



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

Meeting Minutes

Monday November 6, 2023

Cocheco Meeting Room – City Hall Annex Building

33 Wakefield Street, Rochester, NH

(These minutes were approved on February 6, 2024)

Attendance

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

1) Call to Order

Adam Hughes called the meeting to order at 2:04.

2) Roll Call

Renée Mclsaac conducted a silent roll call.

3) Approval of Minutes

Review Meeting Minutes of October 3, 2023.

Gary Boudreau made a motion to approve of the meeting minutes. Adam Hughes seconded the motion; the motion passed unanimously.

4) New Business

a. E911 Brochure Review

Committee members agreed that the brochure contained out of date information, that it needed to be revised and the current document should be removed from the webpage. (Until a revision could be posted.) Renée Mclsaac volunteered to draft an update. Adam Hughes agreed to review the update. Gary Boudreau also suggested reaching out to Matt Wyatt for improving the look of the document.

b. Addressing Concerns for Review:

i. 11 Myrtle St; Tax Map 0124-0019-0000

Currently addressed as 11 – 13 Myrtle Street.

Following addressing standards this structure should have one address number and 2 subaddresses.

Gary Boudreau made a motion to identify the address as 11 Myrtle Street with subaddresses of Unit A and Unit B. Renée Mclsaac seconded the motion; the motion passed unanimously.

ii. 12 Myrtle St; Tax Map 0125-0279-0000

Duplex posted as 12 Myrtle and 7 Woodman Street.

Following addressing standards this structure should have one address number and 2 subaddresses.

Gary Boudreau made a motion to identify the address as 7 Woodman Street, with subaddresses of Unit A and Unit B. Renée McIsaac seconded the motion; the motion passed unanimously.

iii. **15 Myrtle St;** Tax Map 0125-0277-0000

Multifamily structure with 6 units. Currently posted address numbers: 10 and 12 on Woodman St; and 15 on Myrtle St. Following addressing standards this structure should have one address number and 6 subaddresses.

Adam Hughes made a motion to identify the address as 15 Myrtle Street, with subaddresses for Units A – F. Jim Grant seconded the motion; the motion passes unanimously.

iv. **38 – 40 Lafayette St;** Tax Map 0121-0062-0000

One parcel with 3 discreet dwellings, including a fractional address. Following addressing standards there should be three whole numbers assigned to each building and subaddresses assigned to the multi-unit structure.

Adam Hughes made a motion to readdress 38 to 36 Lafayette Street, 38 ½ to 38 Lafayette Street, and the subaddresses of 40 Lafayette Street to be identified as Units A, B and C. Gary Boudreau seconded the motion; the motion passed unanimously.

v. **State Street**

The current street numbering of State Street does not allow for a standard address assignment to the newly created lot at 0131-0016-0001. Renée McIsaac explained that a temporary address was assigned so that the property owner could obtain building permits. She proposed reassigning 11 to 13 State Street (0131-0015-0000), and 13 to 15 State Street (0131-0014-0000), so the new parcel could be assigned 11 State Street. This approach would have the least amount of impact while providing standard numbers to each of the parcels.

Adam Hughes made a motion to proceed with the proposal. Renée McIsaac seconded the motion; the motion passed unanimously.

5) Old Business

Adam Hughes provided a brief update on the addressing status of 14 Farmington Road.

6) Adjournment

A motion was made by Adam Hughes to adjourn at 2:35pm. The motion was seconded by Renée McIsaac; the motion carried unanimously.

Respectfully submitted,
Renee McIsaac
Planner I