adj	Inf2	Inf2 Adj	Inf3	Inf3 Adj	Adj UnitPrice	Appraised Value	Assessed Value	Notes																																																								
1	9030	CITY OF RO	0.020	PRIMARY	P	1.000	90,000	5.00000	1.00	3003	1.000					450,000	9,000	9,000	PER DENNIS/H HISTORICAL DI																																																								
Total Card Land Units				0.02		AC		Parcel Total Land Area		0.02		AC				Total Land Value		9,000																																																									

Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

## **Attachment A to 79-E Application**

### **Public Benefits Provided by Project**

1. The project will enhance the economic vitality of the designated area:

This innovative infill development project will substantially enhance the economic vitality of the North Main Street of the Rochester downtown area. It will merge two properties in the heart of the downtown and construct on the site a high quality building which will contain a ground floor restaurant and five upper stories which will contain market rate apartment units. In addition to the economic vitality which will naturally result from a new restaurant and new market rate residential space in the heart of downtown, the project will also act as an example for others to choose downtown Rochester for similar development of commercial and/or residential opportunities. Attracting new development is a specific goal set out in the 2019 Downtown Market Plan, and this project will hopefully be one of several new development projects.

2. The project promotes the development of municipal centers, providing for efficiency, safety and a greater sense of community, consistent with RSA 9-B.

By creating market rate housing in the downtown, and offering food service in the same building, with additional services nearby, this project will act to stimulate a sense of community for those who do not wish to commute to Rochester to work in existing or newly created business ventures in Rochester. Instead, this project will provide an opportunity for people who wish to live and work in Rochester. It will also provide for efficiency and safety in that it encourages “staying in place “in the downtown for living, eating and recreational purposes.

3. The project increases residential housing in urban or town centers.

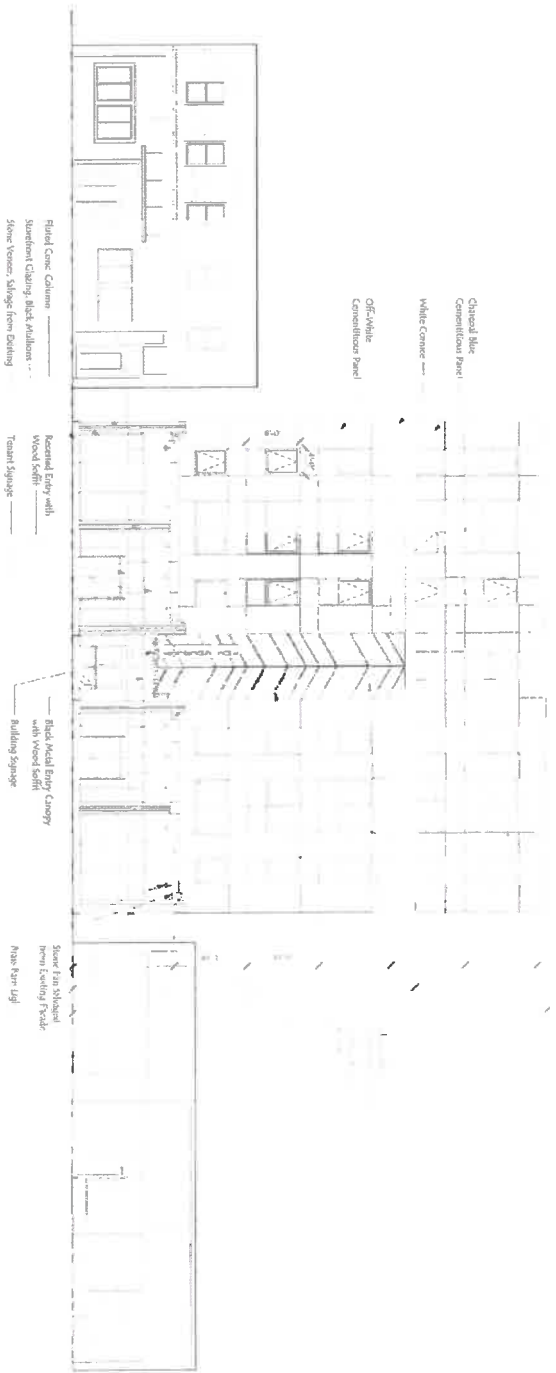
The need for housing of many types and for many price ranges remains significant throughout the Seacoast area, including Rochester. By offering a unique opportunity for residential housing at this site, the project will assist with the housing need generally and will do so in the downtown, thus providing many of the side benefits described above.

**Attachment B to 79-E Application****Tax Card Information**

Address	Map/Lot	Year Built	Square Footage	Condition	Zoning
45 North Main Street	121,373	1880	6,192	Fair	Downtown Commercial
55 North Main Street	121,372	1915	12,750	Average	Downtown Commercial
8 Barker Court	131,400				Downtown Commercial

## **ARCHITECTURAL PLANS**

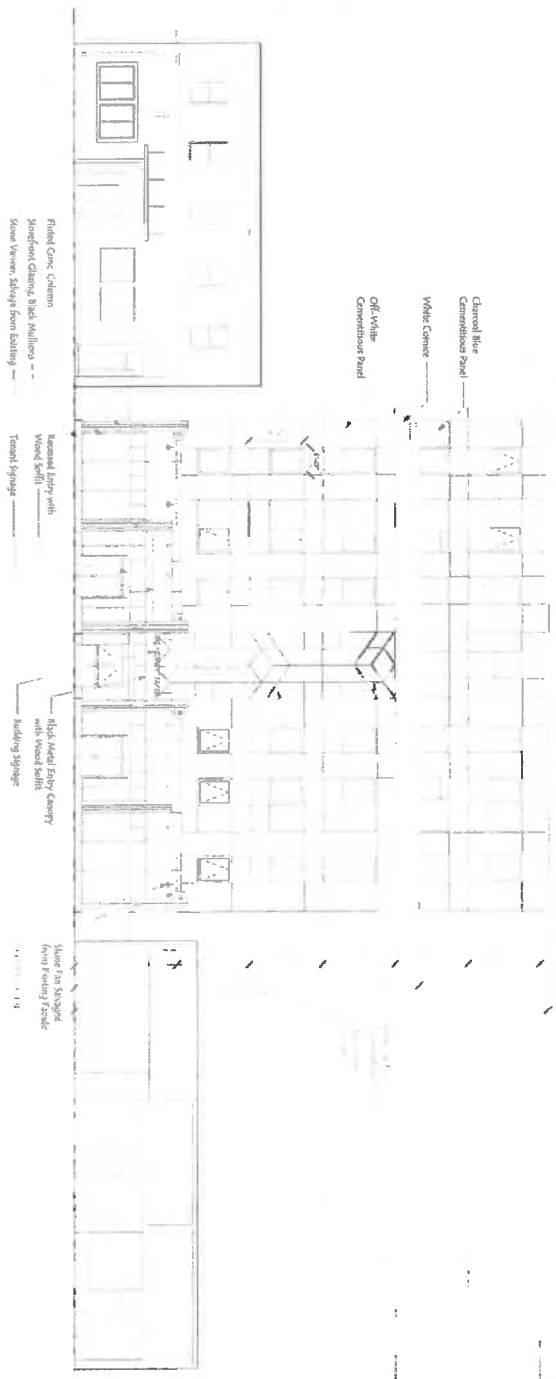
1 MAIN STREET ELEVATION  
SCALE 1/8" = 1'-0"











1 MAIN STREET ELEVATION  
SCALE 1/8" = 1'-0"

OPTION B

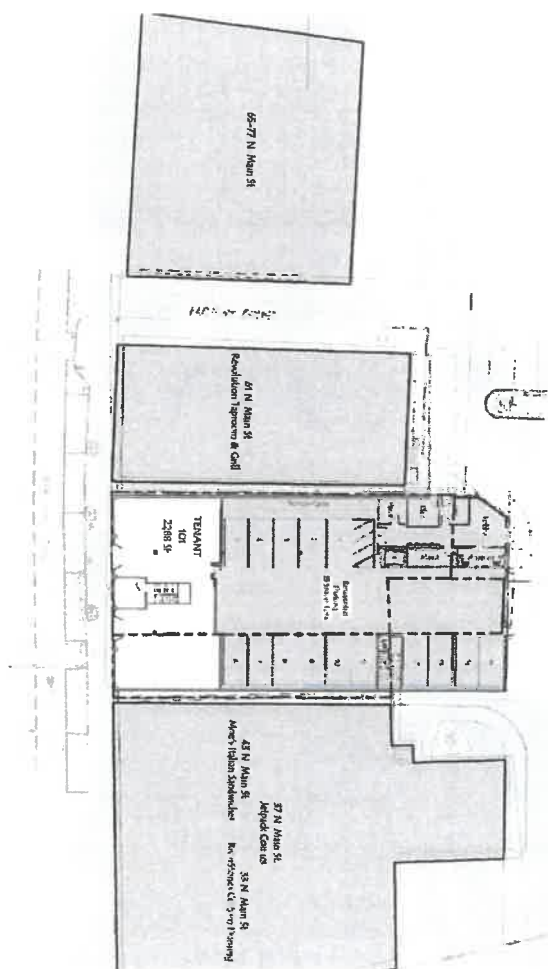
55 N. Main Rochester, NH  
MAIN STREET ELEVATION

23 September, 2021





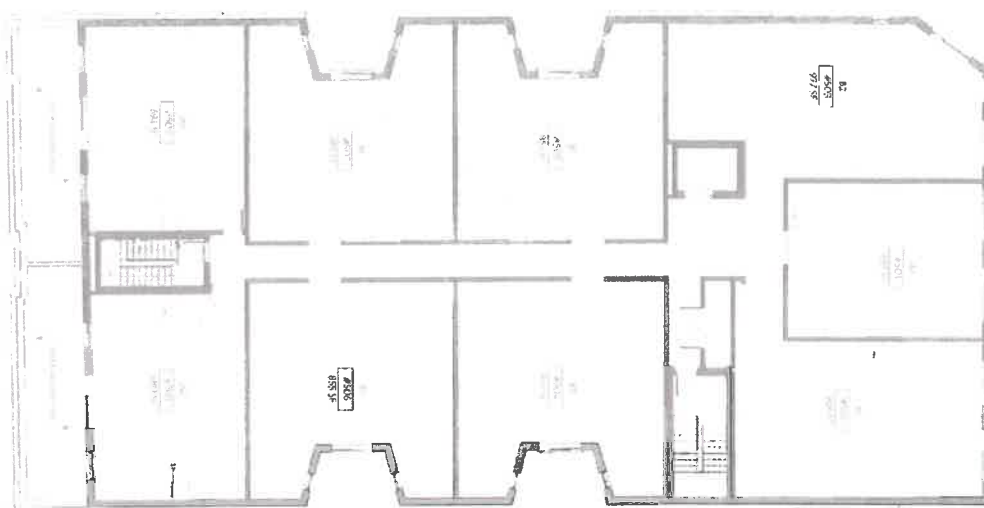
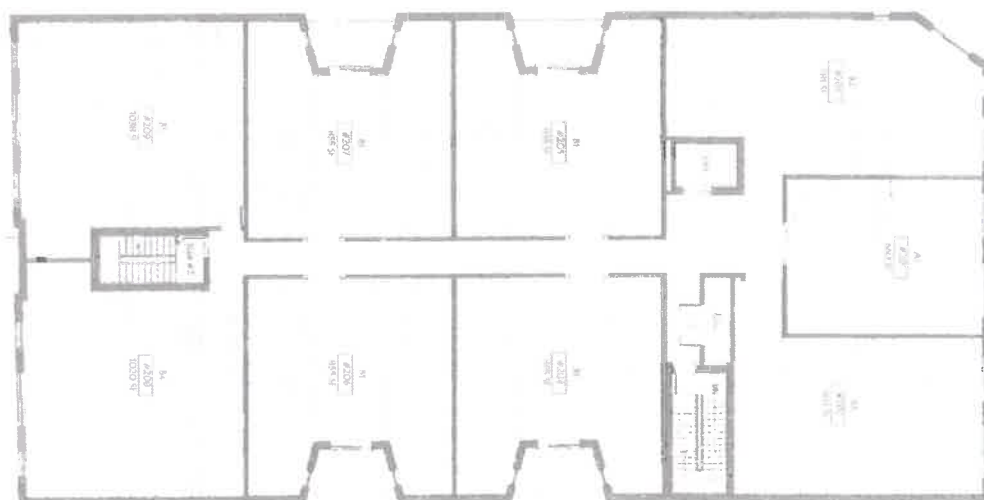




1  
SITE PLAN  
SCALE: 1" = 20'-0"

55 N MAIN ROCHESTER, NH

1 SEPTEMBER, 2021



55 N. MAIN ROCHESTER, NH

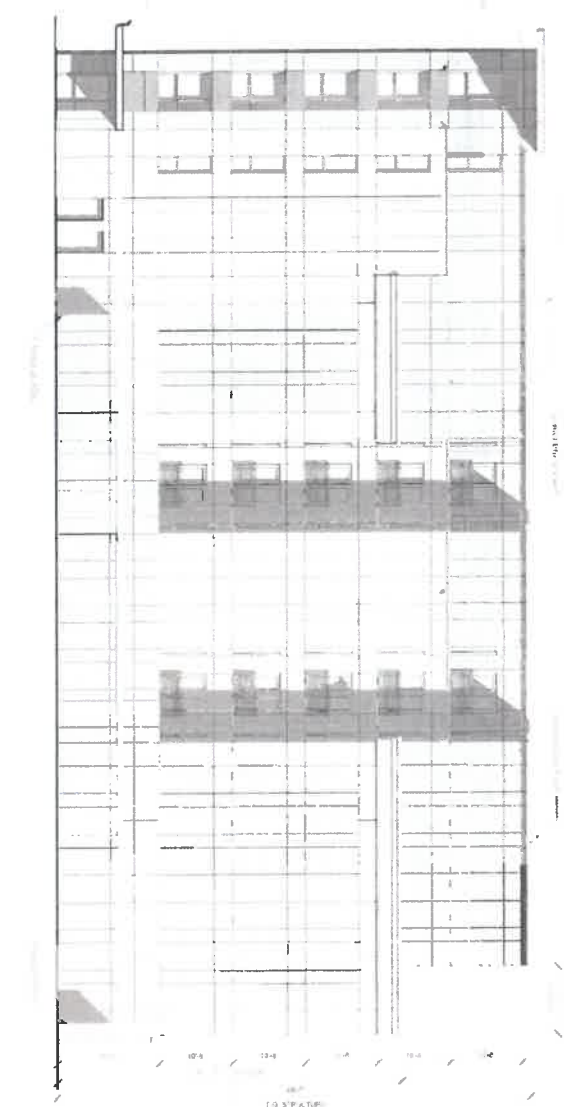
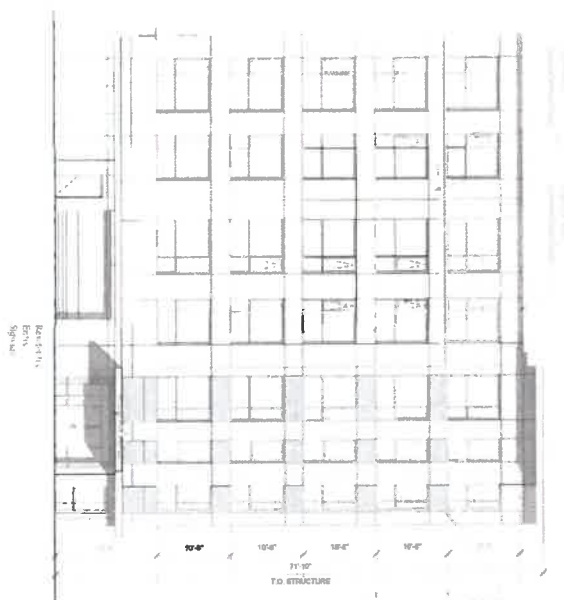
1 SEPTEMBER, 2021

MARKET  
SQUARE  
ARCHITECTS

2  
SCALE 1/8" = 1'-0"

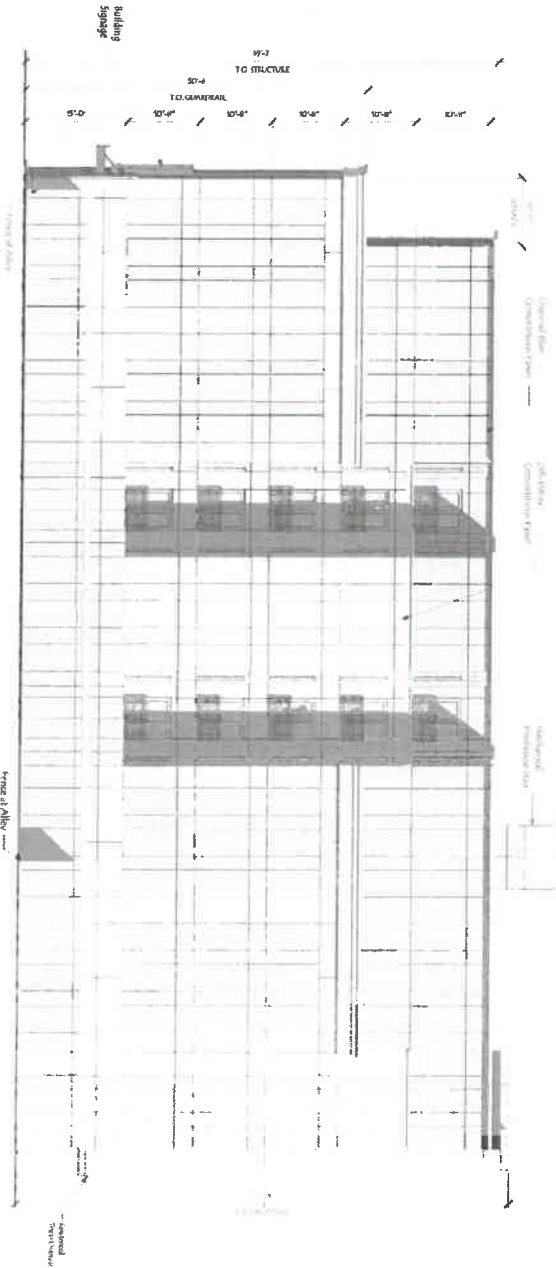


1 SEPTEMBER, 2021



35 N. MAIN ROCHESTER, NH  
PROJECT NO. 2021-001

1 EAST ELEVATION  
SCALE: 1/8" = 1'-0"



1 SEPTEMBER, 2021



55 N MAIN ROCHESTER, NH  
VIRAD CHURCH, 1000-1001

1 SEPTEMBER, 2021

MARKET  
SQUARE  
ARCHITECTS  
A DIVISION OF MARKET SQUARE



PROJECT NO. 2021-01  
55 N. MAIN, ROCHESTER, NH  
RENDERING, 10/10/2021, 11:00 AM

1 SEPTEMBER, 2021



35 N. MAIN ROCHESTER, NH  
PLANNING AND DESIGN

1 SEPTEMBER, 2021

**MINUTES OF HDC MEETINGS  
HELD SEPTEMBER 1 AND SEPTEMBER 15, 2021**



**HISTORIC DISTRICT COMMISSION  
SPECIAL MEETING**

**Minutes**

**City of Rochester**

**Wednesday September 1, 2021**

*City Hall Annex (second floor conference room)*

**33 Wakefield Street, Rochester, NH**

*(These minutes were approved on September 15, 2021)*

**Members Present**

Molly Meulenbroek, *Chair*

Peter Bruckner

Laura Hainey

Marilyn Jones

Alec Taliaferro

Matthew Winders

**Members Absent**

Staff: Shanna B. Saunders, *Director of Planning & Development*

Crystal Galloway, *Planner I*

**I. Call to Order.** Ms. Meulenbroek called the meeting to order at 7:00 p.m.

**II. Approval of Minutes**

The minutes from August 18, 2021 were reviewed.

*A motion was made by Mr. Winders and seconded by Ms. Jones to approve the August 18, 2021 minutes. The motion carried unanimously.*

**III. G & P Boston Properties, LLC, 45 & 55 North Main Street (by Market Square Architects) Demolition of existing buildings and approval of new construction.**

Christine Castaldo of Market Square Architects presented the proposed revised plans. She explained they set the front stairs of the residential entrance back which created a small lobby.

Ms. Castaldo said they are proposing to reuse four of the six architectural façade art deco fans from the existing Hoffman building. She said they have added the address signage to the front of the canopy. The fluted columns will replicate the existing columns, and the windows are now evenly spaced and less modern. Ms. Castaldo explained they have added a cornice to the top of the stepback of the building which will wrap around the building to break up the large concrete wall. She said the cornice will also act as the railing for the decks that are created.

To finish, Ms. Castaldo passed around samples of the materials they are proposing along with color samples for the muted gray and slate blue panels.

The Commission overall was pleased with the revisions as it reflected more of the Hoffman building that will be demolished. Mr. Bruckner asked that all existing pre-cast elements be retained and stored until development has been completed.

He also asked that Ms. Castaldo work with staff on the grey medallion portion of the center portion of the building between the sign and the roof to incorporate more art deco elements.

Ms. Meulenbroek asked the members of the public that were in attendance at the meeting if they wished to speak.

Rochester resident Tim Howser said it is nice to see development in downtown. He said it will be nice to bring more residential units into downtown.

Whitney Belton with the Rochester Economic Development Committee said development in downtown is helpful to bring people into the city. She said she likes that the developer is proposing a taller building because it adds density.

Ms. Meulenbroek said the Commission is not here to stop development, they just need to make sure this building is thoughtfully done.

*Ms. Meulenbroek noted that 55 North Main Street is recognized as a 1930's Art Deco and the only example of its type in Rochester. The Historic District recognizes that this building has been vacant for 25 years and has added to the blight and public safety of Downtown. Time alone has shown that the owner has been unable to make the needed repairs and the Historic District Commission has received no interest from the public to move the building to another appropriate location.*

*For that reason this Commission moves to permit, with a condition, the demolition of the structure in order to rebuild per the plans dated 1 September 2021 by Market Square Architects. Demolition shall not occur until the site plan for redevelopment is approved by the Planning Board with the condition the Art Deco pre-cast elements of the existing building are to be removed and stored for reference for the timeframe that the new building is under construction. These elements may be disposed of once a Certificate of Occupancy for the new building is obtained. The Commission recommends these elements be offered to the Rochester Historic Society before disposal.*

*Mr. Winders seconded. The motion carried by a 5-1 roll call vote. Ms. Meulenbroek abstained.*

*Ms. Meulenbroek noted that 45 North Main Street, known as the Chesley building is a 1870's commercial Italianate, and although there has been some major alterations, in 1983 it was also one of the few commercial Italianate buildings in Downtown. A recent report has shown that although the building is structurally sound, the foundation is not and has allowed the building to lean. Repairs are extremely costly. The Historic District Commission has received no interest from the public to move the building to another appropriate location.*

*For that reason this Commission moves to permit demolition of the structure in order to rebuild per the plans dated 1 September 2021 by Market Square Architects. Demolition shall not occur until the site plan for redevelopment is approved by the Planning Board.*

*Mr. Winders seconded. The motion carried by a 5-1 roll call vote. Ms. Meulenbroek abstained.*

*Ms. Meulenbroek motioned that the proposed architectural plan for reconstruction of a new building for both 45 and 55 North Main Street, per the plans dated 1 September 2021 by Market Square Architects, be granted a certificate of appropriateness contingent on the following:*

- 1. The lots be merged as part of the site plan process before the Planning Board.*
- 2. The applicant shall work with Staff on incorporating more Art Deco elements into the center portion of the building between the sign and the roof including the grey "medallion". There is no work needed on the signs.*

*The motion carried unanimously by a roll call vote.*

#### **IV. Other Business**

Mr. Winders told the other members he was able to get ahold of someone from the Historical Society and will be going the following week to do more research for the website.

#### **V. Adjournment**

*A motion was made by Mr. Bruckner and seconded by Mr. Winders to adjourn at 7:55pm. The motion carried unanimously.*

Respectfully submitted,  
Crystal Galloway,  
Planner I



**HISTORIC DISTRICT COMMISSION  
SPECIAL MEETING**

**Minutes**

**City of Rochester**

**Wednesday September 15, 2021**

*City Hall Annex (second floor conference room)*

**33 Wakefield Street, Rochester, NH**

*(These minutes were approved on, 2021)*

**Members Present**

Molly Meulenbroek, *Chair*

Peter Bruckner

Laura Hainey

Matthew Winders

**Members Absent**

Marilyn Jones

Alec Taliaferro

Staff: Crystal Galloway, *Planner I*

**I. Call to Order.** Ms. Meulenbroek called the meeting to order at 7:00 p.m.

**II. Approval of Minutes**

The minutes from September 1, 2021 were reviewed.

*A motion was made by Mr. Winders and seconded by Ms. Hainey to approve the September 1, 2021 minutes. The motion carried unanimously.*

**III. Scenic Salinger, LLC, 10 & 14 North Main Street**

Carla GoodKnight of CJ Architects explained the proposed amendment to add a deck to the roof of the Scenic Theater building. She said it will be set back from the street view and tucked in the corner of the two buildings.

Ms. GoodKnight showed the Commission members renderings of the different street views that showed the proposed deck will not be visible from the street.

*A motion was made by Mr. Bruckner and seconded by Mr. Winders to approve the amendment to add a roof deck as presented. The motion carried unanimously.*

Paul Goodwin of Chinburg Properties explained to the Commission the original plan was to salvage and restore the existing windows in the Salinger building however, some of them are too far gone to be salvaged. He said he can replace them in-kind with vinyl windows.

The Commission felt Staff could approve this administratively.

#### **IV. Other Business**

##### **A. Election of Vice Chair**

Ms. Meulenbroek said she would like to wait until the full commission is present.

##### **B. Other**

Mr. Bruckner told the Commission members he met with the two architects who are working on the Hoffman building. He said they showed him three proposals for the center medallion. Mr. Bruckner suggested setting up a subcommittee to oversee the demolition and rebuild. He said the subcommittee will look at the pieces to be saved during the demolition process and hopefully all the precast elements will find a home on the new building. Mr. Winders volunteered to work with Mr. Bruckner.

*A motion was made by Ms. Meulenbroek and seconded by Mr. Bruckner to set up a subcommittee to monitor the demolition and rebuild of the Hoffman building. The committee members will be Mr. Bruckner and Mr. Winders. The motion carried unanimously.*

Mr. Winders gave the Commission an update on the historical map he is working on. He said he was able to get in to the Historical Society and found a lot a pictures for the map.

#### **V. Adjournment**

*A motion was made by Mr. Winders to adjourn at 7:22pm. The motion carried unanimously.*

Respectfully submitted,  
Crystal Galloway,  
Planner I

**LETTER OF AUTHORIZATION**

## LETTER OF AUTHORIZATION

I, Lilac City Development, LLC, owner of 45 North Main Street, Rochester, New Hampshire, depicted on Tax Map 121, Lot 373, does hereby authorize G&P Boston Properties, LLC, and Donahue, Tucker and Ciandella, PLLC, to execute any land use applications and/or applications for Community Revitalization Tax Relief to the City of Rochester and to take any action necessary for the application and permitting process, including but not limited to, attendance and presentation at public hearings, of the said property.

Dated:

9/28/21

LILAC CITY DEVELOPMENT, LLC

  
\_\_\_\_\_  
Gregory J. Grant, Manager

## LETTER OF AUTHORIZATION

I, Blaine Cox, City Manager of the City of Rochester, owner of property depicted on Tax Map 121, Lots 372 and 400, does hereby authorize Lilac City Development, LLC and Donahue, Tucker and Ciandella, PLLC, to execute any land use applications and/or applications for Community Revitalization Tax Relief to the City of Rochester and to take any action necessary for the application and permitting process, including but not limited to, attendance and presentation at public hearings, of the said property.

Dated: 9/27/2021

CITY OF ROCHESTER

DocuSigned by:

*Blaine Cox*

B4F8B7D07D604EB...

Blaine Cox, City Manager

S:\GA-GL\G&P BOSTON PROPERTIES\LETTER OF AUTHORIZATION CITY.DOCX

**Resolution Approving Amendment to the Tri-City Agreement with Community Action Partnership for Warming Center Staffing**

**WHEREAS:** The City of Dover owns a facility that has been outfitted to function as an emergency cold weather warming center at 30 Willand Drive, Somersworth, N.H. (“Warming Center”) to be used as an Emergency Extreme Cold Weather Warming Center in the area to provide for the welfare of those in need and meets safety needs related to COVID-19; and

**WHEREAS:** The Tri-City Partnership, led by the Cities of Dover, Rochester and Somersworth seek to engage the Community Action Partnership of Strafford County (“CAP”) to operate the Warming Center on an as needed basis through the 2021 – 2022 winter season; and

**WHEREAS:** The Cities of Dover, Rochester and Somersworth are supportive of extending the operations of the Warming Center to 7 nights per week and 24 hours per day on all weekends during the 2021 – 2022 winter season;

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

The City Manager is hereby authorized to enter into an amended and restated agreement with the Cities of Dover, Somersworth, and the Community Action Partnership of Strafford County, for the staffing and operation of the center 7 nights per week and 24 hours per day on weekends through this winter.

**AND, FURTHER BE IT RESOLVED THAT:**

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.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

**Winter Shelter @ Willand Pond****November 29 - April 1****123 days, 18 weeks, 6 holidays, est 30 clients****Open 5p - 8a Mon-Fri, 24 hours Sat-Sun, Holidays, and Storm Days**

<b>Revenue</b>	<b>Estimate</b>	<b>Amount</b>
City of Dover	committed	\$ 49,999.00
City of Rochester	committed	\$ 49,999.00
NHERAP	\$30/bed night	\$ 92,250.00
In-kind	meals	\$ 73,800.00
Donations	monetary	\$ 10,000.00
<b><u>TOTAL</u></b>		<b><u>\$ 276,048.00</u></b>

<b>Expense</b>	<b>Estimate</b>	<b>Amount</b>
Salary	full time and per diem	\$134,305.00
Benefits	WC, taxes, benefits	\$37,605.40
<b><u>Total Staffing</u></b>		<b><u>\$171,910.40</u></b>

Safety/Cleaning Supplies	140/wk	\$2,520.00
Paper Goods	170/wk	\$3,060.00
Van Gas	50/wk	\$900.00
Bus Tickets	5/wk for 30 Cts	\$2,025.00
Background Check	20 x \$50	\$1,000.00
Medical		\$2,000.00
Nutrition supplement		\$2,500.00
misc.		\$1,000.00
<b><u>Total Supplies</u></b>		<b><u>\$15,005.00</u></b>

Laundry	\$750/wk	\$13,500.00
<b><u>Total Services</u></b>		<b><u>\$13,500.00</u></b>

Meals 2/day @ \$10/meal	\$4,200/wk	\$75,600.00
<b><u>Total meals donated</u></b>		<b><u>\$75,600.00</u></b>

Total Cost		<b><u>\$276,015.40</u></b>
------------	--	----------------------------

Donations:	Meals	Paid by Dover:	Electricity
	Snacks		Internet
	Beverages		Snow Removal
	Laundry Detergent		Trash Removal
	Personal Hygiene Products		Heat/Hot Water
	Face Cloths/Towels		Professional Cleaning

---

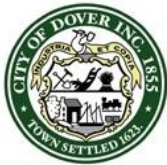
*Intentionally  
left blank...*

---

City Clerk's Office

---

---



CITY OF DOVER

11/10/2021

288 CENTRAL AVENUE  
DOVER, NH 03820  
[WWW.DOVER.NH.GOV](http://WWW.DOVER.NH.GOV)  
603.516.6000

**AMENDED AND RESTATED AGREEMENT FOR USE OF WILLAND  
EMERGENCY COLD WEATHER WARMING CENTER**

This Emergency Cold Weather Warming Center Operations Agreement (the “Agreement”) is amended and restated~~entered into~~ this \_\_\_\_ day of \_\_\_\_\_, 2021, between **THE CITY OF DOVER**, a municipal corporation, 288 Central Avenue, Dover, New Hampshire 03820, **THE CITY OF ROCHESTER**, a municipal corporation, 31 Wakefield Street, Rochester, New Hampshire 03867, **THE CITY OF SOMERSWORTH**, a municipal corporation, One Government Way, Somersworth, New Hampshire 03878, (collectively the “Municipalities”) and **COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY**, (“CAP”), 577 Central Ave., Suite 10, Dover, New Hampshire 03820. This amended and restated agreement supercedes and replaces in its entirety the agreement previously entered into on September 29, 2021.

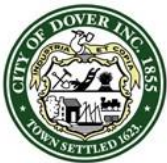
**WHEREAS**, the City of Dover owns a facility that has been outfitted to function as an emergency cold weather warming center at 30 Willand Drive, Somersworth, N.H. (“Warming Center”);

**WHEREAS**, the Cities of Dover, Rochester and Somersworth ~~seek to previously~~ engaged CAP to operate the Warming Center on an as needed basis through the 2021 – 2022 winter season;

**WHEREAS**, the Cities of Dover, Rochester and Somersworth are supportive of extending the operations of the Warming Center to 7 nights per week and 24 hours per day on all weekends during the 2021 – 2022 winter season;

**NOW THEREFORE**, for consideration received and acknowledged herein, the parties agree as follows:

1. **Purpose.** This Agreement is to formally memorialize an agreement between the parties and authorize CAP, to provide staffing and coordination of services for the Warming Center, operations during the 2021 – 2022 winter season~~as needed~~.
2. **Scope of Services.** During ~~extreme cold weather events as determined by the tri-city Emergency Management Directors (“EMD’s”), between~~ the period of November 29, 2021 to April 1, 2022, CAP shall staff, and operate the Warming Center and provide coordination of related services between the hours of 5 p.m. and 8 a.m, Mon-Fri, and for 24 hours per day on all weekends. ~~The EMD’s will consult with each other and State officials to determine when an activation of the Warming Center is necessary given forecasts of life threatening weather conditions. One of the EMD’s will be designated to serve as the point of contact with CAP to give advance notice of the need for an activation. When activated and in operation, the Warming Center shall be open and staffed by CAP between the hours of 4 p.m. and 10 a.m.. In addition, D~~ during extended multi-day weather events, the tri-city Emergency Management Directors (EMD’s) may request, and CAP may extend, the operating hours of the Warming Center to remain open and staffed between ~~10-8~~ 54 a.m. and 54 p.m. Mon-Fri until the end of the weather event. Such Warming Center services provided by CAP shall include, but not be limited to:



CITY OF DOVER

11/10/2021

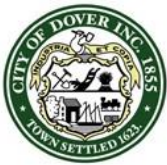
288 CENTRAL AVENUE  
DOVER, NH 03820  
WWW.DOVER.NH.GOV  
603.516.6000

- a. Allocate 1 full-time paid CAP staff to serve as a Warming Center Manager for the term of this agreement that will hire, train, and supervise staff, as well as develop and institute program policies and procedures, manage staffing schedules, and evaluate and resolve staff and/or client conflicts related to the Warming Center operations.
- b. Allocate 2 additional full-time CAP staff to serve as program staff for the term of this agreement that will deliver direct care services to Warming Center clientele ~~during activations~~. Services provided will include sign in/out, safety monitoring, conflict resolution, management of client shower and laundry, dispensing of personal care products, cleaning of facility, and implementing and enforcing shelter policies. Program Staff will also operate the shelter van to transport clients to/from the bus stop during shelter open/close hours.
- c. Minimum of two paid staff (full and/or part-time) ~~to shall~~ be present at the facility while open and accessible to clientele from 10pm to 6am during Warming Center activations, with 1 paid staff, supplemented by volunteers, from 4pm to 10pm and from 6am to 10am. On-duty paid staff may be assisted but not supplanted by volunteers.
- d. Maintain sheltering supplies, clean and/or sanitize facility equipment, bathrooms/showers and bedding, as needed.

The City of Dover, as the building owner, will be responsible for all building and grounds costs including maintenance, utility, and snow removal. Additionally, the City of Dover will also provide a passenger van, with ~~fuel and~~ maintenance support, for use by approved CAP staff.

The City of Somersworth, as the host community, will provide in kind services of police, fire, ambulance and other essential municipal services available to property owners in their community.

3. **Reporting/Cooperation.** For the term of this Agreement, CAP shall provide usage reports ~~following each activation~~ on a weekly basis identifying demographics and services provided for ~~of~~ clientele served at the Warming Center. In the event the Municipalities may need more or other reports, information, documents, or acts as required by granting authorities, CAP agrees to fully cooperate with fulfilling such requirements.
4. **Changes to the Cost of the Work and the Scope of Services.** Changes to the cost of the work and the Scope of Services shall be made in writing by mutual agreement prior to the performance of the work.
5. **Term.** CAP shall commence work upon the execution of this Agreement. This Agreement is effective upon the signing of the Agreement ~~from November 29, 2021 to April 1, 2022~~ and the Warming Center Operations will run from Nov. 29, 2021 to April 1, 2022, at which time this Agreement will terminate. Afterwhich, CAP and the municipalities agree



CITY OF DOVER

11/10/2021

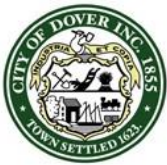
288 CENTRAL AVENUE  
DOVER, NH 03820  
WWW.DOVER.NH.GOV  
603.516.6000

to assist in the disposition of the Warming Center facility. The City of Dover shall retain the sole right to determine the use and distribution of the proceeds from sale of the facility and the re-allocation and continued use of the furnishings and equipment within the facility.

6. **Cost and Payment.** The Warming Center budget attached as Exhibit A and provided by CAP, details the approved costs for operating the Warming Shelter. The Cities of Dover and Rochester shall provide an amount of \$49,433.50 each in support of these costs, totaling \$98,867. Provided such services fall within the aforesaid grant requirements, the Cities of Dover and Rochester shall pay the CAP within thirty (30) days upon performance and presentation of an invoice supplied by CAP detailing the work performed. Invoices will be presented monthly by CAP, separately to each community for their share of services rendered.

**7. Insurance.**

- a. CAP shall secure and maintain for the duration of this Agreement a General Liability Insurance policy or policies at no cost to the Municipalities. The coverage of said insurance policy shall be in an amount of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate. An insurance certificate shall be supplied to the Municipalities by CAP, as well as proof of an endorsement or policy additional insured provisions confirming the Municipalities' additional insured status. The Municipalities shall be named as an additional insured on CAP's general liability insurance policy, which coverage shall apply on a primary and noncontributory basis, and, subject to the dollar amounts specified above, cover the Municipalities with the same scope of coverage provided to CAP under the general liability policy without subjecting the Municipalities to any different or additional terms, conditions, limitations or exclusions. A condition of the insurance coverage shall be thirty (30) days' notice to the Municipalities prior to cancellation of the policy. CAP shall also provide the Municipalities certificates of renewal and, if requested, proof of an endorsement or policy additional insured provisions for any applicable insurance policy no later than ten (10) business days prior to the expiration of said policy. For purposes of the insurance required by this paragraph, to the extent the Municipalities and CAP are insured or covered by the same insurer or risk pool with respect to a claim, then the parties hereby agree that, as between the Municipalities and CAP, whichever party is or may be found to be primarily at fault for any asserted claim shall bear the adverse impact (or experience factor) for purposes of future insurance or risk pooling underwriting, risk rating, costs, or premium determinations.
- b. CAP shall secure and maintain for the duration of this Agreement Automobile Liability Insurance covering the operation of all motor vehicles, including those hired and borrowed, used by CAP in connection with this Agreement at no cost to the Municipalities. The coverage of said insurance policy shall be in the amount



CITY OF DOVER

11/10/2021

288 CENTRAL AVENUE  
DOVER, NH 03820  
WWW.DOVER.NH.GOV  
603.516.6000

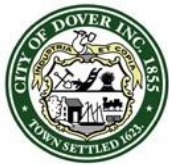
of not less than Five Hundred Thousand Dollars (\$500,000) for all damages arising out of bodily injuries to or death of one person and subject to that limit for each person, a total limit of at least One Million Dollars (\$1,000,000) for all damages arising out of bodily injuries to or death of two or more persons in any one accident or occurrence. An insurance certificate shall be supplied to the Municipalities by CAP. CAP shall also provide the Municipalities certificates of renewal for any applicable insurance policy no later than ten (10) business days prior to the expiration of said policy. For purposes of the insurance required by this paragraph, to the extent the Municipalities and CAP are insured or covered by the same insurer or risk pool with respect to a claim, then the parties hereby agree that, as between the Municipalities and CAP, whichever party is or may be found to be primarily at fault for any asserted claim shall bear the adverse impact (or experience factor) for purposes of future insurance or risk pooling underwriting, risk rating, costs, or premium determinations.

- c. By signing this Agreement, CAP agrees, certifies, and warrants that CAP is in compliance with, or exempt from, the requirements of New Hampshire RSA Chapter 281-A, regarding workers' compensation insurance. The Vendor shall maintain statutory workers' compensation insurance coverage for all of its employees as required by said law.

8. **Indemnification.** Community Action Partnership of Strafford County, as a condition of operating the Warming Center, shall defend (with counsel acceptable to the Municipalities), indemnify, and hold harmless the Municipalities and their public officials, officers, employees, agents, and/or contractors (collectively "Indemnitees") for any injury, bodily injury, property damage, accident, fire, loss, theft or other casualty of any kind whatsoever, including but not limited to injuries or damages caused by or to clients or prospective clients of the Warming Center together with any manner of property damage or injury to the Municipalities, which occurs or is alleged to have occur in relation to and/or arising out of the preparation and/or operation of the Warming Center by CAP and/or CAP's agents, employees, volunteers, contractors, vendors, and/or consultants.

The Indemnitees shall promptly, and no later than thirty (30) days after receiving actual notice of a claim, notify CAP in writing of said claim. Thereafter, CAP shall promptly provide a defense to the Indemnitees with counsel reasonably acceptable to the Indemnitees. The Indemnitees shall cooperate with CAP in defending any claims for which indemnification is sought and make available witnesses, documents and materials as may be reasonably necessary for the defense of the indemnified matter.

CAP's obligations to defend, indemnify, and hold harmless the Indemnitees provided herein shall endure and continue to and until the last to occur of (i) the last date permitted by law for the bringing of any claim or action with respect to which indemnification may be claimed or (ii) the date on which all claims or actions for which indemnification may be claimed are fully and finally resolved and, if applicable, with respect to each such claim and



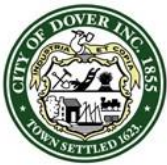
CITY OF DOVER

11/10/2021

288 CENTRAL AVENUE  
DOVER, NH 03820  
WWW.DOVER.NH.GOV  
603.516.6000

action, any compromise thereof or judgment or award thereon is paid in full by CAP, and the Indemnitees are reimbursed for any amounts paid and compromised thereof or upon a judgment or award thereon and in defense of such action or claim.

9. **Warranty:** CAP shall perform the work within the Scope of Services commensurate with the standard of the trade/industry involved in the performance of this Agreement. In connection with the performance of the Scope of Services, CAP shall comply with all statutes, laws, regulations, and applicable orders, whether federal, state, or local.
10. **Dispute resolution.** All parties are entitled to all available legal and equitable remedies within the jurisdiction of the courts of the State of New Hampshire. All parties consent to venue and personal jurisdiction in the State of New Hampshire. Venue shall be Strafford County.
11. **Termination.** Any party may terminate this Agreement without cause upon thirty (30) days written notice subject to an obligation to pay for services satisfactorily rendered, or performance of services already paid for. Warranties shall not be subject to termination.
12. **Binding.** This Agreement shall be binding upon all parties, their heirs, executors, administrators, successors and assigns.
13. **Waiver of breach.** No failure by the Municipalities to enforce any provisions of this Agreement shall be deemed a waiver of their rights under this Agreement.
14. **Applicable law.** This Agreement shall be deemed to have been entered into in the State of New Hampshire and shall be construed in accordance with the laws of the State of New Hampshire.
15. **Third parties.** Nothing in this Agreement, expressed or implied, is intended to or shall be construed to confer upon or to give to any person or entity other than the Municipalities and CAP any rights, remedies or claims under or by reason of this Agreement or any covenants, conditions or stipulations hereof, and all covenants, conditions, promises and agreements in this Agreement contained by or on behalf of the Municipalities or CAP shall be for the sole and exclusive benefit of the Municipalities and CAP.
16. **Review.** The parties to this Agreement acknowledge that they enter into this Agreement voluntarily and have had the opportunity to review this Agreement with legal counsel prior to signing.
17. **Personnel.** CAP shall provide all personnel necessary to perform the work under this Agreement. CAP warrants that all personnel shall be qualified to perform the work under the Scope of Services and shall be properly licensed and otherwise authorized to



CITY OF DOVER

11/10/2021

288 CENTRAL AVENUE  
DOVER, NH 03820  
WWW.DOVER.NH.GOV  
603.516.6000

do so under all applicable laws.

18. **Assignment/Delegation/Subcontracts.** CAP shall not assign, or otherwise transfer, any interest in this Agreement without the prior written consent of the Municipalities. CAP may subcontract with reasonable prior notification to the Municipalities, who reserves the right to object to such subcontract.
19. **Contractor's Relation to the Municipalities.** In the performance of this Agreement CAP is in all respects an independent contractor with control over the means and methods of the warming center program, and is neither an agent, joint venture, partner, nor employee of the Municipalities. CAP, and not the Municipalities, is solely responsible for operating the Warming Center and any related program or service, as well as observance of any and all applicable laws, including but not limited to federal and state medical privacy laws that may be applicable. Entities must be in good standing with the Secretary of State's Office in the state of incorporation and registered to conduct business in the State of New Hampshire to the extent required by law.
20. **Confidentiality.** Confidentiality of any and all information/data held by the Municipalities under or related to this Agreement shall be governed by New Hampshire RSA Chapter 91-A.
21. **Amendment.** This Agreement may be amended, waived, or discharged only by an instrument in writing signed by the parties hereto.
22. **Construction and Headings.** The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party. The headings throughout this Agreement are for reference purposes only, and the words contained therein shall in no way be used to explain, modify, amplify, or aid in the interpretation, construction, or meaning of the provisions of this Agreement.
23. **Notice.** Any notice by a party hereto to the other party to this Agreement shall be provided as follows:

City of Dover  
Michael Joyal, Jr., City Manager  
288 Central Avenue  
Dover, NH 03820

Community Action Partnership of Strafford County  
Betsey Andrews-Parker, Executive Director  
577 Central Avenue, Suite 10  
Dover, NH 03820

City of Rochester  
Blaine Cox, City Manager  
31 Wakefield Street

City of Somersworth  
Robert M. Belmore, City Manager  
One Government Way



CITY OF DOVER

11/10/2021

288 CENTRAL AVENUE  
DOVER, NH 03820  
WWW.DOVER.NH.GOV  
603.516.6000

Rochester, NH 03867

Somersworth, NH 03878

24. **Severability.** In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement shall remain in full force and effect. The parties agree to reform this Agreement to replace any such invalid or unenforceable provision with a valid enforceable provision that comes as close as possible to the intention of the stricken provision.
25. **Appropriations:** Continuation of the Agreement is contingent upon the appropriation of funds. All obligations of the Municipalities stated in this agreement, including, but not limited to, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds by the Municipalities' respective City Councils and in no event will the Municipalities be liable for any payments or obligation hereunder in excess of such appropriated funds. The Municipalities shall not be required to transfer funds from any other account to satisfy payments hereunder. CAP will have the right to terminate this agreement immediately upon receiving notice of such termination due to the non-appropriation of funds.
26. **Immunity:** Nothing within this Agreement shall be deemed to constitute a waiver of any immunity of the Municipalities, which immunities are hereby reserved to the Municipalities. This covenant shall survive the termination of this contract's conclusion.
27. **Grant Requirements.** CAP acknowledges the obligations of the Municipalities pursuant to the Coronavirus State and Local Fiscal Recovery Fund, established by the American Rescue Plan Act of 2021, including but not limited to all obligations of contractors and subcontractors stated therein. CAP certifies it is presently, and shall at all times during this Agreement, remain in compliance with all such grant-related obligations of the Municipalities.
28. **Entire Agreement.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties and supersedes all prior agreements and understandings relating hereto.

**Signatures to Follow**

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY**

\_\_\_\_\_  
Betsey Andrews-Parker, Executive Director  
Duly Authorized

\_\_\_\_\_  
Date

**CITY OF DOVER**

\_\_\_\_\_  
J. Michael Joyal, Jr., City Manager

\_\_\_\_\_  
Date

**CITY OF ROCHESTER**

\_\_\_\_\_  
Baine Cox, City Manager

\_\_\_\_\_  
Date

**CITY OF SOMERSWORTH**

\_\_\_\_\_  
Robert M. Belmore, City Manager

\_\_\_\_\_  
Date

## ***October Department Reports:***

- 6.1 Assessor's Office P. 119**
- 6.2 Building and Licensing Services P. 121**
- 6.3 City Clerk's Office P. 123**
- 6.4 Department of Public Works P. 127**
- 6.5 Economic & Community Development P. 135**
- 6.6 Finance Office P. 143**
- 6.7 Planning & Development Department P. 145**
- 6.8 Recreation & Arena P. 149**
- 6.9 Rochester Fire Department P. 151**
- 6.10 Rochester Police Department P. 155**
- 6.11 Rochester Public Library P. 157**
- 6.12 Tax Collector's Office P. 159**
- 6.13 Welfare Department P. 161**

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



## *City of Rochester, New Hampshire*

ASSESSING DEPARTMENT

19 Wakefield Street, Rochester, NH 03867  
 (603) 332-5109 Assessor@rochesternh.net  
[www.rochesternh.net](http://www.rochesternh.net)

November 9, 2021

To: City Manager/Council

From: Darcy Freer, Deputy Assessor

### **Subject: October Council Report**

#### Revenue Received/Collection Warrants issued:

Assessing Database Copy	\$	10.00
-------------------------	----	-------

- The City's GIS system is now updated nightly with current assessment data from the Vision CAMA system. Further, safe options to access the City's CAMA data continues to be evaluated by IT. In the meantime, Assessing and IT have been working with the Vision support team to make a copy of the property record cards available to the public.
- All Rochester sales were validated in preparation of conducting a ratio study for equalization. The office verified over 1,000 sales out of the just over 1,500 deeds that were received from the Registry of Deeds this year. We are now awaiting follow up questions from the Department of Revenue.
- Tax maps from all 2021 changes have been finalized by the mappers and our office is awaiting arrival of the physical maps and the shape file for GIS.
- Assessor I, Taryn Lambert, received her Measure and Lister Certification from the Department of Revenue. She also attended the NH State Statutes II course and the Ins and Outs of Exemptions and Credits course as a part of her continuing education.
- The office is preparing a plan to move into the basement of the Revenue Building for anticipated upcoming renovations.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

## End of Month Council Report

11/10/2021

**To the Honorable Mayor and City Council of the City of Rochester, the following is a summary of the revenue collected and the activities performed by the Department of Building and Licensing Services for the month of October 2021**

The following data is subject to adjustment & revision pending further review and analysis as well as year-end closing adjustments.

### Department Revenue

Permit Type	October 2021
Building Permits	\$99,609.00
Electrical Permits	\$3,570.00
Plumbing Permits	\$799.00
FireSuppression Permits	\$0.00
FireAlarm Permits	\$56.00
Sprinkler Permits	\$109.00
Mechanical Permits	\$3,930.00
Food_Milk Licenses	\$325.00
Taxi Licenses	\$0.00
General Licenses	\$25.00
<b>Net Revenue</b>	<b>\$108,423.00</b>

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



City Clerk's Office  
 City Hall - First Floor  
 31 Wakefield Street, Room 105  
 ROCHESTER, NEW HAMPSHIRE 03867-1917  
 (603) 332-2130 - Fax (603) 509-1915  
 Web Site: <http://www.rochesternh.net>



## City Clerk's Report October 2021

### Vital Statistics

As reported in the revenue chart below, the City Clerk's staff issued 241 initial copies of vital records and 236 subsequent copies of vital records in the month of October. The City Clerk's staff issued 24 Marriage Licenses.

The New Hampshire Division of Vital Records Administration generated the following report of statistics for the City of Rochester:

- 17 births were reported in Rochester during the month of October; 9 of these children were born to Rochester residents. Additionally, 15 Rochester residents gave birth in neighboring communities.
- 36 resident deaths were reported in Rochester.
- 10 couples celebrated their wedding ceremonies in Rochester during the month of October. Additionally, 12 Rochester residents married elsewhere in the State.

### Revenue – Vital Records/Marriage Licenses

	2020		2021	
	State	City	State	City
Initial/Subsequent copies:	\$2,487	\$2,273	\$3,108	\$2,867
Marriage Licenses:	\$989	\$77	\$1,032	\$168
<b>Total:</b>	<b>\$3,476</b>	<b>\$2,980</b>	<b>\$4,140</b>	<b>\$3,035</b>

### Dog Licensing

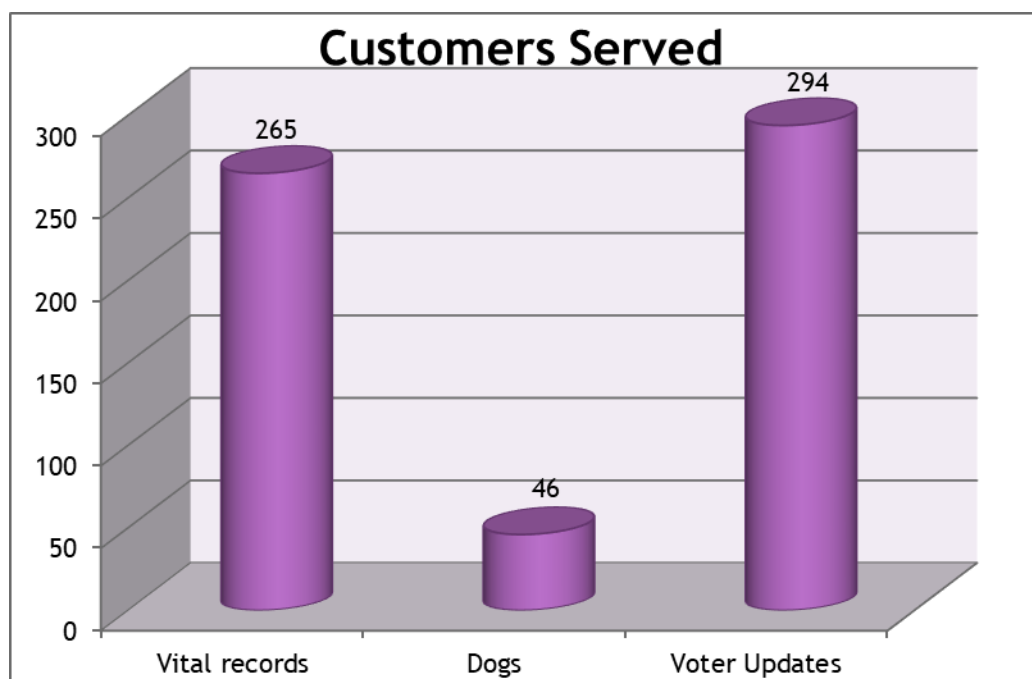
The City Clerk's office licensed 46 dogs during the month of October. There were \$75 in Civil Forfeiture fees collected for dogs unlicensed from the prior fiscal year.

The animal Control Officer continues to issue summonses to owners whose dogs remain unlicensed 6 months past the due date. This court summons must be accepted prior to these owners being able to license their dog with the Clerk's office. Once the summons is issued, the owner must handle this process through the court system to prevent the issue from progressing any further.

Dog licensing is due on April 30 of each year, regardless of when the dog was licensed the prior year. The licensing year runs May 1 through April 30 for all dog owners as opposed to the license being due exactly one year after the last date it was done.

More information on dog licensing, such as fees, schedule and rabies vaccine information can be found on the City Clerk's webpage [Dog Licensing Information](#)

### **Customers Served during the month of October 2021**



### **Elections**

The City Clerk's office continues to prepare for the upcoming November 2 Municipal Election. The Supervisors of the Checklist met on Thursday, October 26 in order to accept new voter registrations and changes to the checklist in anticipation of the election. This supervisor's session also closed the checklist to new voter registrations from the 26<sup>th</sup> through Election Day. Any residents wishing to register to vote after this supervisor's session may do so at their polling location on Election Day.

The City Clerk's office along with LHS hosted two training events on October 25 to review the use of Poll Pads and learn the operation of the devices. Election officials from all of our wards attended and were able to experience the Poll Pads first hand and learn the process which will be used on Election Day.

Poll Pads are an electronic tablet system used for voter check-ins at the polling place. The pads will be utilized on a trial basis in all six wards on Election Day. The Poll Pads contain only the information

found on the paper checklist and do not contain any confidential or non-public information. The feedback from our election officials following the training was very positive. They reported that the poll pads were easy to use and would make the check-in process at the polling places much quicker and more efficient, as well as making the end-of-day closing process significantly quicker. It should be noted that, as required by current State law, the official paper checklist will be maintained throughout Election Day and each voter checking in through the Poll Pads will be marked off the paper checklist as well.

Our office has absentee ballots available for those qualified residents who will be unable to make it to the polls on Election Day. Although we are receiving significantly fewer requests for Municipal absentee ballots than we did for the General election this past November, the requests have been coming in steadily. As of October 31, there were 155 absentee ballots requested and 139 ballots returned to our office.

Additional information of elections can be found at [City Clerk - Election](#)

**Voter registration summary by party as of October 31, 2021:**

Ward	Democrats	Republicans	Undeclared	Totals
1	983	1,033	1,166	3,182
2	928	1,015	1,210	3,153
3	972	1,117	1,138	3,227
4	860	722	1,279	2,861
5	871	1,012	1,170	3,053
6	871	714	988	2,573
<b>Totals:</b>	<b>5,485</b>	<b>5,613</b>	<b>6,951</b>	<b>18,049</b>

Respectfully submitted,

Cassie Givara,  
Deputy City Clerk

---

*Intentionally  
left blank...*

---

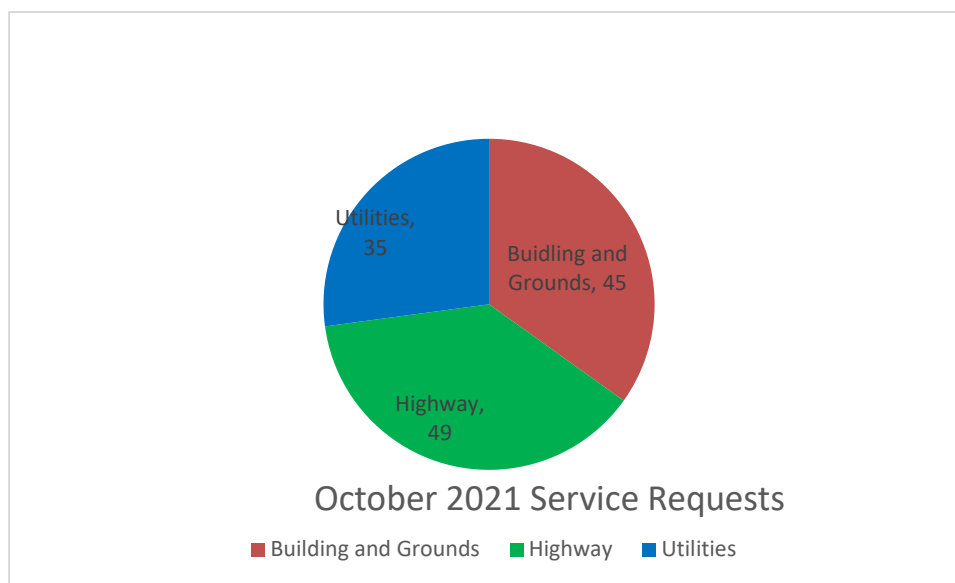
City Clerk's Office

---

---

## ROCHESTER DEPARTMENT OF PUBLIC WORKS MONTHLY REPORT OCTOBER 2021

In addition to the scheduled work performed, the Department of Public Works responded to approximately 129 requests for service in the month of October. The Highway Division had 49 requests that ranged from pothole repairs, traffic light maintenance, and clean storm drains, taking care of debris and obstructions in the roadway, replace missing street signs and checking trees for damage and dead limbs. The Utilities Division had 35 requests including sewer concerns, water and sewer inspections, daily dig safe mark outs, discolored water calls and a potential water main break. Buildings and Grounds Department completed 45 service requests including street light repairs, filling janitorial supply orders for departments, changing light bulbs, replacing broken electrical outlets and broken door locks, unclogging drains, exterior repairs to the Dewey Street Bridge, cleaned up city maintained properties and continue working on maintaining the City grounds and disinfecting work areas throughout the City.



### HIGHWAY & FLEET MAINTENANCE WORK COMPLETED

- Patch pot holes
- Repaired a 5 catch basins and 2 man holes throughout the City
- Cleaned 93 catch basins
- Haul fill from hut to Haven Hill pit
- Remove kayak launch from river
- Continue to sweep all City streets
- Continue to cut brush with road side mower throughout the City
- Haul fill to snow dump on Franklin Street
- Continue to trim tall grass over taking sidewalks throughout the City
- Graded dirt road
- Stump grind 15 stumps around the City
- Ditch side of road at 105 Betts Road
- Crew took down 3 trees throughout the City
- Clean ditch and culverts on Estes Road
- Paved Bernard Road
- Dig ditch at cellar hole on Hanson Street and seeded it
- Hillcrest Drive more work with ditch line and pave swale
- Paint crosswalks and arrows throughout the City
- Painted out 1,714 catch basins for winter maintenance
- Clean up ditch and side of roads throughout the City

Repair and install street signs thought the City  
 Crew did a lot brush trimming overhang throughout the City  
 Finished up on the last few inspection  
 Repaired receiver tube  
 Replaced TPMS sensor on service truck #73  
 Replaced fuel tank on six wheel dump #6  
 Replaced power steering cooler on one ton dump #23  
 Replaced front wheel bearings, rear brakes and muffler on codes car #62  
 Several repairs to the flail mower #38  
 Replaced two Nox sensor on six wheel dump #54  
 Went through and inspect more sanders  
 Bring sewer truck and street sweeper to DiPrizio's for repairs that could not be done in house  
 Started to inspect plows and wings for winter  
 Replaced belts and tensioner on one ton dump #35  
 Replaced Nox sensor on street sweeper #13  
 Brought two trucks over to Manchester Mack for work  
 Took two trucks over to Donovan Equipment to finish installation of dump body  
 Replace both batteries on service truck #106  
 Lube, oil and filter service on 4 vehicles  
 Several minor repairs on several vehicles  
 Several minor repairs on several small equipment



**Catch basin cleaning**



**Paved Bernard Road**

### **UTILITIES DIVISION**

Utilities Division operators completed over 260 work orders not including the service requests in October 2021. This work included digsafes, routine maintenance, customer service requests and several emergency responses. Contractor support and inspections were provided at various projects throughout the City.

#### **Water Distribution System**

Operators repaired a water main near the intersection of Ricker Court and Heaton Street on October 14<sup>th</sup>. This emergency repair left area customers without water for several hours. Several aging water services were replaced on Logan Court and Glenwood Drive. The entire water distribution system was flushed in the October. This routine maintenance activity is to maintain water quality and increase the service life of system pipelines.

#### **Sewer Collection System**

Preventative maintenance was performed at all of the City's siphon systems and problematic areas. Operators

responded to several emergency sewer blockages. Areas included Dodge Street, Ten Rod Road, Oak Street and Church Street. A new dewatering station was placed into service on Pearl Street. This station is designed to alleviate high water in the immediate area.



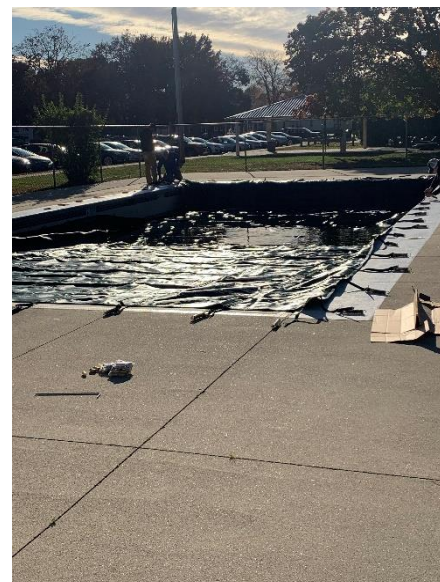
**Pearl Street dewatering station**



**Water main flushing on Portland Avenue**

### **BUILDING AND GROUNDS DIVISION**

Building and Grounds Division completed 45 work requests and 26 work orders including street light repairs, filling janitorial supply orders for departments, changing light bulbs and ballasts, electrical repairs at the Police Department, exterior repairs at the Dewey Street Bridge and assisting departments when needed. Staff have been busy working on several projects in the month of October. The fire sprinkler systems at the Community Center, City Hall, Fire Station 1, Gonic Fire Station, Library, Police Department and the Annex have had their annual testing and maintenance completed in the month of October. The batteries in CO detectors located in the boiler rooms of the City maintained buildings have all been changed out. Staff have painted the lower exterior trim at the Public Library. The exterior LED lighting replacement at the library has begun, the interior lighting replacement is scheduled to begin on 11/8/2021. The remodeling of the men's and woman's restrooms at the Community Center has begun. The remodel of the Family Justice Center at the Community Center has begun, which includes building 2 offices and replaced the carpet in one of the current offices. Pool covers have been purchased and delivered and are installed on 3 of the 4 City maintained pools one of the covers was damaged during shipping and they are waiting for the replacement. All of the summer plantings have been removed from downtown and staff have been busy installing the Scarecrows. Staff have also been busy winterizing all the irrigation systems and water fountains and have been doing fall cleanup of leaves and debris from all public buildings and ground.



**Pools covers on 3 of the 4 City maintained pools**



**Completed pool covers**



**Downtown scarecrows**



**Remodel of Family Justice Center**



**Bathroom remodel at Community Center**

## WASTEWATER TREATMENT DIVISION

Items that were completed during the month of October: We continue to work closely with the Great Bay Estuary watershed communities in response to EPA's Total Nitrogen watershed general permit and regional adaptive management projects. As part of our new Total Nitrogen Administrative Order of Consent (AOC) staff has been working to comply with the required schedule and multiple list of reports. Staff attended EPA and State sponsored training classes and webinars. Chemical cleaned disk filter #3. Continued work with consultant engineers on projects, to include, dewatering/carbon storage building, Tara Estates pump station upgrade, Ledgeview pump station upgrade, Route 11 pump station upgrade, Pump station PLC upgrades, WWTF PLC upgrades, Soda Ash/Aeration Basin Automation project, Clarifier replacement project, UV system replacement project, WTP Residuals Management project. Training of new employees. Annual fire extinguisher inspection completed. Repairs completed on aeration basin mixers. Complete DOT/CDL supervisors training. Semi-annual generator inspections completed. JLMC inspected WWTF. Staff performed preventative and corrective maintenance on equipment, machinery and instrumentation. All required testing for EPA and DES has been completed and submitted. Average effluent flow for the month was 2.636 million gallons per day (MGD). Percent of design flow = 52%. Percent of design flow for 2021 = 64%. Precipitation for the month = 2.92". Precipitation for 2021 = 41.87".

## WATER TREATMENT DIVISION

Treated water volume for the month of October was approximately 64.3 million gallons from the surface water treatment facility and 15.0 million gallons from the groundwater treatment plant, for a total of 79.3 million gallons delivered to our customers. All water quality testing and monitoring was completed in accordance with NHDES requirements. We are pleased to report that the City of Rochester again met all State and Federal standards for drinking water. We are seeing improved disinfection byproducts and chlorine residuals due to the effects of fall hydrant flushing. Inspections were conducted throughout the entire watershed. 5.2 inches of rain was recorded at the Rochester Reservoir. We are actively blending our river supply by drawing down Round Pond and the reservoir several inches to assist in treatment of raw water total organic concentrations; destratification has been observed in Rochester Reservoir. Significant foliage and rain has increased the cleaning frequency of the diversion dam intake. Equipment and grounds maintenance was performed at the plant, well, and tanks/stations. Winterization procedures are underway. Repairs on a duty pump seal at Industrial Way are scheduled. We are performing additional field monitoring with utility staff to improve water age along the transmission main into East Rochester and the Allen Street service areas. Maintenance at the well included control screen configuration; diagnostics of blower system controls; and housekeeping. Maintenance at the WTF included repairs to the bicarbonate logic controller (repaired in house; staff cannibalized an older CPU/power supply left over from the distribution pump station upgrades); in-house installation and configuration of new laser turbidimeters to further improve filter performance and chemical optimization; cleaning of the phosphate and alum feed systems, strainers, and day tanks; and filter bed maintenance including index coupler repairs and continued chemical cleaning. The Chief Operator attended a two day virtual seminar offered by EPA & DHS on Water/Wastewater Control System Cybersecurity. Treatment staff also attended seminars on PFAS treatment, SCADA security, drought response; human and equipment asset management and leadership; and water meter technology; Seasonal hydrant flushing is complete. Many thanks to all who helped!



**New Laser Turbidimeters, controllers and flow sensors.  
Water quality excellence in action**

## ENGINEERING

- **Asset Management:** The City continues to work with the selected vendor for the new Asset Management software for implementation. DPW is now “live” with the Service Request portion of the software and plans to go “live” with other portions in the coming months. DPW continues to expand the number of vehicles included in the GPS vehicle tracking system for improved operations. Efforts continue as staff constantly improve City infrastructure information linked from our GIS software to our Asset Management software. In the future more detailed information, such as asset age, material, and condition as well as baseline information that has been developed related to our water, sewer and stormwater systems’ “level of service”, “likelihood of failure”, “consequence of failure”, and “life cycle cost analysis”, will be incorporated into our Asset Management software. The Department is moving forward on work regarding wastewater “vertical assets”, such as the WWTF and pump stations. The Department is working with its stormwater consultant to verify and update stormwater infrastructure location and information as catchment investigation work is completed.
- **Strafford Square Roundabout:** Bidding of the roundabout construction contract is now anticipated during winter 2021/2022. Prior to construction of that contract, a utility infrastructure contract is now under construction, which will primarily facilitate relocating existing above-ground utilities to underground conduits and vaults, along with other underground utility improvements. The utility infrastructure contract was awarded in early June 2021 and construction began in July 2021; construction is anticipated to continue into spring 2022, after which the roundabout construction would commence.
- **Woodman Area Infrastructure Improvements:** This project includes water, sewer, drainage, roadway, sidewalk and lighting infrastructure improvements, as well as the rehabilitation of Woodman Park and certain parking areas in the Congress/Charles/Woodman /Myrtle area. A contractor pre-qualification process was completed in June 2021. Advertisement for bids is anticipated in fall 2021. Construction of this project is anticipated to commence during winter 2021/2022 or spring 2022.
- **Colonial Pines Sewer Extension:** Construction of Phase 3 was awarded in September 2021 and is anticipated to commence in the coming months. As in Phase 2, Phase 3 will include drainage improvements in the project area. Additional funding for a final phase of sewer extension and drainage improvements is anticipated to be requested in a future CIP budget.
- **Route 202A Water Main Extension and Water Tank:** This project consists of a 250,000 gallon elevated water storage tank near the Highfield Commons development and the extension of new water main along Bickford Road, Route 202A, Winkley Farm Lane, and Fiddlehead Lane. Following a contractor pre-qualification process that was completed in June 2021, this project was advertised for bids in August 2021. Bids were received and opened in September 2021 and award of the construction contract is anticipated in November 2021, pending approvals. Construction of the project will commence thereafter.
- **Little Falls Bridge Road Right Turn Lane:** This project consists of widening the intersection of Little Falls Bridge Road and Chestnut Hill Road for the addition of a dedicated right turn lane from Little Falls Bridge to Chestnut Hill. Construction of this project began in October 2021 and is expected to be completed in November 2021.
- **Pavement Maintenance & Rehabilitation:** The FY21 Pavement Rehabilitation list included portions of the following streets: Betts, Chamberlain, Crow Hill, Dartmouth, Donald, Edgewood, Four Rod, Hillcrest, Hobart, Nature, Norman, Phillips, Ramsey, Sunset, Walbridge and Yale. FY21 Pavement Rehabilitation work began during June 2021 and was substantially completed in August 2021. Final restoration work was completed in September 2021.
- **Sidewalk Rehabilitation:** The FY21 Sidewalk Rehabilitation work, which commenced in May 2021, included completing sidewalk rehabilitation in East Rochester in the Coheco Avenue area and rehabilitating sidewalk along Oak Street in Gonic. Accessibility improvements to curb ramps to facilitate the FY21 pavement rehabilitation work were also included in the FY21 sidewalk rehabilitation scope. FY21 Sidewalk Rehabilitation work was substantially completed in August 2021 and final restoration work was completed in September 2021.
- **Granite Ridge Development – Phase 2:** A formal response from NHDOT on the Phase 2 driveway permit application was received in October 2021; NHDOT has indicated that a median will be required on Route 11 at the Secondary Drive intersection, and has requested a revised traffic impact analysis for further evaluation

of required mitigation on Route 11 as a result of the proposed development. Currently, Waterstone has withdrawn its application to the Planning Board for the Phase 2 development; it is anticipated that Waterstone will resubmit the Phase 2 development to the Planning Board in the near future for approval. Once there is clear direction for the Phase 2 development, the City will be able to finalize the design package with its engineering consultant for bidding of the public infrastructure to be constructed with TIF funds per the Developers Agreement. Waterstone's construction of site development had previously been proposed for completion in phases; however, the public infrastructure construction would be planned to coincide with the first phase of development, which is not anticipated to begin until later in 2022.

- **Water Treatment Plant Residuals Disposal:** An evaluation of alternatives has determined that the most cost effective method of disposal of residuals generated at the Surface Water Treatment Plant is an upgrade of the existing pipeline and addition of attenuation tanks. Design of the attenuation tanks is in process. Funds for the implementation of this upgrade have either been approved in CIP budgets previously or will be requested in upcoming CIP budgets over the next few years.
- **WWTF Biosolids Dewatering Facility & Carbon Storage and Feed Building:** Construction of this project commenced in October 2019. In February 2021, the construction contract was terminated by the City for convenience. Construction is anticipated to re-commence on the Carbon Storage and Feed Building with another construction contractor in the coming months and anticipated to be on-going for another year until completion. Rochester's AOC with EPA includes a 10/31/22 completion date for the Carbon Building. It is also anticipated that construction of the Dewatering Facility will re-commence in the near future as well.
- **Route 11 Sewer Pump Station Upgrade:** The construction contract for this project was awarded in August 2021 and a pre-construction meeting was held in September 2021. Due to long lead times for equipment such as pumps, contractor mobilization to the site is not anticipated before April 2022 and construction would then be anticipated to continue until completion in summer 2022.
- **WWTF Upgrades (various projects):** There are several projects on-going at the WWTF: Soda Ash System Replacement, Aeration System Automation, Aeration Basin Sidewall Blower Tie-in (Iris Valve) and Mechanical Mixers and Programmable Logic Controllers (PLC) Replacement. Although a construction contract needed to be terminated with a contractor due to abandonment of the jobsite, construction of these projects is anticipated to be re-commenced in the coming months.
- **Sewer System Master Plan:** A 2015 Basis of Design Report for Wastewater Interceptor Upgrades recommended a sewer collection system master plan be completed before proceeding with final design. Funding for a Sewer System Master Plan was approved with the FY19 CIP Budget. A Sewer System Master Plan was also included as a compliance item in the City's AOC with USEPA finalized in March 2021. This evaluation and planning effort commenced in April 2021 with the installation of flow meters throughout the sewer collection system to evaluate existing flows in the system. Following this initial flow metering effort, a Sewer System Master Plan scope of work was submitted to USEPA and NHDES on September 1, 2021 for review and comment. The Sewer System Master Plan is expected to be finalized by fall 2024.
- **NPDES Permits - Wastewater Treatment Facility & MS4 Permit (Stormwater):**
  - In November 2020, USEPA Region 1 published a final General Permit for total nitrogen (TN) loading in the Great Bay Estuary watershed. Rochester submitted a Notice of Intent (NOI) to "opt in" to this permit in March 2021. The City has also entered into an Administrative Order on Consent (AOC) with the USEPA that allows for an interim effluent limit and certain nitrogen reduction project deadlines. USEPA has issued Rochester an Authorization to Discharge with an effective date of coverage of May 1, 2021; the City anticipates submitting to EPA & NHDES its second semi-annual AOC compliance report by December 1, 2021 for the reporting period of June 1-November 30, 2021. In addition, Rochester, along with Dover and Portsmouth has entered into an agreement with an environmental stakeholder that commits to certain TN reduction efforts in exchange for a commitment from the stakeholder to refrain from appealing the General Permit. In July 2021, Rochester joined 5 other Seacoast municipalities (collectively known as the Municipal Alliance for Adaptive Management (MAAM)) in submitting to USEPA a Joint Adaptive Management Plan (AMP) under Part 3 of the TN General Permit.
  - As far as the City's individual National Pollutant Discharge Elimination System (NPDES) Permit for the Wastewater Treatment Facility (WWTF), a new draft permit has not yet been issued by USEPA Region

1; however, USEPA did contact the Department in June 2021 to request updated information related to the City's 2002 NPDES Renewal Application. The requested information was provided in June 2021; and, the Department responded to an additional USEPA information request in July 2021.

- And, as far as the Municipal Separate Storm Sewer System (MS4) NPDES General Permit for stormwater, the 2017 NH Small MS4 General Permit, issued by USEPA Region 1, became effective on July 1, 2018; on September 28, 2018, the City submitted a NOI to comply with this MS4 General Permit; and, on June 12, 2019, the City was granted authorization by USEPA Region 1 to discharge stormwater from Rochester's MS4 under this permit. Year 3 efforts were completed in June 2021, including a revision to the City's Stormwater Ordinance Chapter 218, which was presented to the Planning Board in April 2021, to the Codes and Ordinances Committee in May 2021, and approved by voted of the City Council in June 2021. The third annual report for the MS4 permit was submitted to USEPA in September 2021.
- **New DPW Facility:** Construction continued on-site in October 2021 with the completion of paving including striping and painting, hydroseeding and landscaping completed, exterior of building nearing completion, interior work in shop areas nearing completion, overhead doors installation completed with the exception of one door, epoxy flooring installed and bathroom partitions installed. Construction of the facility is anticipated to continue through November 2021, with furniture move-in scheduled for mid-November.

# Economic & Community Development



10/31/2021

MANAGEMENT REPORT



*Economic Development Report, Written by Mike Scala and Jenn Marsh*

*Community Development Report, Written by Julian Long*



## ECONOMIC DEVELOPMENT DEPARTMENT

### MICHAEL SCALA, DIRECTOR OF ECONOMIC DEVELOPMENT

#### PROJECTS IN THE PIPELINE

Director Scala and Assistant Director Marsh continue to attend weekly economic development update meetings coordinated by Strafford Regional Planning where Seacoast ED groups discuss strategies and programs beneficial to local businesses during the current crisis.

Scala and Marsh also attend bi-weekly calls held by the NH Business Economic Affairs Department (BEA) to receive updates from Commissioner Caswell on the State's ongoing efforts to assist businesses and organizations through the pandemic.

Econ Dev continues to work with multiple developers interested in several lots throughout the city. Most notably, 13 Sawyer Avenue, 38 Hanson.

#### SCENICSALINGER Project

Chinburg Properties continues the construction phase of the project. They are still on track for a February 2022 opening.

Driveway paving is scheduled for Mid-November.

#### GRANITE RIDGE DEVELOPMENT DISTRICT – WATERSTONE PROPERTIES GROUP, PHASE II

Director Scala continues to discuss Phase II with Waterstone Properties Group, including future tenant and infrastructure needs. The City is still in discussions to accept a reduced Infrastructure plan to jumpstart the project.

Waterstone will be presenting plans for the 3 pads at the front of the property to the Planning Board in a future meeting.

## GRANITE RIDGE DEVELOPMENT DISTRICT – Residential Ordinance Change

Econ Dev received the draft report from Weston and Sampson on 10/20. The final version will be released to the PB sometime before the end of the year with a goal of submission to the CC sometime in January.

## WAYFINDING (Phase III)

Econ Dev and Community Engagement continue to discuss signage for the final phase of this project. Because of a tremendous backlog, Advantage Signs has informed us that they will not be able to install until spring of 2022.

## SIG SAUER - AMAROSA DRIVE

Sig has started the renovations of 8 Amarosa Drive.

The City continues to work with Sig on the planned sewer extension down Milton Road and intersection reconfiguration along Rt. 125.

## GRANITE STATE BUSINESS PARK

Prep Partners is nearing completion of their site and expects to be open by February 2022. The sewer connection across the PDA property will occur sometime this fall.

Pella Windows has experienced a delay with the installation of their elevator. A recent meeting with staff and Pella stakeholders discussed a solution to the issue of providing a CO for the second floor. No CO will be issued prior to the approval of the elevator, but the first floor can be approved for use.

## 55 N. MAIN (HOFFMAN BUILDING)

The developer received approval for demolition of 55 and 45 N. Main St. from the HDC. An application to the PB will be reviewed at the 12/6 meeting. GP Properties has also applied for a 79-E that is scheduled for public input and second reading on 11/16.

## 38 Hanson Street

We are still working with a developer to work out the details of the redevelopment of this parcel.

## 13-17 Hanson Street

DPW completed filling the cellar-hole and hydro-seeding at the site. Public access to the newly created greenspace is scheduled for spring 2022.

## JENN MARSH, ASSISTANT DIRECTOR ECONOMIC DEVELOPMENT

### CONFERENCE

Jenn and Mike traveled to the annual Economic Developers conference in Nashville after both successfully receiving their Certified Economic Developers Certificate. In Nashville Jenn and Mike connected with other ED members and industry leaders to learn more about Tourism, Arts and Culture Technology and Innovation and Transportation.

### NEW BUSINESSES

- Used to be Yours Consignment located on the 2<sup>nd</sup> floor of 1 North Main Street
- LDI Solutions located at the GSBP
- Pella Windows and Doors of New England located at the GSBP

### ROCHESTER ECONOMIC DEVELOPMENT COMMISSION

The REDC held their October meeting at the Great Bay Community College Rochester Campus. The committee got to see the expanding welding training rooms as well as hear more about their future plans. The November meeting is being held at Jaeger USA on Pickering Road (the meeting day has changed to accommodate Jaeger, see agenda for more details). The REDC will also host a holiday gathering and be inviting current City Council as well as incoming Councilors. Be on the lookout for the invite in your email.

### ROCHESTER MAIN STREET

Trick or Treat in the downtown and the Zombie Walk brought hundreds of families into the downtown. Thirty-two businesses participated and the event was a huge success.

- Shop Small Saturday on November 27<sup>th</sup>
- Festival of Trees is back in December at Studley's. December 3<sup>rd</sup> and 4<sup>th</sup>
- Main Street purchased 5 bistro tables that will be located along the river behind the new Citizens bank. The added lights near the river will make it a great spot to sit and enjoy the river.

## JULIAN LONG, CDBG COORDINATOR & GRANTS MANAGER

### COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

COVID-19: There are a number of weekly conference calls organized by HUD, national homeless coalitions, and other organizations about the ongoing response to the COVID-19 pandemic. The Community Development Coordinator has been attending these calls and forwarding guidelines and resources to Rochester CDBG subrecipients and other regional social services providers. The Community Development Coordinator also continues to track potential funding opportunities for both the city and regional social services providers.

FY 2023 Public Input Process: The Community Development Coordinator has collected and reviewed the hard copy community surveys that were made available at the City Clerk's office, the Welfare office, the Recreation Department, the Tax and Auto Registration office, and at the Rochester Public Library. A summary of survey responses is attached to this report.

FY 2022 CDBG-CV Grant Application: The Community Development Coordinator released the FY 23 CDBG CARES Act (CDBG-CV) grant application for unexpended CDBG-CV funds on October 6th, and this application was due October 29th.

FY 2021 Consolidated Annual Performance and Evaluation Report: The City of Rochester has received official notification that the U.S. Department of Housing and Urban Development (HUD) has approved the FY 21 Consolidated Annual Performance and Evaluation Report.

Homeless Center for Strafford County: The Homeless Center for Strafford County hosted its open house for its new shelter, located on Washington Street, in October. The Community Development Coordinator attended as a representative from the City of Rochester.

Community Action Partnership of Strafford County: The Community Action Partnership of Strafford County's weatherization program held a National Weatherization Day in Somersworth in late October. The Community Development Coordinator attended as a representative from the City of Rochester.

Lead Poisoning: The Centers for Disease Control and Prevention (CDC) recently updated its blood lead reference value (BLRV) from 5 µg/dL to 3.5 µg/dL in response to the Lead Exposure Prevention and Advisory Committee recommendation made in May 2021. The BLRV is intended to identify children with higher levels of lead in their blood compared to most children, based on the 97.5th percentile of the blood lead level (BLL) distribution in U.S. children ages 1–5 years.

Fair Housing Analysis: In late September, HUD announced that it had settled a claim of discrimination against a tenant with disabilities involving a Rochester manufactured home park. The charge of discrimination alleged that the park owners denied a prospective homebuyer the opportunity to purchase a home by refusing to make reasonable accommodations from the park's age restrictions to permit the homebuyer's son to reside at the property. Information on this action is attached to this report. The Community Development Coordinator sent out a mailing to the city's manufactured home parks and larger apartment building complexes with information on this HUD

action and including a brochure on the rights of residents with disabilities under the Fair Housing Act.

Trainings and Webinars: The Community Development Coordinator has attended webinar trainings on CDBG-CV administrative best practices, the Section 3 final rule, and the upcoming 9-8-8 system for the state of New Hampshire.

## NON-CDBG ACTIVITIES

Gafney Home Affordable Housing Project: The Community Development Coordinator attended the NH Community Development Finance Authority board of directors meeting in November that discussed funding decisions for the CDBG CARES Act funds.

Fire Department: The Community Development Coordinator received a request from the Fire Department for research into funding opportunities to supply department vehicles with computer tablets. The Community Development Coordinator researched grant possibilities and supplied this information to the Fire Department. Once the department decides which grant(s) it desires to pursue, the Community Development Coordinator will assist the department with drafting the grant application(s).

Naming Policy Draft: The Community Development Coordinator has researched research into other municipalities' public facilities naming policies and drafted a naming policy for the City of Rochester. The draft policy would have proposed names for public facilities be referred to the Public Works & Buildings Committee and/or the Recreation & Arena Advisory Commission, as appropriate. The draft policy was submitted to the Economic Development Director and the City Manager for review.

## CAROLE GLENN, ADMINISTRATIVE ASSISTANT

Carole continued her orientation to the city of Rochester and more specifically, the Economic Development Department. She was able to take advantage of additional Munis training, as well as online Adobe Photoshop and Adobe Illustrator trainings. She is becoming more involved in projects as they arise across the department.

During October, Carole helped Jenn Marsh with collecting Business Registrations for the Trick-or-Treat and Zombie Walk events, preparing flyers for distribution at the schools, and the business list & map. This also provided an opportunity for Jenn to introduce Carole to business owners when they distributed registration flyers throughout downtown.

Carole also accompanied Public Information Manager Matt Wyatt and Jenn to meet with owners of Used To Be Yours Consignment, LLC, a newly opened business in downtown. Jenn and Carole met with Vicky Poland, Farmers Market Manager, and the Rec Dept. to begin planning logistics for the 2022 Farmers Market. Carole is also working with Jenn and the Riverwalk Committee to develop a draft tri-fold brochure.

## REPORT ATTACHMENTS

### Autumn 2021 Community Development Surveys

#### Welfare Office Surveys

- Slightly unaffordable or not at all affordable
- Suggested projects: recreational spaces for teens, parks and playgrounds

#### Tax and Auto Registration Office Surveys

- Mostly slightly unaffordable or not at all affordable, some moderately affordable
- Suggested projects: More housing, parks, recovery centers, streets, child-friendly events, splash pads, downtown lighting, bicycle lanes, elderly community services
- Other: stop light at 125 and Oak St needs to be fixed, better upkeep of town cemeteries

#### Recreation Department Surveys

- Very affordable, slightly affordable
- Suggested projects: Indoor farmers market, more hiking trails
- Other: game nights, organized hikes

#### Library Surveys

- Mostly a mix of not at all affordable, slightly affordable, and moderately affordable
- Suggested projects: recovery/addiction education center, parks and sidewalks, more shopping, crosswalk lighting, warming center, walking trails, elderly services, downtown parking, safe bicycle lanes/sidewalks, public toilets and showers for homeless residents, increased public transportation, transitional housing, recovery beds, splash pads, teen center
- Other: concerns regarding Frisbie Memorial Hospital doctor shortage, request for lower taxes, request for more mental health workers

#### City Hall Surveys

- Mostly a balanced mix of not at all affordable, slightly affordable, and moderately, with some very affordable and extremely affordable
- Suggested projects: dog park, street lights, sidewalks, parks and playgrounds/green spaces, housing constructed for homeless residents, improve Gonic Mill, recreational spaces and events for children and teens, better accessibility to public buildings, recreational spaces for people using wheelchairs or with mobility disabilities, indoor pool, homeless shelters, food services for elderly/disabled, need for affordable housing, skate park, splash pads, tree replanting program
- Other: sidewalks by post office, sidewalks on Signal St. and Allen St., crosswalks and crossing guards on Charles St., improve Church St./Rte. 125 intersection to reduce accidents and improve visibility, request for police presence at E. Rochester Cumberland farms, request for lower taxes/reduced spending, concerns with used needles in public spaces

#### Online Survey

- Mostly “moderately affordable” or “slightly affordable” and becoming “a little less affordable.”
- Support for a broad range of social services addressing homelessness and other vulnerable populations, though there are also concerns that these services serve as “band-aids” rather than true solutions
- Suggested projects: Repaired and expanded sidewalks, activities for youth and elderly residents

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

# FINANCE COMMITTEE

## Monthly Financial Summary Report

11/10/2021

**Agenda Item Name:** Monthly Financial Statements Summary – as of October 31, 2021

For the full detail report, click here: [October 31, 2021 Financial Detail Report](#)

**Name of Person Submitting Item:** Mark Sullivan Deputy Finance Director

**E-mail Address:** mark.sullivan@rochesternh.net

**Meeting Date Requested:** November 9, 2021

### **Issue Summary Statement**

Below are the revenues & expense highlights through October, 2021, which represents approximately 33% completion of FY22.

### **GENERAL FUND NON PROPERTY TAX REVENUES**

**Motor Vehicle Registrations:** Revenues remain strong at \$2,017,907, 43% collected.

**Waste Management Host Fees:** First FY22 payment received of \$1,406,135. School Department received an allocation of \$394,702 from this payment. Next quarterly payment due November-21

**Building Permits:** Revenues remain strong at \$257,802, 86% collected.

**Interest Income:** Remains very soft at \$12,691 investment accounts yielding .20% (2-tenths of 1%).

**Interest on Delinquent Taxes:** Collections spike after 2020 Tax Lien notice, \$185,194 collected, 53%.

**State of NH Rooms & Meals:** This revenue is typically received in December of each year.

**Highway Block Subsidy:** First two FY22 payments received \$370,254, 62% collected.

**Cablevision:** First FY22 quarterly payments due October-21/November-21-Pending receipt.

**Current Use Taxes:** Current Use tax revenues are strong at \$112,728.

**GENERAL FUND EXPENSES:** Overall expenses are trending to budget at 34%. Salary & Benefits are at 31%

**Police & Fire Over Time:** Fire Department Overtime trending high at 69% expended, Police Overtime trending at 57% expended.

**Welfare Direct Assistance:** Continues to trend low at 21.5% expended.

**WATER-SEWER SPECIAL REVENUE FUNDS:**

**Water-Sewer Funds:** Water-Sewer User Fee revenues remain strong on each fund, with low delinquencies. FY22 Expenses trending slightly below budget.

**Community Center:** Expenses slightly elevated at 42%, and Revenues are at 26% collected. Will continue to monitor and advise.

**Arena Special Revenue:** Season is just beginning, too early to provide expense/revenue status. Forecasts for contracted ice sales are strong at \$320,000.



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  
 Zoning Board  
 Conservation Commission  
 Historic District Commission  
 Arts & Culture Commission

## PLANNING & DEVELOPMENT DEPARTMENT MONTHLY REPORT FOR OCTOBER 2021

### APPLICATIONS REVIEWED BY THE PLANNING BOARD

Planning Board met October 4<sup>th</sup> for a Regular Meeting and October 18<sup>th</sup> for a Workshop Meeting

**The Cormier Family Revocable Trust of 2001, 110 & 116 Chamberlain Street** (by Norway Plains Associates, Inc.) Lot line revision. Case# 228 & 239 – 6 & 8 – A – 21 **APPROVED**

**David A. & Lisa A. Lawrence, 24 & 28 Stonewall Drive** (by Norway Plains Associates, LLC.) Lot line revision. Case# 223 – 11 & 11-5 – R1 – 21 **APPROVED**

**Farmington Associate Properties, LLC, 68 Farmington Road** (by Tighe & Bond) Site plan to construct three restaurants, associated parking and drainage. Case# 216 – 9- GRD – 21 **WITHDRAWAL APPROVED**

**Robert & Mary Small, 163 Whitehall Road** (Berry Surveying & Engineering) 3-Lot Subdivision. Case# 240 – 57 – A – 21 **APPROVED**

**City of Rochester, 0 Eisenhower Drive** (by Keach Nordstrom Associates) Proposed 2-Lot Subdivision for construction of a water tank. Case# 237 – 3 – A – 21 **APPROVED**

**Billings Family Revocable Trust, 161 Chesley Hill Road** (by Northam Survey, LLC.) 2-Lot Subdivision. Case# 246 – 30 – R1 – 21 **APPROVED**

**Egwanulti Farms, LLC, 996 Salmon Falls Road** (by Horizons Engineering) 2-Lot Subdivision. Case# 241 – 5 – A – 21 **APPROVED**

**Golden Oaks Development, LLC, Freedom Drive** Request for an extension to meet precedent conditions for an approved 17-Lot subdivision and Conditional Use Permit. Case# 110 – 10, 10-2 thru 10-18 – R1 – 20 **APPROVED**

**APPLICATIONS REVIEWED BY THE ZONING BOARD OF ADJUSTMENT****Zoning Board of Adjustment met on October 13<sup>th</sup>**

**Z-21-20 Desi Brown** Seeks a *Special Exception* from Table 18-E to permit a residential kennel. **Location:** 98 Hansonville Road, Rochester, Map 259 Lot 60 in the Agricultural Zone. **CONTINUED TO 11/10/2021**

**Z-21-21 Public Service Company of NH (Eversource Energy)** Seeks a *Variance* from Table 18-D to permit the expansion of the existing warehouse use in the Residential-1 zone.

**Location:** 74 Old Dover Road, Rochester, Map 136 Lot 20 in the Residential-1 Zone. **GRANTED**

**Z-21-22 Packy's Investment Properties, LLC** Seeks a *Variance* from Section 20.2(H) to permit the construction of a storage facility within the 100' setback area, and within 75' from a residential use.

**Location:** 18 Sterling Drive, Rochester, Map 208 Lot 18-1 in the Granite Ridge Development Zone. **CONTINUED TO 11/10/2021**

**Z-21-23 SSG, LLC** Seeks a *Variance* from Sections 19.2.E; 20.2.K.3; and Table 19-B to permit the construction of 52-multifamily units in the Highway Commercial zone without a commercial use, higher than the max height allowed by ordinance and with more units than allowed by ordinance. **Location:** 29 Wadleigh Road, Rochester, Map 137 Lot 35-1 in the Highway Commercial Zone. **GRANTED**

**APPLICATIONS REVIEWED BY THE CONSERVATION COMMISSION**

The Conservation Commission did not hold a meeting in the month of October.

**APPLICATIONS REVIEWED BY THE HISTORIC DISTRICT COMMISSION****Historic District Commission met on October 20<sup>th</sup>**

**City of Rochester, 11 Barker Court** Certificate of Approval for demolition of existing structure to redevelop and redesign the Union Street Parking Lot. Case # 121 – 398 – DTC – 21 **APPROVED**

**Rochester Main Street, 2 Wakefield Street** Certificate of Appropriateness for a sign in the Central Square traffic island. Case# 120-393 – DTC – 21 **APPROVED**

Work continued on the CLG Historic District Review Grant by the firm Historic Preservation.

**ARTS AND CULTURE COMMISSION ACTIVITIES****The Arts & Culture Commission met on October 28<sup>th</sup>**

At this meeting the Commission discussed option for art display in the faux window of the new gas station being constructed at 717 Columbus Ave by Irving Oil.

**and**

In collaboration with Library staff, reviewed nominations for the Rochester Poet Laureate

**PLANNING & DEVELOPMENT DEPARTMENT NEWS****The Planning Department is pleased to introduce our new Staff who started this fall.**

Our new Front Desk Administrative Assistant is Ashley Greene. Ashley is a graduate of the Applied Business Management Associates Degree program at the University of New Hampshire. She is currently working on finishing her Bachelor's Degree in Business Management at the University of Southern Maine. Ashley was part-time in the City Clerk's office for two years before moving to the Planning Department full time. She has a beautiful one year old daughter, and two wonderful, brilliant step daughters.

Our new Planner 1, who will be staff liaison to the Conservation Commission and will be helping with Site Compliance and Site Plan/Asbuilt review, is Ryan O'Connor. Ryan is currently working toward his Master's Degree in Community and Regional Planning after previously studying at the University of New Hampshire, earning an undergraduate degree in Environmental and Resource Economics. Ryan served in the Coast Guard for 7 years than transitioned to working with community-based non-profits and pursuing his education. His previous work was with agricultural planning for New Hampshire's farms and he is grateful for the opportunity to now work with Rochester and continue to build with the community and our natural resources. He enjoys anything outside, good food and great community.

And finally, kudos to Crystal Galloway for her promotion from Administrative Assistant to Planner I. Crystal is a lifelong Rochester resident and has been an employee for the City of Rochester for 15 years, 9 of which were with the Planning and Development Office. Her experience in this office has been vital with the numerous staff transition in the past several years. Crystal will serve as staff liaison to the ZBA and the Historic District Commission in this Planner I position.

Respectfully submitted,  
Shanna B. Saunders,  
*Director of Planning & Development*

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



# Rec & Arena Monthly Report

11/10/2021

To: Blaine Cox, City Manager  
Mayor Lauterborn  
Members of the City Council

From: Lauren Krans –Asst. Recreation & Arena Director  
Date: October 2021 Monthly Report

October 2021 Programs	Participation
Adult Co-Ed Pick-Up Basketball	3
Adult Floor Hockey	9
Adult Volleyball	91
Learn To Skate	20
Family Open Gym	21
Public Ice Skating	55
50+ Breakfast	18
50+ Cardio Drumming	64
50+ Dance Lessons	11
50+ Pickleball	71
50+ Power Hour	75
50+ Zumba Gold	36
SHS & BCA Open Gym	309
Little's Halloween Event	225
Halloween Hayride	180
<b>Monthly Total</b>	<b>1,188</b>

## Halloween Happenings

Community members joined staff and volunteers at Squamanagonic for a haunted Halloween hayride. This event provided families a fun, safe, SPOOKY outdoor event to celebrate the holiday. DPW allowed us use of their tractor. One hundred and eighty people attended the event and were scared by volunteers from SHS JROTC led by Major Heeter and the SHS Student Leadership Team led by Rec & Arena Commission Chair Sheila Colson. An event like this not only celebrates the holiday, but it introduces community members to our outdoor recreation spaces in a unique, memorable way.

The first annual Little's Halloween was a BIG success. Aimed at the preschool and younger demographic (babies, toddlers, 3 & 4 year olds) this event brought 200+ people to the Rochester Arena Parking lot. In the true spirit of little kid fun, activities were simple-bubbles, bowling over large file boxes painted as monsters, making handprint pictures, "Touch a Zamboni" and a play area. Our staff was joined by two volunteers from our senior programs as well as our Commission Member Kevin Barry who voluntarily included his Harley Davidson Motorcycle as part of the 'touch a vehicle'. The kids loved it! Deputy City Manager Katie was spotted enjoying some 'monster bowling' at the event, too!

## Public Ice Skate

Public Ice Skating at the Rochester Arena began in October. We are beginning the ice season with a reservation-based system similar to those used for Family Open Gym and Community Swim. This us allows us to control crowd sizes and provide customers peace of mind. We will continue to review and adjust these practices and numbers as needed throughout the winter. Our team has become efficient at 'pivoting' our operations as needed during the pandemic.

## Family Justice Center & HAVEN Collaboration

Our department continues to build relationships throughout the community to help achieve our mission of healthy lifestyles and community connections. To recognize Domestic Violence Awareness month we hosted "Path for Hope" with the Family Justice Center in the Dominicus Hanson Pines. This (battery operated) candlelit stroll raised awareness and honored victims of domestic violence. The Family Justice Center and HAVEN also hosted a resource table and activity at our Little's Halloween event.

## Spaulding High & Bud Carlson Open Gym

This drop in after school program for Rochester High School students brought in 309 teens in October. This allows staff the opportunity to create connections with this demographic. It also creates an opportunity for teens to use the gym without being affiliated with a formal athletic program. We will continue this program until the high school needs our gym for their JV and Varsity basketball practices.

## Supporting Community Events

Outside of our department-sponsored events this month, our facilities hosted the following community events:

- James W. Foley Freedom Run-Community Center
- Cochecho Quilt Show (700+ participants) –Rec Center Gym
- RPD's Rape Aggression Defense Program –Arena Program Room
- NH Foodbank Mobile Food Pantry-Arena Parking Lot

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---



# ROCHESTER FIRE DEPARTMENT MONTHLY REPORT

11/10/2021



To: Blaine Cox, City Manager  
From: Perry Plummer, Fire Chief  
Date: November 10, 2021  
Ref: **Monthly Report for October 2021**

On behalf of the members of the Rochester Fire Department, I am pleased to provide you with the department's monthly report for October 2021.

## ON-DUTY STAFFING LEVELS

- Full Staffing – 10 personnel on-duty – **0% of Shifts for October**
- One FF Short- 9 personnel on-duty – **55% of Shifts for October**
- Two FF's Short – 8 personnel on-duty - **45% of Shifts for October**

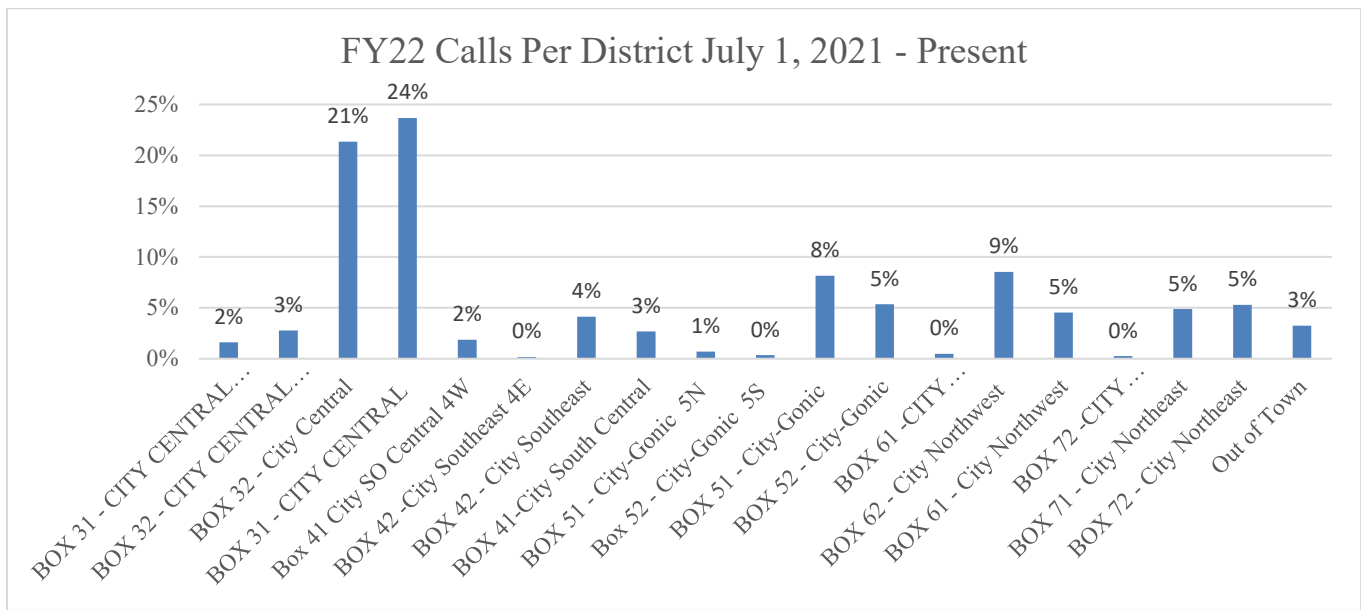
## PERSONNEL:

### DEPLOYMENTS:

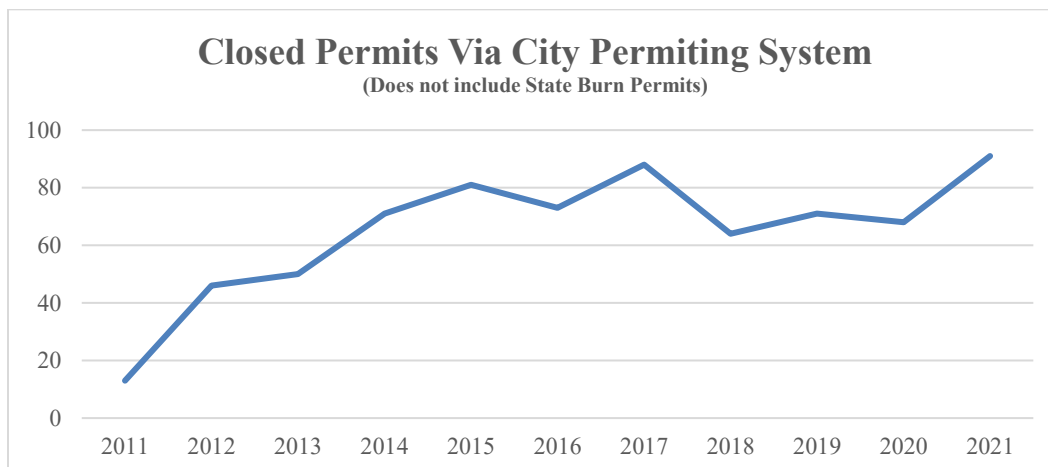
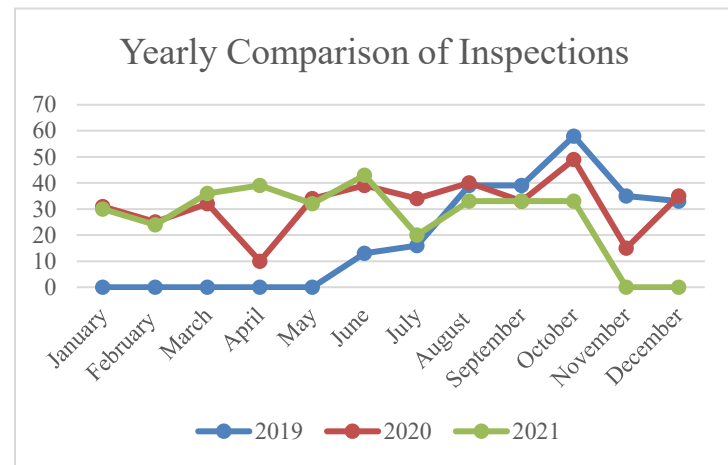
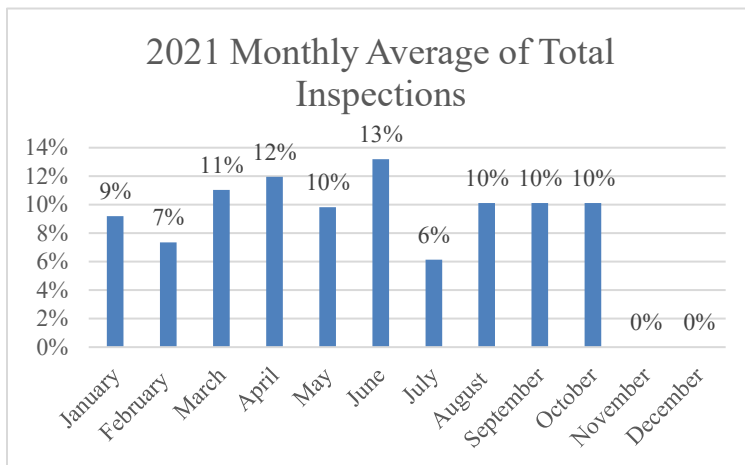
- Firefighter Lilah Cherim – US Marine Corp Deployed 04/01/2021 - Expected Return May 2022
- Firefighter Kevin Banks – US Air Force - Deployed 06/13/2021 - Expected Return March 2022
- Firefighter J.B Riley – US Air Force - Deployed 06/13/2021 - Expected Return March 2022

## EMERGENCY RESPONSE STATISTICS

Call Type	Oct-2020	Oct-2021	% Change	21 Fiscal YTD July 1 - Oct 30	22 Fiscal YTD July 1 - Oct 30	% Change
Fire Calls/ Explosion	13	2	-550%	77	21	-73%
Overpressure/Rupture	0	0	0%	1	1	0%
Emergency Medical Services	77	97	26%	323	430	33%
Rescue	28	25	-11%	116	98	-16%
Hazardous Conditions	16	9	-44%	89	50	-44%
Service Calls	33	32	-3%	163	145	-11%
Good Intent Calls	25	24	-4%	92	107	16%
False Calls	25	30	20%	99	140	41%
Severe Weather/Natural Disaster	0	0	0%	8	1	-88%
Other	0	14	0%	1	26	2500%
TOTALS	217	233	7%	969	1019	5%



### **COMMUNITY RISK REDUCTION:**



**School Door Numbering:** As part of the Safe Schools initiative for active shooter incident and emergencies, the department worked with the School Districts facilities staff to have the exterior doors numbered. This will allow for more accurate information during an emergency incident. The School District has completed this two-year long project.

**Fire Prevention Week:** Utilizing Marshal the Dog we visited the Rochester Public Library, 9 elementary schools, 20 classrooms and presented at local Cub Scout monthly meeting. Contact was made with approximately 326 children.



#### **Car Seat Inspection/Installation**

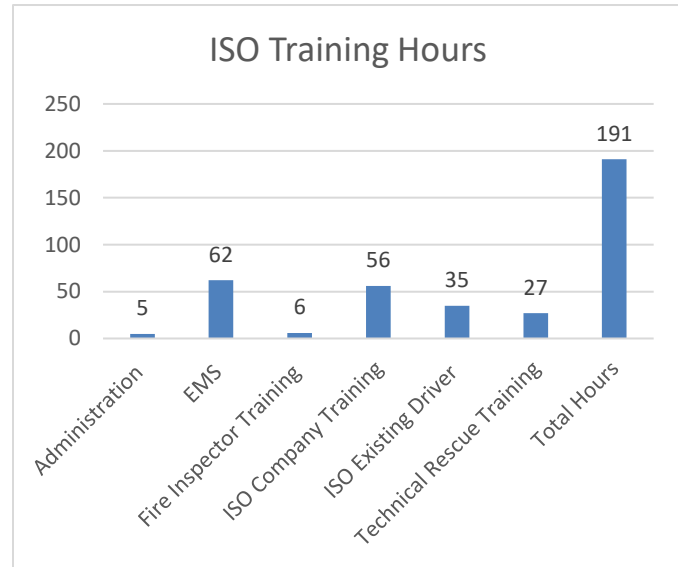
Research from the National Highway Traffic Safety Administration ([NHTSA](https://www.nhtsa.gov)) shows **59%** of car seats are not installed correctly.

The Department installed 4 cars seats for citizens this month.



#### **Toy Bank**

The Toy Bank Program is accepting applications from October 18 – November 19. Applications can be found at the Summer Street entrance to Central Fire Station. Anyone wishing to donate to the Toy Bank can drop off donations at Central Fire Station. If you wish to make a monetary donation we accept check or gift cards. Checks should be made payable to Rochester Professional Firefighters.

**TRAINING:****KUDO'S – Above and Beyond**

Captain Lenzi along with FF's Wood, Wentworth, Laferte and Thurber went above and beyond to repair Engine 5 as it suffered some hose failure in its cooling system. Normally this would have been put out of service until the following week when our fire truck vendor would come in to repair it. The repair was made with minimal cost to the city and allowing this piece of apparatus to remain in service to respond to calls. They also received guidance from FF McKay by phone.

FF Haggemiller, FF Poder, FF Marden, FF Boodey and FF Morales went above and beyond in getting the new EMS bags in service as well as organizing the EMS closets. Their extra effort expedited getting the lifesaving equipment in service raising the level of care available to Rochester citizens.

FF Wentworth, FF Wood, FF Rye Morrill went above and beyond to combine Tower Ladder training (Truck 9) with assisting the School Department with repairing their flag on the high flagpole saving the community money.

The RFD would like to recognize Superintendent Repucci, Mr. Totty and Mr. Letourneau, Monarch School and Rochester Child Care for their support and efforts in completing the door numbering project mentioned above.

The department provided the family of 7 (1 elderly, 4 children and 2 adults) 12 interconnected smoke detectors and 3 carbon monoxide detectors through community donations and from Home Depot. We thank Home Depot for their continued commitment and donations to the City of Rochester.



PAUL R. TOUSSAINT  
*Chief of Police*

## ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127  
FAX (603) 330-7159  
[www.rochesterpd.org](http://www.rochesterpd.org)  
*"Dedication, Pride, Integrity"*

POLICE COMMISSION

VACANT  
*Chairman*  
DAVID R. STEVENS  
*Vice Chairman*  
LISA M. STANLEY  
*Commissioner*

November 8, 2021



TO: City Manager Blaine Cox

RE: Monthly Report – October 2021

**OPERATIONS:** The investigations bureau has 75 cases being investigated currently. There were 40 cases presented to a virtual Grand Jury, all were true bills.

**COMMUNITY ENGAGEMENT OFFICER (CEO) and POP UNIT:** Officer Danie, along with Sgt. Turner and Det. Govoni, helped organize and teach a weekend RAD (Rape Aggression Defense) class to the public on October 23<sup>rd</sup> and 24<sup>th</sup>. There were 17 attendees.

**COMPSTAT:** Field activities have been consistent with previous months. There were 76 traffic accidents—9 more than last month and 20 of those were parking lot accidents. We did have 2 fatal accidents, one involved a motorcyclist v car on Washington Street, and the other was a single car accident on Highland Street. There were 7 total DWI's, 5 from accidents and 2 from welfare checks.

In property crimes there were three burglaries, down from eight the prior month. Thefts *from* motor vehicles increased to 15 this reporting period. All of them were unlocked vehicles.

With drug related incidents, the noted concern were the 3 fatal overdose incidents—YTD we are up 2 from 2020. Drug events are up 35% from this point last year.

In violent crimes we had 4 aggravated assaults, 3 of those were DV related, and the 4<sup>th</sup> one was a shooting incident on Lafayette Street which is still under investigation. Violent crime is down 23% year to date.

**COMMUNICATION CENTER - DISPATCH:** We received a dispatcher resignation, which makes three vacancies in the center. We have several interviews scheduled for the dispatch openings. Both Communications and IT attended a demonstration for a new CAD/RMS system this month.

The mobile dispatch unit has been delivered to our vendor. The sleeping quarters will be replaced with two dispatch consoles and all other equipment is set for installation in November.

**DIVERSION PROGRAM/TEEN DRUG COURT:** Most notable in Diversion is that Ms. Rodler was appointed by the Governor to sit on the Juvenile Justice Reform Commission to represent Diversion for the State. This is a five year commitment.

**FINANCIAL/PURCHASING:** We submitted a waiver of the City purchasing policy to the Finance Department for the body camera project. We recommend proceeding with WatchGuard's body camera platform. Some of the infrastructure is in place as they are the in-car camera vendor.

WatchGuard's pricing was less than the other two proposals reviewed by more than \$100,000.00. Since our original proposal the major manufacturers of body cameras have changed the pricing structure to five-year contracts that have small upfront costs with the majority of the pricing spread over the five years.

**HOUSING:** There were a total of 67 calls for service to the Rochester Housing Authority this period; 34 were police related calls for service. A neighborhood watch program has been started at the Art Nickless complex.

**K-9:** K9 Gunner will be officially retired from Rochester PD service as of October 31, 2021, and returned to retired Officer Keith MacKenzie. Until Officer Hatch and Ripley are certified as a team, anticipated in 2022, we will rely on mutual aid if in need of a K9.

**SCHOOL RESOURCE OFFICERS:** Elementary SRO Officer Porfido has been reassigned to patrol to assist with staffing. Both Officer Jackson at the High School and Sgt. Deluca at the Middle School are teaching the LEAD Program.

*High School: Officer Jackson:* There has been some issues lately at the Hanson Pines and Officer Jackson has been conducting more patrols as well as attending meetings to deal with the issues. He also assisted with issues at the Bud Carlson Academy.

*Middle School: Sgt. Deluca:* Sgt. Deluca was proactive in addressing issues with a TikTok challenge where kids are committing crimes and filming themselves. Sgt. Deluca sent out a pro-active post to parents on his SRO Facebook page of a new "challenge" called "slap a teacher or steal their lug nuts" that these are illegal acts.

**TRAINING:** The Academy recruits are progressing well. The law package recruits when not in class are in field training. Reports on new Officers' Gleason and Moon continue to be positive. They have moved to their second phase of field training, along with changing training officers. We have started using the outdoor range in Gonic on Fridays to complete annual long gun training and qualifications.

## **OTHER**

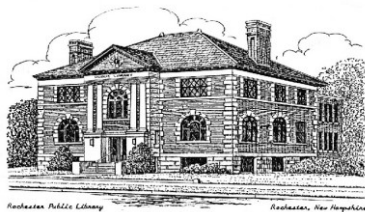
DEA Drug Take Back day was held on Saturday October 23. In total seven boxes, weighing 167.5lbs of unused and unwanted prescription medication was collected.

Activities and upcoming events in the community that the Police Department assisted in the planning of include:

- On Saturday October 23, the James Foley 5K was held
- On Friday October 30, Annual Zombie Walk route changes
- December 3 and 5; Chamber of Commerce annual tree lighting and parade.

Respectfully Submitted,

Paul R. Toussaint  
Chief of Police



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

11/10/2021  
Main Desk: (603) 332-1428  
Reference: 335-7550  
Children's: 335-7549  
Fax: 335-7582  
[www.rpl.lib.nh.us](http://www.rpl.lib.nh.us)

## **MONTHLY REPORT**

### **October 2021**

There was a total of 9,643 items circulated with 5,350 people visiting the library in the month of October. Two hundred fifty-nine patrons used the library's Internet computers. Interlibrary loan activity included 77 materials borrowed from other libraries and 114 loaned to other libraries. The library staff continued throughout the month to post interactive content to social media pages and the library's website.

Story Times were held Tuesday and Wednesday mornings at 10:30am outside on the library lawn when the weather permitted. Over 112 participants enjoyed stories, songs, rhymes and were given a small take home activity at the end of each program.

Monday, October 4<sup>th</sup> through Saturday, October 9<sup>th</sup> families were welcomed to pick-up "Coffee Filter Bat" craft kits for a Take It & Make It at home craft project. The kits were available during Library business hours on a cart at the Children's Room entrance.

The Children's Room hosted a Pumpkin Decorating Book Character Project for Halloween. All entries were based on a book or character from a book. Decorated Pumpkins were displayed in the library windows until the end of October. Potter's House Bakery generously donated coupons for a free cookie to all that participated.

Good news from our Friend's of the Library nonprofit organization. This is a volunteer group that works with the library to provide valuable support for the library and its programs. Recently, the Friends filled a bookshelf with a variety of material at Abi's Place, a transitional recovery house for mothers in recovery and their children.

"RPL to Go" continued throughout the month. Patrons selected items online, through email or over the phone and staff members checked-out these items and called with a designated pick-up time. Over 49 appointments for pick-up were made throughout the month of October.

Two hundred seventy-five of our library patrons downloaded 1,425 e-books to media devices through the library's web site this month. The RPL website also enabled 26 patrons access to the Mango Languages, Chilton, and Legal Forms databases along with 395 digital downloads from Hoopla.

Trustees will be meeting in the library on November 16<sup>th</sup> at 6pm.

---

*Intentionally  
left blank...*

---

City Clerk's Office

---

---

## City of Rochester Tax Collector's Office

October 31, 2021

Tax Year		Annual Warrant	Collected		Uncollected	
			Amount	%	Amount	%
2021	Semi Warrant	34,662,377	33,513,629.01	96.69%	1,148,747.99	3.31%
2020		68,438,739	67,692,508.56	98.91%	746,230.44	1.09%
2019		66,169,796	65,675,361.68	99.25%	494,434.32	0.75%
2018		63,834,824	63,536,804.79	99.53%	298,019.21	0.47%
2017		60,524,791	60,371,600.44	99.75%	153,190.56	0.25%
2016		58,196,003	58,088,104.38	99.81%	107,898.62	0.19%
2015		56,938,119	56,868,154.55	99.88%	69,964.45	0.12%
2014		55,068,779	55,021,005.21	99.91%	47,773.79	0.09%
2013		53,324,262	53,283,919.92	99.92%	40,342.08	0.08%
2012		50,952,912	50,922,275.20	99.94%	30,636.80	0.06%
2011		48,856,892	48,828,088.65	99.94%	28,803.35	0.06%
2010		47,308,832	47,287,521.46	99.95%	21,310.54	0.05%
2009		46,898,827	46,883,824.09	99.97%	15,002.91	0.03%
2008		46,522,769	46,514,740.91	99.98%	8,028.09	0.02%
2007		42,964,450	42,957,969.77	99.98%	6,480.23	0.02%
2006		40,794,160	40,791,083.50	99.99%	3,076.50	0.01%
2005		38,024,453	38,022,731.23	100.00%	1,721.77	0.00%
2004		36,065,496	36,063,619.17	99.99%	1,876.83	0.01%
2003		33,310,579	33,308,842.37	99.99%	1,736.63	0.01%
2002		29,725,878	29,724,581.58	100.00%	1,296.42	0.00%
2001		26,943,136	26,942,449.61	100.00%	686.39	0.00%
2000		25,415,248	25,415,038.93	100.00%	209.07	0.00%
1999		22,973,308	22,973,154.27	100.00%	153.73	0.00%
1998		30,592,529	30,592,323.35	100.00%	205.65	0.00%
1997		29,835,914	29,835,712.46	100.00%	201.54	0.00%
1996		27,726,424	27,726,226.07	100.00%	197.93	0.00%
1995		27,712,029	27,711,835.43	100.00%	193.57	0.00%
				Total Uncoll:	3,228,419.41	

Tax Collector  
Doreen Jones, CTC

Online Credit Card Payments (Citizen Self Service)		
CSS Count FY 22		
Month	Total \$\$	# of Payments
July	\$ 1,305,628.13	1039
Aug	\$ 220,363.71	728
Sept	\$ 180,800.32	647
<b>Oct</b>	<b>\$ 171,014.03</b>	<b>630</b>
Nov		
Dec		
Jan		
Feb		
Mar		
Apr		
May		
June		
<b>Totals</b>	<b>\$ 1,877,806.19</b>	<b>3044</b>

Auto Registration Totals FY 22		
Month	Total \$\$	# of Transactions
July	\$ 503,573.94	3397
<b>Aug</b>	<b>\$ 524,877.90</b>	<b>3530</b>
Sept	\$ 492,488.99	3211
<b>Oct</b>	<b>\$ 561,576.55</b>	<b>3191</b>
Nov		
Dec		
Jan		
Feb		
March		
April		
May		
June		
<b>Totals</b>	<b>\$ 2,082,517.38</b>	<b>13329</b>

# Rochester, New Hampshire

## Inter office Memorandum

**TO:** Blaine Cox  
City Manager

**FROM:** Todd M. Marsh  
Director of Welfare



**SUBJECT:** Analysis of Direct Assistance for October 2021.

**DATE:** November 4, 2021

This office reported 80 formal case notes for the month of October.

Voucher amounts issued were as follows:

	<u>9</u> <u>Families</u> <u>4 new</u>	<u>14</u> <u>Single</u> <u>5 new</u>
Burial .....	650.00	650.00
Dental .....	.00	.00
Electricity .....	.00	55.00
Food .....	.00	.00
Fuel heating .....	.00	.00
Mortgage .....	.00	.00
Prescriptions .....	.00	.00
Rent .....	3,238.00	2,770.00
Temporary Housing .....	.00	1,595.00
Transportation .....	<u>.00</u>	<u>.00</u>
<b>TOTAL</b>	<b>\$3,888.00</b>	<b>\$5,070.00</b>

General Assistance above represents an average cost per case/family of \$432.00 and case/Individual of \$362.14 for this month.

Total vouchers issued: \$8,958.00

There was an increase of \$415.35 in assistance issued this month compared to October 2020. There was a decrease of \$2166.13 in vouchers issued this month compared to last month.

We received reimbursements from the Interim Assistance Program SSI, State Medicaid and Personal Reimbursements totaling \$.00

### NOTES

October budget impact includes the Covid-19 Pandemic situation, including continued availability of New Hampshire Housing Relief Program funds coordinated by Community Action. Welfare Director has been actively involved with the Somersworth Willand Pond Encampment Triage efforts, including onsite.