



**City Council Public Hearing
April 4, 2017
Council Chambers
7:00 PM**

Agenda

1. Call to Order
 2. **AB 139** Resolution Authorizing Supplemental Appropriation to the School Building Fund in the Amount of \$796,326.00 P. 9
 3. Adjournment
-

**Regular City Council Meeting
April 4, 2017
Council Chambers
7:00 PM**

Agenda

1. Call to Order
2. **Presentation of the Colors:** AMVETS Post 1 Rochester
 - 2.1. Pledge of Allegiance
3. Opening Prayer
 - 3.1. **Opening Prayer:** Norm Sanborn, Sr., Acting Champlain for AMVETS
4. Roll Call
5. Acceptance of Minutes
 - 5.1. Regular City Council Meeting: March 7, 2017 *consideration for approval* P.15
 - 5.2. Special City Council Meeting: March 21, 2017 *consideration for approval* P. 39
6. Communications from the City Manager
 - 6.1. Employee of the Month Award P.46

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- 6.2. City Manager's Report
- 7. Communications from the Mayor
 - 7.1. **Proclamation:** Arbor Day P.71
 - 7.2. **Proclamation:** Telecommunicators Week P. 73
 - 7.3. **Announcement:** Dog License Renewal - *Now available*
 - 7.4. **Announcement:** Upcoming Rabies Clinics P. 75
- 8. Presentations of Petitions and Council Correspondence
- 9. Nominations, Appointments, Resignations, and Elections
- 10. Reports of Committees
 - 10.1. Appointments Review Committee P.77
 - 10.1.1. **Appointment:** Kyle Starkweather, Alternate Member, Planning Board, Term to Expire on 1/2/2019
 - 10.2. Community Development P.79
 - 10.2.1. **Action Item AB 150:** Resolution Authorizing the Reprogramming of Community Development Block Grant Funds in the Gross Amount of \$25,374.77 *first reading, second reading, and consideration for approval* P .93
 - 10.3. Finance Committee P.99
 - 10.3.1. **Action Item:** Official Announcements & Posting Policy **Committee Recommendation:** An indication of approval from the Council to finalize the policy *Sense of Council* P. 120
 - 10.3.2. **Action Item:** Fireworks Discussion **Committee Recommendation:** To direct the City Manager to retain the services of a fireworks display vendor for a date on or around the 4th of July, 2017 *consideration for approval* P. 118
 - 10.3.3. **Action Item:** Chief Information Officer **Committee Recommendation:** To approve an amendment to the Merit Plan to add the position of Chief Information Officer [Pay Grade 16] *consideration for approval* P. 114
 - 10.3.4. **Action Item:** City Prosecutor/Deputy City Attorney **Committee Recommendation:** To approve an amendment to the Merit Plan to add the position of City Prosecutor/Deputy City Attorney [Pay Grade 15] *consideration for approval* P.106

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10.3.5. Action Item: Non-Union Wage Ranges Adjustment Committee Recommendation: To approve the recommended adjustment of non-union personnel wage ranges under the Merit Plan according to the CPI for fiscal year 2018 *consideration for approval* P. 105

10.3.6. Action Item: Independent Auditor Contract Committee Recommendation: To authorize the Deputy City Manager to negotiate a two-year contract extension with Melanson Health for the provision of Independent Audit Services *consideration for approval* P. 104

10.4. Public Works and Building Committee P. 123

11. Old Business

11.1. Revised AB 02 Resolution Authorizing the Application for and Acceptance of a State of NH Department of Environmental Services (NHDES) Clean Water State Revolving Fund (CWSRF) Loan and Supplemental Appropriation Connected Therewith *[This resolution was adopted on July 12, 2016; however, the designated representatives must be updated in the resolution to file the application] first reading, second reading, and consideration for approval* P.129

11.2. AB 156 Amendment to Chapter 23 of the General Ordinances of the City of Rochester Regarding Fire Safety Measures *first reading and refer to the Codes and Ordinances Committee* P. 131

11.3. AB 90 (a) Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding the City of Rochester Regarding Accessory Apartments *second reading and consideration for approval* P. 135

- **Information only:** web-links to the New Hampshire Municipal Association and State Office of Energy and Planning P.139

11.4. AB 90 (b) Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Table 18-A *second reading and consideration for approval* P. 137

12. Consent Calendar P. 143

12.1. AB 154 Resolution Deauthorizing Bond Authority from the Building, Zoning, and Licensing Services (BZLS) Capital Improvement Plan Project Funding for the Viewpoint Permit and Inspection Software Project in the Amount of \$55,286.93 *first reading, second reading, and adoption* P.143

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13. New Business

- 13.1. **AB 152** Resolution Approving Contract and Cost Items Associated with Proposed City of Rochester School Department Multi-Year Collective Bargaining Agreement with Rochester Administrative Unit (Administration) *first reading, second reading, and consideration for approval* P. 149
- 13.2. **AB 151** Resolution Adopting a 2017-2018 Rochester CDBG “Action Plan for the City of Rochester, N.H.” and Approving and Appropriating the 2017-2018 Community Development Budget for the City of Rochester *first reading and refer to a Public Hearing* P. 157
- 13.3. **AB 153** Resolution Accepting Safe Schools Healthy Students (SSHS) Grant and Authorizing Supplemental Appropriation to the Recreation Department in the Amount of \$5,000.00 *first reading, second reading, and consideration for approval* P. 243
- 13.4. **AB 137** Resolution Adopting the Land Trust Alliance Standards and Practices *first reading and consideration for approval* P. 251
- 13.5. **AB 155** Resolution Accepting Governor's Commission Alcohol Fund Grant and Authorizing Supplemental Appropriation to the Police Department in the Amount of \$25,170.00 *first reading, second reading, and consideration for approval* P. 283
- 13.6. **AB 139** Resolution Authorizing Supplemental Appropriation to the School Building Fund in the Amount of \$796,326.00 *second reading and consideration for approval* P. 9
- 13.7. ***AB 157** Resolution Approving a New Hampshire Municipal Technical Assistant Grant Application to Plan NH *first reading and consideration for approval*

14. Non-Meeting/Non-Public Session

- 14.1. **Non-Meeting:** Consultation with Legal Counsel, RSA 91-A:2,I(b)

15. Other

16. Adjournment

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**Resolution Authorizing Supplemental Appropriation to the School Building Fund in the
Amount of \$796,326.00**

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

In accordance with RSA 34:2, that the sum of Seven Hundred Ninety Six Thousand Three Hundred Twenty Six Dollars (\$796,326.00) be, and hereby is, appropriated as a supplemental appropriation to the School Building Fund. The entire amount of the supplemental appropriation shall be derived from the General Fund unassigned fund balance.

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.

CC FY17 03-21 AB 139

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3/30/17

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

School Building Fund

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☒ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	March 21, 2017 (Special Meeting)	
DEPT. HEAD SIGNATURE		
DATE SUBMITTED	March 14, 2017	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	

COMMITTEE SIGN-OFF

COMMITTEE	Finance Committee
CHAIR PERSON	Mayor McCarley

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	General Fund "Unassigned Fund Balance"
ACCOUNT NUMBER	
AMOUNT	\$796,326.00
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

LEGAL AUTHORITY

RSA 34:1 (Capital Reserve Funds) and School Building Fund resolution adopted by City Council n December 15, 2015.

SUMMARY STATEMENT

Transfer of funds from the City's General Fund "Unassigned Fund Balance" to the City's School Building Fund.

* General Fund Unassigned Fund Balance "surplus" for Fiscal Year 2016 was \$1,607,697, as certified by the Independent Auditor.

* School Building Fund stipulates "The City Council ... may ... transfer to such fund ... not more than 1/2 of its ... surplus ... after the annual audit presentation by the independent auditor ...

* The amount contributed to the Fiscal Year 2016 surplus by the School Department is \$796,326.

RECOMMENDED ACTION

Transfer the School Department's net revenues & appropriations for fiscal year 2016 of \$796,326 from General Fund Unassigned Fund Balance to the School Building Fund.

**Resolution Pursuant to RSA 34:1 Establishing a School
Building Capital
Reserve Fund**

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

By adoption of this Resolution, the City Council establishes a Capital Reserve Fund pursuant to RSA 34:1 for the purpose of rehabilitating, enlarging, replacing, and/or constructing new school facilities and/or the purchase of land for the enlargement of existing school facilities and/or siting of new school facilities. The name of such fund shall be the School Building Fund.

The City Council, at its sole discretion, may appropriate monies to said School Building Fund through the annual budgeting process. The City Council may also by favorable vote of $\frac{3}{4}$ of its members, transfer to such fund after a public hearing with notice as provided in RSA 34:2, not more than $\frac{1}{2}$ of its unencumbered surplus funds remaining on hand at the end of the fiscal year, within limits as provided in RSA 34:4. No transfer from the City's unencumbered surplus funds to the School Building Fund shall be considered until after the annual audit presentation by the independent auditor and confirmation of the stated surplus. The City Council may also accept and appropriate gifts, legacies and trusts to the School Building Fund by majority vote.

Expenditure of funds from the School Building Fund is at the sole discretion of the City Council.

Pursuant to RSA 34:6, the Trustees of Trust Funds shall have custody of all capital reserves transferred to the School Building Fund. The Trustees of the Trust Fund will hold the monies appropriated to the School Building Fund in a separate account. Appropriations made to the School Building Fund will be paid over to the Trustees of the Trust Fund after July 1 but prior to June 30 of the fiscal year of the appropriation.

The City Council may dissolve the School Building Fund at its sole discretion. Upon dissolution of any portion of said fund appropriated from the General Fund said funds will lapse to surplus (Unassigned General Fund fund balance) and cannot be repurposed directly to a different capital fund or project. Any funds contained in the School Building Fund accepted and appropriated from gifts, legacies or trusts may be redirected at the discretion of the City Council.

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.

Adopted by City Council on December 15, 2015

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**Regular City Council Meeting
March 7, 2017
Council Chambers
7:00 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Barnett
Councilor Bogan
Councilor Gates
Councilor Gray
Councilor Hamann
Councilor Lauterborn
Councilor Keans
Councilor Torr
Councilor Varney
Councilor Willis
Mayor McCarley

OTHERS PRESENT

City Manager Daniel Fitzpatrick
Deputy City Manager Blaine Cox
City Attorney Terence O'Rourke
John Storer, Commissioner of Public
Works
Michelle Mears, Planning Department
Members of the Army National Guard

MEMBERS EXCUSED

Councilor Lachapelle

Minutes

1. Call to Order

Mayor McCarley called the Regular City Council meeting to order at 7:00 PM.

2. Presentation of the Colors: Spaulding High School AFJROTC Color Guard

2.1. Pledge of Allegiance

The Spaulding High School AFJROTC Color Guard presented the Colors and led the Pledge of Allegiance.

3. Opening Prayer

3.1. Opening Prayer: Cadet Robert Miles, Spaulding High School

Cadet Miles offered the opening prayer.

4. Roll Call

Kelly Walters, City Clerk, called the roll. All Councilors were present, except for Councilor Lachapelle, who had been excused. Councilor Gray arrived at 7:04 PM.

Mayor McCarley indicated that many residents have attended the meeting this evening to learn more about the status of the Entertainment Overlay Zone. She requested to amend the Agenda and discuss Item 11.5 at this time. No member of the City Council objected. The Agenda was amended as follows:

**11.5 AB 91 Amendment to Chapter 42 of the
General Ordinances of the City of Rochester
Regarding the Entertainment Overlay District
*second reading and adoption***

Councilor Bogan **MOVED** to read the Amendment for the second time by title only. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the Amendment for the second time by title only as follows:

**AMENDMENT TO CHAPTER 42 OF THE GENERAL ORDINANCES
OF THE CITY OF ROCHESTER REGARDING THE ENTERTAINMENT
OVERLAY DISTRICT**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

42.2 Definitions and Terminology

a. General Provisions.

*
*
*

b. Definitions.

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*
*

100. Fair: A large scale entertainment event, such as an annual summer/fall fair, concert, or music festival situated on land on which significant permanent structures have been erected largely to serve the fair, concert or music festival. A special, small scale, temporary entertainment event lasting no more than ten (10) days, such as a motorized or non-motorized racing, carnival, bazaar, or circus situated on land on which no significant permanent structures have been erected largely to serve the fair is considered an accessory use. Temporary campsites erected for no more than ten (10) days are also considered an accessory use an annual summer/fall fair, concert or music festival.

*
*
*

42.16 Entertainment Overlay Districts

a. Identification of the Entertainment District. A Zoning Map of the Rochester Entertainment District, as amended, which shows the Entertainment Overlay District, is hereby incorporated as part of this Section, and is on file with the City Clerk. The Zoning Map and all the notations, references, district boundaries, and other information shown thereon, shall be as much a part of this Section as if all were fully described therein. See the Appendix which lists properties in the district by Assessor's Map and Lot numbers.

1. Objectives

A. The purpose of this district is to allow amusement and entertainment activities where tickets are sold or fees collected for the activity.

B. Maximize the developable areas on the parcels within the district through the creation of flexible development standards for commercial purposes.

2. Permitted Uses

A. Uses.

- i. The following nonresidential uses are permitted in existing structures and new construction.

- a. Temporary Structures
- b. Reuse of Agricultural Building
- c. Commercial Yard Sale
- d. Foodstand
- e. Function Hall
- f. Bed & Breakfast
- g. Hotel
- h. Motel
- i. Indoor Recreation
- j. Outdoor Recreation
- k. Restaurant
- l. Theater/Cinema (5,000 s.f. or less)
- m. Theater/Cinema (over 5,000 s.f.)
- n. Fair
- o. Farmers Market (Temporary)

ii. In addition to any other approvals required by this Zoning Ordinance, the following uses are required to receive approval from the City of Rochester Licensing Board for temporary events in the Entertainment District: Fair, Farmers' Market, Foodstand, and Recreation Outdoor.

3. Development Standards

A. Parking Requirements

- i. The parking requirements for residential and non-residential uses are found in the Rochester Site Plan Regulations and a parking plan must be approved by the Planning Board.

B. Parking areas

- i. Parking areas must be fully screened from the street and any abutting residential property.
- ii. Parking is allowed in the front of buildings, in the rear of buildings, and to the side of buildings.

C. Dimensional Standards

- i. Lots
 - a. Minimum lot area – 20,000 s.f.
 - b. Minimum frontage – 100 feet
 - c. Maximum lot coverage – 85%
- ii. Setbacks

- a. Minimum front – 20 feet
 - b. Minimum side – 10 feet (For lots that abut a single family residence, the side setback abutting the residence shall be the larger of the required side setback in the subject Entertainment Overlay District or the abutting residence)
 - c. Minimum rear – 25 feet
- iii. Number of stories
 - a. Maximum number of stories – 5
 - b. Appendix - Delineation of the District. The Rochester Entertainment Overlay District is defined as that area made up of the lots listed below as delineated on the Rochester Tax Maps. Unless otherwise noted or shown on the map, all of the land composing each lot shall be considered to lie within the District. The District also includes all City property necessary to make a contiguous District. (Note that in the case of discrepancy between the Zoning Map and this list of lots, the Zoning Map shall be determining.) Lots in the district include:
 - 1. **Tax Map 123, Lots 1 – 21, 23 – 26, 27, 27-1, 28 – 38, and 40 – 59**
 - 2. **Tax Map 124, Lots 67, 69 – 81, 99, 100, 102 – 116, and 118 – 129**
 - 3. **Tax Map 129, Lots 5 – 14, and 40**
 - 4. **Tax Map 130, Lots 1 and 2**

The effective date of these amendments shall be upon passage.

Mayor McCarley **MOVED** to **ADOPT** this Amendment. Councilor Torr seconded the motion. Mayor McCarley explained that this Amendment started out as a simple Amendment to the General Ordinances and has morphed into much more. She strongly recommended that this Amendment be voted down in order to make changes to this Amendment and start the process over with the Entertainment Overlay Committee. Councilor Varney agreed and said that it is not what the Committee had agreed upon. Councilor Gates requested a roll call. Mayor McCarley called for a roll call on the motion. The **MOTION FAILED** by a 11 to 0 roll call vote. Councilors Bogan, Abbott, Varney, Willis, Barnett, Torr, Hamann, Gates, Keans,

Lauterborn, and Mayor McCarley voted against the motion. Councilor Gray arrived after the vote had been taken at 7:04 PM.

Mayor McCarley informed the public that the Entertainment Overlay Zone Committee would meet and a few members of the public have been appointed to this Committee as well.

5. Acceptance of Minutes

5.1. Regular City Council Meeting Minutes: February 14, 2017 *motion to approve*

Councilor Lauterborn **MOVED** to **APPROVE** the revised draft minutes of February 14, 2017. Councilor Keans seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

6. Communications from the City Manager

6.1. Employee of the Month Award

City Manager Fitzpatrick announced that Michelle Mears of the Planning Department had been chosen for the Employee of the Month Award for March. City Manager Fitzpatrick invited Jim Campbell, Planning Director, and Ms. Mears to come forward to be recognized. City Manager Fitzpatrick informed the public that Ms. Mears is also the current President of the Rotary Club.

6.2. City Manager's Report

The City Manager gave the following report:

Contracts and documents executed since last month:

- **City Attorney**
 - Utility Easement – NH National Guard Armory- Brock Street
- **Building, Zoning & Licensing Services Department**
 - Village of Clark Brook – Little Quarry – partial lien release
- **Department of Public Works**
 - East End Dam modifications
 - Lowell Street culvert repair – Amendment 1
 - Raw Water Pump Station Upgrade – loan agreement

- Use & Occupancy Agreement – NHDOT – Colonial Pines Sewer
- Wakefield Street – Amendment 2
- **Economic & Community Development**
 - HUD Lead-Based Paint Control Grant Application
 - LCHIP – Annex Grant - Project Agreement
 - Trigger Devils – JOB Loan Environmental Review
- **Finance Department**
 - Kronos Time & Attendance Contract
 - Specialized Purchasing Consultants – Copier Contract
- **Fire Department**
 - EMS - Warm Zone Equipment Grant Application Request
- **Planning Department**
 - Entertainment Overlay District memos
 - Memo from Planning Director Campbell
 - Memo from Planning Board Chair Sylvain

Standard Reports:

- City Council Request & Inquiry Report (no report included - no items for discussion)
- Monthly Overnight Travel Summary (no report included - no travel submitted)
- Permission & Permits Issued
- Personnel Action Report Summary

City Manager Fitzpatrick invited John Storer, Director of City Services to come forward to address the City Council about the new bulletin board, which can be found in the City Council Chambers. Mr. Storer stated that his staff worked on displaying some of the City projects on the Council Chamber wall. This is to keep the public informed of the current City projects. This will be updated as new projects are approved.

7. Communications from the Mayor

7.1. Discussion: City-Sponsored Fireworks Display

Mayor McCarley stated if there were no objections from the City Council that the discussion relative to the idea of a City-Sponsored

Fireworks Display would be held at the next Finance Committee meeting. Mayor McCarley requested a show-of-hands for support. The **Sense of Council** was to discuss this matter at the next Finance Committee meeting.

Mayor McCarley explained that the proposed State Funding for the Richard W. Creteau Technology School is still pending. It is important for the City Council to give the State some idea if the City Council is interested in moving forward with this project or not. She wished to take a sense of the City Council that would be a non-binding vote to keep the project alive at this time. This does not commit the City to bonding the project; however, it means that the State would keep the project in the plan moving forward for now. It should be a commitment from the City Council that shows a strong interest.

The City Council had a lengthy debate about this matter. Several Councilors voiced their concerns about supporting a CIP project without knowing how it would affect current and future CIP projects as a whole. Other Councilors cautioned the City Council about not being too quick to give up on this amount of State funding for such a beneficial project. Mayor McCarley requested a vote of support for this project for now and looking at all CIP projects at the next Finance Committee meeting. Councilor Lauterborn **MOVED** to **AFFIRM** the City Council's support for the renovation of the Richard W. Creteau Technology Center. The **MOTION CARRIED** by a 10 to 2 roll call vote. Councilors Barnett, Keans, Lauterborn, Willis, Abbott, Torr, Hamann, Bogan, Varney, and Mayor McCarley supported the motion. Councilors Gray and Gates opposed the motion.

Councilor Varney requested to clarify that the vote to be taken at the Finance Committee would not be to approve the bonding of this project at this time.

8. Presentations of Petitions and Council Correspondence

No discussion.

9. Nominations, Appointments, Resignations, and Elections

No discussion.

10. Reports of Committees

10.1. Appointments Review Committee

10.1.1. Appointment: Sherry Beaudoin, Trustees of the Trust Fund, Regular Member, Term to Expire 1/2/2020

Councilor Keans reviewed the Committee's recommendation to appoint Sherry Beaudoin to the Trustees of the Trust Fund. Mayor McCarley nominated Sherry Beaudoin to be appointed to the Trustee to the Trust Fund with a term to expire on January 2, 2020. Councilor Bogan seconded the nomination. Mayor McCarley **Moved** to have nominations cease. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Ms. Beaudoin was appointed by a unanimous ballot vote.

10.1.2. Appointment: Keith Johnson, Conservation Commission, Alternate Member, Term to Expire 1/2/2020

Councilor Keans reviewed the Committee's recommendation to appoint Keith Johnson to the Conservation Commission. Mayor McCarley nominated Mr. Johnson to be appointed as an Alternate Member to the Conservation Commission with a term to expire on January 2, 2020. Councilor Bogan seconded the nomination. Mayor McCarley **Moved** to have nominations cease. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Johnson was appointed by a unanimous ballot vote.

10.1.3. Appointment: Joe Boudreau, Utility Advisory Board, Regular Member, Term to Expire 1/2/2019

Councilor Keans reviewed the Committee's recommendation to appoint Joe Boudreau to the Utility Advisory Board. Mayor McCarley nominated Mr. Boudreau to be appointed to the Utility Advisory Board with a term to expire on January 2, 2019. Councilor Bogan seconded the nomination. Mayor McCarley **Moved** to have nominations cease. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Boudreau was appointed by a unanimous ballot vote.

10.1.4. Re-Appointment: John "Jack" Hackett, Conservation Commission, Regular

Member, Term to Expire 1/2/2020

Councilor Keans reviewed the Committee's recommendation to re-appoint John "Jack" Hackett to the Conservation Commission. Mayor McCarley nominated Mr. Hackett to be re-appointed as a Regular Member to the Conservation Commission with a term to expire on January 2, 2020. Councilor Bogan seconded the nomination. Mayor McCarley **MOVED** to have nominations cease. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Hackett was re-appointed by a unanimous ballot vote.

10.1.5. Re-Appointment: Michael Kirwen, Conservation Commission, Regular Member, Term to Expire 1/2/2020

Councilor Keans reviewed the Committee's recommendation to re-appoint Michael Kirwen to the Conservation Commission. Mayor McCarley nominated Mr. Kirwen to be re-appointed as a Regular Member to the Conservation Commission with a term to expire on January 2, 2020. Councilor Bogan seconded the nomination. Mayor McCarley **MOVED** to have nominations cease. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Mr. Kirwen was re-appointed by a unanimous ballot vote.

10.2. Finance Committee

Mayor McCarley reviewed the Finance Committee meeting minutes. She indicated that the Recreation Department had been granted approval to begin the hiring process for summer/seasonal employees, as is requested each year at this time.

Mayor McCarley said that Councilor Varney requested a formal process be established to inform the taxpayers of when the City intends to re-assess properties. She said Deputy City Manager Cox has been asked to report back to the Committee some type of notification process to the taxpayers for the re-assessments.

10.3. Government Channel Committee

Councilor Willis said City staff gave an update of the Cable Franchise Agreement renewal and the need for grant money for equipment. The Committee discussed its commitment to seek funding for a studio somewhere in the City to be included with the next Cable

Franchise Agreement. Councilor Willis announced that there would not be a meeting in March.

10.4. Public Works and Building Committee

10.4.1. **AB 136** Waiver of Pavement Moratorium on Brock Street, Request made by Army National Guard – *vote to approve the moratorium request and require repairs to be completed, per the letter request of February 6, 2017, and its accompanying repair detail sheet*

Councilor Torr requested that the representative from the Army National Guard confirm that they would take responsibility if the pavement patch does not hold. Lee Allen, Civil Engineer, confirmed that the written agreement with the Department of Public Works includes information about the responsibility of the follow-up patchwork. Councilor Torr **MOVED** to **APPROVE** the Waiver of the Pavement Moratorium on Brock Street for the Army National Guard. Councilor Willis seconded the motion. Councilor Willis requested that there be standard proctor analysis developed on the backfill and compaction testing is done and that all testing is reported to the Department of Public Works. Councilor Keans asked if the City Manager had the authority to waive the pavement moratorium. Attorney O'Rourke replied the City Council must waive the pavement moratorium. The **MOTION CARRIED** by a unanimous voice vote.

10.4.2. **AB 131** Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) Capital Improvement Plan (CIP) Project Fund for the LED Street Light Project in the Amount of \$350,000.00 *first reading, second reading, and adoption*

Councilor Torr reviewed the Committee's recommendation for the LED lights. Councilor Gates **MOVED** to read the resolution for the first time by title only. Councilor Willis seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for the first time by title only as follows:

**Resolution Authorizing Supplemental Appropriation to the
Department of Public Works (DPW) Capital Improvement Plan
(CIP) Project Fund for the LED Street Light Project in the
Amount of \$350,000.00**

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

That the sum of Three Hundred Fifty Thousand Dollars (\$350,000.00) be, and hereby is, appropriated as a supplemental appropriation to the 2016-2017 DPW CIP for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the LED Street Light Project. The entire amount of the supplemental appropriation shall be derived from the General Fund unassigned fund balance.

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. **CC FY17 03-07 AB 131**

Councilor Keans **MOVED** to suspend the rules and read the resolution for the second time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for the second time by title only.

Councilor Varney **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Torr questioned the pricing for underground utilities for the Washington Street project. Mr. Storer gave an estimate of approximately \$2,800,000 for the underground utilities; however, the final figures should be ready for the next Public Works Committee meeting. This project has been included with the FY 18 CIP Budget Projects.

Councilor Torr said there are too many unaccepted streets in Rochester. He mentioned that one unaccepted street is named Kelmar Drive. He said it is a shame this is not an accepted street. This started out as an expensive development of homes and somehow it turned into an undeveloped street. There are only six homes on the street and only one home on the next street over. This discussion is being kept in Committee for now.

Councilor Lauterborn said that the Community Development Committee for February had been cancelled due to the weather. She requested that the Committee members be prepared to deal with the CDBG Block Grant along with all other agenda items at the March meeting. The CDBG recommendation must be ready in time for the April meetings.

11. Old Business

11.1. **AB 122 Resolution Authorizing Supplemental Appropriation for the Purchase of the so-called Gauthier Farm Conservation Easement in the Amount of \$261,850.00 – *second reading and adoption***

Mayor McCarley **MOVED** to read the resolution for the second time by title only. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for the second time by title only as follows:

Resolution Authorizing Supplemental Appropriation for the Purchase of the so-called Gauthier Farm Conservation Easement in the Amount of \$261,850.00

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

That the sum of One Hundred Sixty One Thousand Eight Hundred Fifty Dollars (\$161,850.00) be, and hereby is, appropriated as a supplemental appropriation to the Capital Improvement Plan Project Fund 1501 (account # 15011081-771000-175xx) Land Acquisitions for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the purchase of the Gauthier Farm Conservation Easement by the Southeast Land Trust. One Hundred Sixty One Thousand Eight Hundred Fifty Dollars (\$161,850.00) of the supplemental appropriation shall be derived from the General Fund unassigned fund balance and One Hundred Thousand Dollars (\$100,000.00) of the supplemental appropriation shall be derived from the Conservation Fund.

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. **CC FY17 02-07 AB 122**

Councilor Keans **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Councilor Varney explained that another grant had been obtained and the dollar amount could now be reduced by \$33,000. He **MOVED** to **AMEND** the motion in order to decrease the amount of \$161,850 down to \$128,650 for a decreased grand total of \$228,650. Councilor Bogan seconded the motion. The City Council discussed the adoption of this easement at length. Councilor Torr listed several reasons why he would not support this motion. Councilor Willis spoke against having the taxpayer dollars being the second or third funding source on any Conservation Easement; however, since it would place part of the Salmon Falls River into the Conservation Easement he planned to support the motion. Councilor Bogan informed the City Council that constituents that contacted her had spoke in favor of the project. Mayor McCarley called for a vote on the motion. Councilor Torr requested a roll call vote. Councilor Keans seconded request. The **MOTION CARRIED** by a 10 to 2 roll call vote. Councilors Keans, Lauterborn, Willis, Abbott, Gray, Hamann, Bogan, Barnett, Varney, and Mayor McCarley voted in favor of the motion. Councilors Gates and Torr voted against the motion. *It was determined by a positive **Sense of the City Council** that the **MOTION to AMEND CARRIED** at the same time as the final vote had been taken.* The resolution as amended is as follows:

**Resolution Authorizing Supplemental Appropriation for the
Purchase of the so-called Gauthier Farm Conservation
Easement in the Amount of \$228,650.00**

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

That the sum of One Hundred Twenty Eight Thousand Six Hundred Fifty Dollars (\$128,650.00) be, and hereby is, appropriated as a supplemental appropriation to the Capital Improvement Plan Project Fund 1501 (account # 15011081-771000-175xx) Land Acquisitions for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the purchase of the Gauthier Farm Conservation Easement by the Southeast Land Trust. One Hundred Twenty Eight Thousand Six Hundred Fifty Dollars (\$128,650.00) of the supplemental appropriation shall be derived from the General Fund unassigned fund balance and One Hundred Thousand Dollars (\$100,000.00) of the supplemental appropriation shall be derived from the Conservation Fund.

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. **CC FY17 02-07 AB 122**

11.2. AB 83 Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding the Location and Boundaries of Zoning Districts – second reading and adoption

Councilor Keans **MOVED** to read the Amendment for the second time by title only. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the Amendment for the second time by title only.

See Addendum A

Councilor Varney **MOVED** to **ADOPT** the Amendment. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

11.3. AB 90 (a) Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding the City of Rochester Regarding Accessory Apartments second reading and adoption

See Addendum B

Mayor McCarley **MOVED** to read the Amendment for the second time by title only. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the Amendment for the second time by title only.

Mayor McCarley **MOVED** to **ADOPT** the Amendment. Councilor Bogan seconded the motion. Councilor Varney expressed concerns about the amendment and asked how would this be tracked, as far as who was living in the units. This could turn into rental units rather than the purpose it is intended to serve. Jim Campbell, Director of Planning, said it should be tracked by the Assessing/Tax Office at the time tax bills are generated or by the Building, Zoning, and Licensing Services Department. Councilor Varney understood that this is a State led amendment; however, he would like more time to discuss this matter. Councilor Abbott questioned if this amendment is in compliance with the State's Fair Housing and Urban Development Policy. Attorney O'Rourke felt comfortable with the research that went into creating the amendment. Councilor Varney **MOVED** to **TABLE** the

Amendment and send a discussion to the next City Council meeting. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. The City Council discussed the matter briefly.

- 11.4. **AB 90 (b) Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Table 18-A *second reading and adoption***

Mayor McCarley stated that this Amendment would be included in the motion to table since it is directly related.

- 11.5. **AB 91 Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding the Entertainment Overlay District *second reading and adoption***

The Amendment to General Ordinances of the City of Rochester Regarding the Entertainment Zone failed earlier in the meeting.

12. Consent Calendar

- 12.1. **AB 132 Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) Capital Improvement Plan (CIP) Project Fund for the Milton Road-Flat Rock Intersection Project in the Amount of \$20.00 *first reading, second reading, and adoption***

Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) Capital Improvement Plan (CIP) Project Fund for the Milton Road-Flat Rock Bridge Road Intersection Project in the Amount of \$20.00

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

That the sum of Twenty Dollars (\$20.00) be, and hereby is, appropriated as a supplemental appropriation to the DPW CIP for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the Milton Road-Flat Rock Bridge Road Intersection Project. The entire amount of the supplemental appropriation shall be derived from the General Fund unassigned fund balance.

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 account(s) as necessary to which said sums shall be recorded. **CC FY17 03-07 AB 132**

- 12.2. **AB 135** Resolution Deauthorizing Bond Authority from the School Department Capital Improvement Plan Project Fund for Various Capital Projects in the amount of \$1,247,869.72 *first reading, second reading, and adoption*

Resolution Deauthorizing Bond Authority from the School Department Capital Improvement Plan Project Fund for Various Capital Projects in the amount of \$1,247,869.72

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER:

In accordance with the provisions of RSA 33:9, that One Million Two Hundred Forty Seven Thousand Eight Hundred Sixty Nine and 72/100 Dollars (\$1,247,869.72) of previously approved bonding authority is deauthorized from the School Department Capital Improvement Plan Project Fund for the costs associated with Various Capital Projects as shown in Exhibit A.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution. **CC FY17 03-07 AB 135**

Councilor Lauterborn **MOVED** to **ADOPT** the Consent Calendar as presented. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

13. New Business

- 13.1. **AB 134** Resolution Authorizing Acceptance of New Hampshire Department of Safety Warm Zone Equipment Grant and Supplemental Appropriation in Connection Therewith for the Rochester Fire Department in the Amount of \$6,000 *first reading, second reading, and adoption*

Mayor McCarley **MOVED** to read the resolution for the first time by title only. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for the first time by title only as follows:

**Resolution Authorizing Acceptance of New Hampshire
Department of Safety Warm Zone Equipment Grant and
Supplemental Appropriation in Connection Therewith for the
Rochester Fire Department in the Amount of \$6,000**

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

That a New Hampshire Department of Safety Warm Zone Equipment Grant in the amount of Six Thousand Dollars (\$6,000.00) is hereby accepted on behalf of the City of Rochester.

Further, that the sum of Six Thousand Dollars (\$6,000.00) be, and hereby is, appropriated as a supplemental appropriation to the 2016 - 2017 Fire Department operating budget and the entire amount of the supplemental appropriation shall be derived from the New Hampshire Department of Safety Warm Zone Equipment Grant.

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 account(s) as necessary to which said sums shall be recorded. **CC FY17 03-07 AB 134**

Councilor Bogan **MOVED** to suspend the rules and read the resolution for the second time. Councilor Willis seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for the second time by title only.

Councilor Bogan **MOVED** to **ADOPT** the resolution. Councilor Willis seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

13.2. AB 130 Resolution Authorizing Supplemental Appropriation to the Department of Public Works (DPW) Capital Improvement Plan (CIP) Project funding for the Granite Ridge TIF District Project in the Amount of \$84,043.38 *first reading, second reading, and adoption*

Mayor McCarley **MOVED** to read the resolution for the first time by title only. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for the first time by title only as follows:

**Resolution Authorizing Supplemental Appropriation to the
Department of Public Works (DPW) Capital Improvement Plan
(CIP) Project funding for the Granite Ridge TIF District Project
in the Amount of \$84,043.38**

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

That the sum of Eighty Four Thousand Forty Three and 38/100 Dollars (\$84,043.38) be, and hereby is, appropriated as a supplemental appropriation to the DPW CIP for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the Granite Ridge TIF District Project. The entire amount of the supplemental appropriation shall be derived from the Granite Ridge TIF District fund balance.

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 account(s) as necessary to which said sums shall be recorded. **CC FY17 03-07 AB 130**

Councilor Bogan **MOVED** to suspend the rules and read the resolution for the second time. Councilor Willis seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for the second time by title only.

Councilor Bogan **MOVED** to **ADOPT** the resolution. Councilor Willis seconded the motion. The City Council briefly discussed the matter. The **MOTION CARRIED** by a unanimous voice vote.

13.3. AB 133 Resolution Deauthorizing Bond Authority from the Department of Public Works Capital Improvement Project funding for the Granite Ridge TIF District Project in the Amount of \$1,100,000.00 *first reading, second reading, and adoption*

Mayor McCarley **MOVED** to read the resolution for the first time

by title only. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for the first time by title only as follows:

**Resolution Deauthorizing Bond Authority from the Department
of Public Works Capital Improvement Project funding for the
Granite Ridge TIF District Project in the Amount of
\$1,100,000.00**

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

In accordance with the provisions of RSA 33:9, that One Million One Hundred Thousand Dollars (\$1,100,000.00) of previously approved bonding authority is deauthorized from the Department of Public Works Capital Improvement Project funding for the costs associated with the Granite Ridge TIF District Project.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution. **CC FY17 03-07 AB 133**

Councilor Bogan **MOVED** to suspend the rules and read the resolution for the second time by title only. Councilor Willis seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution for the second time by title only. Councilor Bogan **MOVED** to **ADOPT** the resolution. Councilor Willis seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

14. Non-Meeting/Non-Public Session

14.1. Non-Public Session, Land, RSA 91-A:3, II (d)

Councilor Lauterborn **MOVED** to enter into the Non-Public Session, under Land, RSA, 91-A:3,II (d) at 8:29 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a 12 to 0 roll call vote. Councilors Barnett, Bogan, Gates, Varney, Hamann, Torr, Keans, Lauterborn, Gray, Willis, Abbott, and Mayor McCarley voted in favor of the motion.

Councilor Lauterborn **MOVED** to exit the Non-Public Session at 9:04 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lauterborn **MOVED** to seal the Non-Public minutes indefinitely as divulgence would "render a proposed action ineffective." The **MOTION CARRIED** by a unanimous roll call except for Councilor Lachapelle who had been excused from attending the Regular City Council meeting.

15. Other

No Discussion.

16. Adjournment

Councilor Torr **MOVED** to **ADJOURN** the Regular City Council meeting at 9:05 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC
City Clerk

**AMENDMENT TO CHAPTER 42 OF THE GENERAL ORDINANCES OF THE CITY OF
ROCHESTER REGARDING ACCESSORY APARTMENTS**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

42.23 Accessory Uses

- a. **General Provisions.** The following provisions apply in evaluating proposed accessory uses, activities, structures, and situations.

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- b. **Standards for Specific Accessory Uses.** The following standards shall apply to these specific accessory uses, activities, structures, and situations wherever they are allowed:

1. **Accessory Apartment.** An accessory apartment is permitted subject to compliance with all of the following standards and procedures:
 - A. It is permitted where and as specified in the Table of Uses (by right or by special exception). **However, if the accessory dwelling is detached from the single family dwelling, it must be approved by a special exception;**
 - B. It is accessory to a single family dwelling only **and if detached from the single family dwelling it is similar in architectural style;**
 - C. ~~It must be a studio or one bedroom apartment;~~ **It must be two bedrooms or less;**
 - D. It may not exceed 800 square feet;
 - E. It may not house more than two occupants;
 - F. It may be either part of the single family house ~~house~~ **dwelling** or in a separate building, such as above a garage; **if it is part of the single family house, an interior door shall be provided between the principal dwelling unit and the accessory dwelling unit.**
 - G. There may be only one per lot;
 - H. ~~The main house must be owner occupied;~~ **The owner of the property must occupy one of the dwelling units and the owner must demonstrate that one of the dwelling units is his or her principal place of residence;**
 - I. At least one parking space must be provided for the unit;
 - J. Where municipal sewer service is not provided, the septic system

shall meet NHDES requirements for the combined system demand for total occupancy of the property; and

- K.** It is exempt from site plan review but a letter of intent must be submitted to the Building Inspector to ensure that the above conditions are met.
- L.** If it is a security apartment, it shall not exceed 800 square feet and it shall be attached to or located with an allowed commercial, office or industrial use. Such unit may be occupied by the business owner, family member or employee whose purpose is to provide security and/or protection of the business premises. This use shall require Site Plan review.
- M.** If it is a caretaker apartment it shall be attached to or located with an allowed residential or nonresidential use and it shall be occupied by the owner, family member or employee of the principal use and the gross floor area does not exceed 800 square feet. This use shall require Site Plan review.

The effective date of these amendments shall be upon passage.

**AMENDMENT TO CHAPTER 42 OF THE GENERAL ORDINANCES OF THE CITY OF
ROCHESTER REGARDING TABLE 18-A**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

The effective date of these amendments shall be upon passage.

TABLE 18-A RESIDENTIAL USES 8/7/2014

Residential Uses	Residential				Commercial			Industrial		Special		Criteria/Conditions
	R1	R2	AG	NMU	DC	OC	HC	GI	RI	HS	AS	Section Reference
Apartment, Accessory	E	P	P	P	P	P	P	I	I	E	I	Section 42.21 & 42.23
Apartment, Inlaw	P	P	P	P	P	P	P	-	-	-	-	
Apartment, Security	-	P	-	P	P	P	P	P	P	P	P	Sections 42.2 & 42.23
Assisted Living Facility	-	C	C	C	C	C	C	-	-	C	-	Section 42.21
Boarding House	-	-	-	-	E	-	-	-	-	-	-	
Community Residence - I	-	E	E	-	E	E	E	-	E	E	-	Section 42.22
Community Residence - II	-	-	E	-	-	E	-	-	E	E	-	Section 42.22
Conservation Subdivision	C	C	C	-	-	C	C	-	-	-	-	Sections 42.21 & 42.33
Dwelling, Apartments (Apt/ Mixed Use Bldg)	-	-	-	P	P	C	P	-	-	-	-	Section 42.21
Dwelling, Multifamily Development	-	P	-	-	C	-	P	-	-	-	-	Sections 42.20 & 42.22
Dwelling, Multifamily	-	P	-	-	C	-	P	-	-	-	-	
Dwelling, Single Family	P	P	P	P	P	P	P	I	I	P	I	
Zero Lot Line Development	C	C	C	-	-	C	C	-	-	-	-	Section 42.33

*LEGEND. P = Permitted Use,
C = Conditional Use. E = Use

**Special City Council Meeting
March 21, 2017
Council Chambers
*immediately following the Workshop***

COUNCILORS PRESENT

Councilor Abbott
Councilor Bogan
Councilor Gates
Councilor Gray
Councilor Hamann
Councilor Lachapelle
Councilor Lauterborn
Councilor Keans
Councilor Torr
Councilor Varney
Councilor Willis
Mayor McCarley

OTHERS PRESENT

Daniel Fitzpatrick, City Manager
Terrence O'Rourke, City Attorney
Blaine Cox, Deputy City Manager

COUNCILORS EXCUSED

Councilor Barnett

Minutes

1. Call to Order

Mayor McCarley called the Special City Council Meeting to order at 8:10 PM. Marcia Roddy, Deputy City Clerk, took the roll call. Councilors Keans, Lauterborn, Willis, Lachapelle, Gray, Abbott, Torr, Hamann, Bogan, Gates, Varney, and Mayor McCarley were present. Councilor Barnett had been excused.

2. AB 138 Resolution Authorizing the Rochester Legal Department to Apply for a Victims of Crime Act (VOCA) Grant in the Amount of up to \$26,000 first reading and adoption

Councilor Lachapelle **MOVED** to read the resolution for the first time by title only. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote. Mayor McCarley read the resolution by title only as follows:

Resolution Authorizing the Rochester Legal Department to Apply for a Victims of Crime Act (VOCA) Grant in the Amount of up to \$26,000

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the submission of a grant application in an amount up to Twenty-Six Thousand Dollars (\$26,000.00) to the New Hampshire Department of Justice VOCA Grant program in order to fund a Victim-Witness Advocate position. The Grant, if awarded, requires a Twenty Percent (20%) local match.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion.

Councilor Keans asked how this resolution is impacted by "felonies first." City Attorney Terence O'Rourke said it is not impacted at all as all felonies are handled at the county level. The City only prosecutes misdemeanors.

Councilor Willis asked where the local match would come from. City Manager Fitzpatrick said it is currently in the budget and if it is approved it will be in next year's budget.

The **MOTION CARRIED** by a majority 11-1 voice vote.

3. Resolution of the City of Rochester City Council Affirming the City of Rochester's Commitment to Support Pursuit of 75% State of New Hampshire Funded Renovations to the Richard W. Creteau Technology Center *first reading and adoption*

Councilor Lachapelle **MOVED** to read the resolution by title only for the first time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote. Mayor McCarley read the resolution by title only as follows:

A Resolution of the City of Rochester City Council Affirming the City of Rochester's Commitment to Support Pursuit of 75% State of New Hampshire Funded Renovations to the Richard W. Creteau Technology Center

Whereas, the Rochester School Board has determined that renovations and expansion of the Richard W. Creteau Technology Center are needed to adequately meet the Career and Technical Education mission as defined by the State of New Hampshire; and

Whereas, New Hampshire Revised Statutes Annotated Chapters 188-E:3 and 188-E:10 make provisions for the renovation of regional Career and Technical centers and allows for the possibility to seek State appropriations for renovation; and

Whereas, the State of New Hampshire through the Department of Education's Division of Career Technology and Adult Learning has indicated said funding would be formulated at this time as 75% State and 25% Local funded.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Rochester City Council affirms its commitment to pursue State appropriations, along with Local appropriations, for renovation and expansions to the Richard W. Creteau Technology Center.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion.

Councilor Gates said that he has seen the Creteau Technology Center and as far as he can see the building is structurally sound. What he does see is a need for computers and other technological devices that students learn on, as well as the curriculum. He believes that the amount of money proposed for upgrading the school is out of line, given the fact that a substantial amount has just been spent on two other schools in the City.

Councilor Lachapelle said that although he is in favor of upgrading the Center he is concerned about how it will be paid for. He pointed out that there are other big projects proposed for the City, such as a new DPW and improvement of Strafford Square. He also cited the Finance Director's warning that putting the City in more bonding could affect the City's credit rating, resulting in a higher rate.

Mayor McCarley agreed with Councilor Lachapelle's concerns. There are several challenges presented to the City. She pointed out that the State has said that this offer of funding is available now and the opportunity could be lost for the immediate future. She explained that this resolution is a vote to state that Rochester believes that this is a project that should go forward for the benefit of the students.

Councilor Lauterborn asked for clarification of the \$4 million bonding for the school district. She said she supports the Creteau Center project, but it is her understanding that this funding is a School Department budget matter. She said the City Council has no authority over the School Department matters and it is up the School Board to review these projects very carefully.

Councilor Abbott said he, too, supports the project, but he is concerned

about how it will be paid for. He believes the School Board should look at scaling back the projects and try to find ways of reducing the cost.

Councilor Gray agreed that funding is certainly an issue. He said that new money being generated from the new construction has been put into TIFFs. He has proposed that additional monies paid to the City (such as the Waste Management agreement) should be applied to the deficit and needs of the School Department. He expressed his concerns with how money is spent and the danger of raising the tax cap to fund various projects without considering other ways of distributing tax money.

Councilor Varney said that the Capital Reserve transfer was intended to cover part of the East Rochester School bonding payments. The \$796,326 is actually coming from Fund Balance and that will continue. He is not in favor of increasing the School Department's indebtedness and they should look to reducing the proposed project cost. He does not agree with "shuffling" funds around. He said that the proposed \$24 million is extravagant and can be done for much less. He added that the TIFFs are self-supporting and they do not cost the City anything. He does not think money should be taken from the TIFFs as they are just getting started generating money.

Councilor Gates asked Superintendent Hopkins if all of the classes at the Creteau Center are full and students are being turned away because of that. Mr. Hopkins said not every class is full. There are some classes that fill up and others that don't.

Councilor Gates pointed out that fewer and fewer people seem to be interesting and learning the trades. He believes that the country needs to see a cultural change where the attitude toward trades people shifts and there is a need for said training.

Mayor McCarley agreed with Councilor Gates and she has observed that over time people have believed that going to college after high school is the ultimate goal, but there is an increasing need for students to look at schools such as the Creteau Technology Center for the career opportunity that can be offered.

Councilor Bogan is also in support of the renovation at the Creteau Center. She said that at this time the Council is voting to go forward with looking into the project, not making a firm commitment.

Councilor Gates asked if an affirmative vote this evening does not lock the City into a commitment. Mayor McCarley said yes.

Councilor Willis said he is in favor of the project, as well, and challenged

the School Department to scale back the cost.

Councilor Keans said this is a discussion about "our" kids and the future of the City. She said that if the City does not go forward with the project to get it into the State budget they it will be a missed opportunity. It would be very difficult to get the funding back in the State budget if it is not used at this time. She encouraged the councilors to vote yes.

Councilor Varney issued a challenge to the School Board that between and now and the time that the budget is passed that they bring to the Council a renovation project that is substantially reduced from the one being proposed.

Councilor Gray asked if there can be a discussion of where the money will be coming from.

Councilor Lauterborn said she thought it was the School Department's responsibility to fund its projects and the Council has no control of looking into its budget.

Councilor Gray said that the School Department does not have the money to fund projects and always looks to the Council for additional funding.

Councilor Varney said there are a variety of ways to fund projects, but this is an opportunity to look at projects and see what can and what cannot be done.

Mayor McCarley requested a roll call vote. Councilor Bogan seconded the request. The **MOTION CARRIED** by an 11-1 majority vote. Councilors Varney, Hamann, Abbott, Gates, Willis, Torr, Keans, Lauterborn, Lachapelle, Bogan, and Mayor McCarley voted yes. Councilor Gray voted no.

4. **AB 139 Resolution Authorizing Supplemental Appropriation to the School Building Fund in the Amount of \$796,326.00 *first reading and refer to a Public Hearing***

Councilor Lachapelle **MOVED** to read the resolution by title only for the first time. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote. Mayor McCarley read the resolution by title only as follows:

Resolution Authorizing Supplemental Appropriation to the School Building Fund in the Amount of \$796,326.00

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF

ROCHESTER, AS FOLLOWS:

In accordance with RSA 34:2, that the sum of Seven Hundred Ninety Six Thousand Three Hundred Twenty Six Dollars (\$796,326.00) be, and hereby is, appropriated as a supplemental appropriation to the School Building Fund. The entire amount of the supplemental appropriation shall be derived from the General Fund unassigned fund balance.

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.

Councilor Lachapelle **MOVED** to refer the resolution to a public hearing in April. Councilor Bogan seconded the motion.

The Council discussed where this money is coming from and where it is going. Mr. Fitzpatrick said if this is approved the funds are not going anywhere. The funds are being moved from the fund balance sheet. Mayor McCarley said it is subject to a public hearing.

Councilor Gates asked why this is being done at this time. Councilor Varney said because it is a long process that requires a public hearing and it should be started now. He said it is to be used to satisfy the East Rochester School debt service.

Councilor Lauterborn asked if the City Attorney could address the word "specific" in the ordinance and if that could be clarified prior to the public hearing.

The **MOTION CARRIED** by unanimous roll call vote. Councilors Torr, Hamann, Gray, Keans, Varney, Gates, Bogan, Lauterborn, Abbott, Willis, Lachapelle, and Mayor McCarley all voted yes.

5. Adjournment

Councilor Lachapelle **MOVED** to adjourn the meeting at 8:55 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Respectfully submitted,

Marcia H. Roddy, CNHDCC
Deputy City Clerk



City of Rochester, New Hampshire

OFFICE OF THE CITY MANAGER
31 Wakefield Street • Rochester, NH 03867
(603) 332-1167
www.RochesterNH.net

CITY MANAGER'S REPORT March 7, 2017

The Employee(s) of the Month is: Marc Cilley, Police Department **P.46**

Contracts and documents executed since last month:

- Department of Public Works **P. 47**
 - Asset Management Grant – additional information
 - Asset Management Grant
 - Clean Water & Storm Water Management grant
 - Colonial Pines – Notice of Award and Agreement
 - Franklin Street – Change Order 1
 - LED Streetlight Replacement Contract
 - Ransom Consulting – Rochester Landfill Monitoring – Amendment
 - Route 125 Pump Station – Performance Certificate
 - Salmon Falls Road – Modification #229
- Economic & Community Development **P.56**
 - Bridging the Gaps Continuing Grant Application
 - Victims of Crime Act Assistance Grant
- Fire Department **P.58**
 - Homeland Security -EMS - Warm Zone Equipment Grant Application Award
 - Pease Mutual Aid Agreement
 - FY 18 Seabrook Budget Request
 - Grant Paperwork Audit Clarification signoff
- Legal Department **P. 62**
 - M.S.T Leasing Agreement – copiers
- Planning Department **P.63**
 - Conservation Easement – Baseline Conditions Document
- Recreation Department **P.64**
 - Safe Schools - Teen Travel Camp Grant

The following standard reports have been enclosed: **P.68**

- City Council Request & Inquiry Report (no report included - no items for discussion)
- Monthly Overnight Travel Summary
- Permission & Permits Issued
- Personnel Action Report Summary

EMPLOYEE OF THE MONTH NOMINATION FORM

EMPLOYEE'S NAME Marc Cilley

DEPARTMENT Police

Provide examples of how the employee has performed actions that were above and beyond those normally expected for the employee's position. The more examples you can give adds to the strength of the nomination. If more room is needed, please use reverse side.

QUALITY CUSTOMER SERVICE (EXTERNAL/INTERNAL)

(Example: A City employee helping the elderly to their car in bad weather, creating special events for staff such as the Christmas party or the Chili-Cook-Off.)

On February 11, 2017, a female called the Police station to state that her heat was not working and that she did not know her landlords phone number. She asked if the Police could go to her landlord's house to advise them her heat was not working. Though this is not a common Police request, Officer Cilley took it upon himself to respond to the females residence to see if he could assist. He noticed her tank was recently filled, but sometimes air in the lines can cause a malfunction. Officer Cilley was then able to fix the problem and get the females heating system to function properly. The temperature outside was approximately 8 degrees at the time of the call so Officer Cilley went above and beyond what the female called for and was able to fix her heating system to help keep her warm.

YOUR NAME: Captain Todd Pinkham DATE: 3/3/17

PLEASE NOTE: You may use either this form or a letter, whichever is more convenient for you. Thank you for your time and interest in the Employee of the Month Program!

ANY OF THE ABOVE ITEMS IS ENOUGH TO NOMINATE AN EMPLOYEE.



City of Rochester, New Hampshire

3/30/17

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager/Finance Director

FROM: Lisa J. Clark, Admin Supervisor *LJC*

DATE: March 15, 2017

SUBJECT: Water Dept Asset Management Grant

CC: John B. Storer, PE Director of City Services

CITY OF
Rochester
Received
MAR 15 2017
City Manager
ROCHESTER

The City Council gave authorization of to complete a grant application, acceptance of grant funds and completed the appropriation for this Drinking Water Grant application at the February 7, 2017 Regular Meeting. Mr. Fitzpatrick executed the agreement document (see attached) on March 6, 2017. The attached Exhibits A through C should be included with the agreement and need to be initialed and dated.

If you have any questions please let me know, if not, please sign and pass on to the City Manager for signatures. These documents should be returned to the DPW for distribution.

Signature

Blaine Cox

Blaine M. Cox, Deputy City Manager

3/30/17



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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CITY OF
Rochester
Received

MAR 3 2017

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Samantha Rodgers, Senior Executive Assistant
FROM: Lisa J. Clark *LJC*
DATE: August 22, 2016
SUBJECT: City of Rochester Water Department – Asset Management Grant Agreement

Attached please find the Grant Agreement for the City of Rochester Water System Asset Management Grant. The City Council Resolution for Grant Acceptance and funding was completed at the February 7, 2017 Regular City Council Meeting

Please have the City Manager sign and initial each page as indicated, and please notarize as required.

These documents should be returned to the DPW for mailing with the total package of required documents.



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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3/30/17

MAR 15 2017

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager/Finance Director

FROM: Lisa J. Clark, Admin Supervisor *LJC*

DATE: March 15, 2017

SUBJECT: Clean Water Sewer & Storm Water Asset Management
Grant Application Documents

CC: John B. Storer, PE Director of City Services

The City Council gave authorization for City Staff to apply for this grant and they appropriated the \$60,000 for the Clean Water State Revolving Fund Asset Management at the July 12, 2016 Regular Meeting.

In error the voted on resolution gave only the City Manager the authority to execute the application documents. The application was submitted with Deputy City Manager's signatures and now those documents need to be re-submitted.

If you have any questions please let me know, if not, please sign and pass on to the City Manager for signatures. These documents should be returned to the DPW for distribution.

Signature

Blaine M. Cox, Deputy City Manager



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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(603) 332-4096

Fax (603) 335-4352

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INTEROFFICE MEMORANDUM

TO: Daniel Fitzpatrick, City Manager

FROM: Michael Bezanson, PE, City Engineer *[Signature]*

DATE: March 16, 2017

SUBJECT: Franklin Street Area Improvements -
Change Order No. 1

CC: John Storer, PE, Director of City Services
Blaine Cox, Deputy City Manager/Director of Finance & Administration
Terence O'Rourke, City Attorney

[Stamp: City of Rochester, Received, MAR 17 2017, City Manager, ROCHESTER]

Attached is one (1) original of Change Order No. 1 for the Franklin Street Area Improvements project. This change order document reflects no change in the contract price and no change in the overall contract time; however, it does change contractual interim milestone dates related to the completion of certain grant-funded stormwater treatment work. Interim milestone dates for substantial completion and final payment of certain stormwater treatment work were included in the construction contract to coincide with the State-mandated completion timeline included in the Section 319 Grant award from NHDES. The City has since obtained a revised completion timeline from NHDES to allow more time to complete this work. This change order formalizes between the City and its contractor the extension of time for completion of this specific stormwater treatment work, which does not change the overall completion of the project.

Please contact me with any questions. If approved, please have the City Manager sign the attached original document and return the signed document to me at Public Works.

Thank you.

3/30/17



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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Fax (603) 335-4352

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CITY OF
Received
MAR 6 2017
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager

FROM: Lisa J. Clark, DPW Office Manager *LJC*

DATE: March 2, 2017

SUBJECT: Ransom Consulting
Rochester Landfill Monitoring
Contract Amendment –NHDES Required

CC: John B. Storer, PE, Director of City Services

RECEIVED

BUSINESS OFFICE
CITY OF ROCHESTER

Attached please find one copy of Ransom Consulting Contract Amendment. Ransom Environmental has been the consultant tasked with management of the Old Rochester Landfill Groundwater Permit #198705045 since 2007. This monitoring is required for the Old Dover Road site per that NHDES permit and this year's contracted amount is \$6,900.

This amendment is in the amount of \$15,250 is necessary for additional testing and monitoring required by NHDES.

There is currently sufficient funding to support this amendment in the DPW O&M Budget.

If you have any questions please let me know, if not, please sign and pass on to the City Manager for signature. This document should be returned to the DPW for distribution.

Signature

(Blaine Cox, Finance Director / Deputy City Manager)

3/30/17



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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CITY OF
ROCHESTER
MAR 15 2017
CITY MANAGER
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Daniel W. Fitzpatrick, City Manager
Blaine M. Cox, Deputy City Manager

FROM: Lisa J. Clark, Admin Supervisor *LJC*

DATE: March 15, 2017

SUBJECT: New Rt 125 Pump Station Project –
Project Performance Certificate

CC: Michael Bezanson, PE, City Engineer

Attached please find the Project Performance Certification for the NHDES Clean Water State Revolving Fund Loan program associated with the New Rt 125 Pump Station Upgrade Project.

This project was completed June of 2016 and this document needs to be executed per the loan agreement..

If you have any questions please let me know, if not, please sign and pass on to the City Manager for signatures. These documents should be returned to the DPW for distribution.

Signature _____

Blaine M. Cox
Blaine M. Cox, Deputy City Manager



City of Rochester Dept of Public Works

45 Old Dover Road
Rochester, NH 03867
Phone: (603) 332-4096
Fax: (603) 335-4352

CITY OF
Received
MAR 6 2017
City Manager
ROCHESTER

Memo

To: Dan Fitzpatrick, City Manager
From: John B. Storer, P.E. Director of City Services
CC: Blaine Cox, Deputy City Manager
Terence O'Rourke, City Attorney
Date: March 6, 2017
Re: Colonial Pines Sewer, Notice of Award and Agreement

Attached for your review and signature are two separate documents related to the Colonial Pines Sewer project that will include the installation of a new gravity sewer collection pipe beneath the Spaulding Turnpike. The new sewer pipe will allow for expansion of gravity sewer into the Colonial Pines neighborhood.

The first document is a Notice of Award to SUR Construction that their proposal in the amount of \$1,963,418 has been accepted. There are 2 copies; both require your signature for execution.

The other document is the contract Agreement. There are 2 copies; both require your signature for execution. The Agreement requires the City Seal and also the signature of an attesting witness.

Project funding will be per the CIP Budget allocation.

3/30/17



**City of Rochester
Dept of Public Works**

45 Old Dover Road
Rochester, NH 03867
Phone: (603) 332-4096
Fax: (603) 335-4352

CTD
Received

MAR 23 2017

City Manager
Rochester

Memo

To: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager

From: John B. Storer, P.E. Director of City Services

Date: March 23, 2017

Re: LED Streetlight Replacement – Contract Signing

Attached for your review and signature are two originals of an Agreement between the City and Affinity LED Light, LLC. Affinity will change out approximately 1,454 streetlights for a projected contract amount of \$343,369. Final pricing and costs will be based on actual number and size of street lights installed.

The City Council approved a Supplemental Appropriation of \$350,000 at the regular meeting of March 7, 2017 to fund this LED streetlight conversion project. Based on the current size and type of the 1,454 streetlights the contract amount is projected at \$343,369. The Agreement specifically notes that any proposed work resulting in a final contract amount that would exceed \$350,000 is not allowed unless specifically directed by the City.

The entire conversion process is expected to be completed by November 30, 2017. Some conversions are expected to occur in April, with possibly one-half of the lights changed out by July 31, 2017.

Please let me know if you have any questions. Otherwise, could you please sign and return to the Department of Public Works.

Thank you.

Blaine M. Cox, Deputy City Manager

3/30/17



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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(603) 332-4096

Fax (603) 335-4352

www.rochesternh.net

CITY OF
Received

MAR 9 2017

City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Dan Fitzpatrick, City Manager
Date: March 8, 2017
From: Owen Friend-Gray PE, Assistant City Engineer
SUBJECT: Modification to #229 Salmon Falls Agreement
CC: John Storer PE, Director of City Services

Please see the attached document that is an amendment to an existing security agreement with the owner of #229 Salmon Falls Rd. A new water line was recently run to the property and tied into an existing water line as part of the Salmon Falls EDA project. The homeowner wanted to connect to the water system to eliminate the flat rate sewer that they had been on.

Due to internal plumbing issues within the house, a new line was required to be extended from the curb stop to within the home. The increase in the agreement amount reflects this line extension.

If you have any questions please let me know, if not, please sign and send back.
This document should be returned to the DPW for distribution.

Please let me know if you have any questions.

Owen

Date: March 20, 2017

To: Dan Fitzpatrick
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager



Re: Bridging the Gaps Continuing Grant Application 2017

Please see attached the completed DFC eligibility checklist associated with the continuation grant application for FY 2017-2018 for Bridging the Gaps. The City Council approved the formation of a fiscal agent relationship with Bridging the Gaps on December 16, 2014, and these grant applications are required for Bridging the Gaps to continue to receive federal funding.

The attached checklist requires the initials, signature, and date of the City Manger prior to submission. The specific places to be initialed or signed have been marked.

Thank you very much. Please contact Julian with any questions or concerns.

Date: March 22, 2017

To: Dan Fitzpatrick
City Manager

From: Julian Long
Community Development Coordinator/Grants Manager

City of
Rochester
MAR 27 2017

Re: Victims of Crime Act Assistance Grant Application

Please see attached the Victims of Crime Act Assistance grant application requesting continuing funding for the part-time Victim Witness Advocate staff person for the City of Rochester's Legal Department. This application has been reviewed and approved by City Attorney Terence O'Rourke and City Prosecutor Andrea Mitrusi. City Council voted to approve submission of this grant application at the March 21, 2017 City Council special meeting. The application requires the signature of the City Manager as the authorized City authority.

Thank you very much. Please contact Julian with any questions or concerns.

3/30/17



Norman Sanborn Jr.
Chief of Department

Rochester Fire Department
City of Rochester
37 Wakefield Street • Rochester, NY 14667

CITY OF
Received
MAR 9 2017
City Manager
ROCHESTER

RECEIVED
MAY 10 2017

To: Dan Fitzpatrick, City Manager

Date: 3/8/2017

From: Norm Sanborn Jr., Fire Chief

Subject: "EMS in the Warm Zone" Equipment Grant

The Rochester Fire Department has been awarded a 2016 Homeland Security Grant for EMS in the Warm Zone equipment. This is a non-matching grant in the amount of \$6,000.

We have received your approval to apply for this grant and have now also received notification that the Rochester Fire Department was awarded this grant.

On Tuesday night, March 7 the grant was accepted by the City Council. Attached to this letter is the grant package, which has pages to be signed by you, along with pages to be initialed.

If you have any questions, please feel free to contact me.



ROCHESTER FIRE DEPARTMENT

NORMAN SANBORN JR.
CHIEF OF DEPARTMENT



March 23, 2017

TO: Dan Fitzpatrick, City Manager

FROM: Norm Sanborn, Jr., Fire Chief

SUBJECT: Mutual Aid Agreement

CITY OF
Received
MAR 23 2017
City Manager
ROCHESTER

This is an updated Mutual Aid agreement which the Pease Air National Guard Base Fire Department needs signed by you and myself.

I have reviewed this document and it is all set. I have signed the document and need you to also sign it.

If you have any questions or concerns please feel free to contact me.

37 Wakefield Street

Rochester NH, 03867
www.rochfd.org

Tel (603)-335-7545



Norm Sanborn, Jr.
Chief of Department

Rochester Fire Department
City of Rochester
37 Wakefield Street • Rochester, NH 03867

March 27, 2016

TEL (603) 885-4444
FAX (603) 885-4444
CITY OF
Received
MAR 27 2017
City Manager
ROCHESTER

TO: Dan Fitzpatrick, City Manager

FROM: Norm Sanborn, Jr., Fire Chief

SUBJECT: Seabrook FY18 Budget Request

Attached to this memo is the FY18 Seabrook Power Plant Budget request. This has to be submitted to NH Emergency Management as part of our responsibilities as a host community.

Once the budget is approved we will receive our final adopted budget number from NH Emergency Management. We have included estimated budget numbers for the Seabrook Power Plant as part of our overall FY18 budget request that you have received. All cost associated with the Seabrook Power Plant will be reimbursed, so it will be budget neutral.

If you have any questions on this, please feel free to contact me.



Norman Sanborn, Jr.
Chief of Department

Rochester Fire Department
City of Rochester
17 Watfield Street • Rochester, NY 14607

Phone (716) 255-2111
Fax (716) 255-2111

To: City Manager Daniel Fitzpatrick

Date: 3/22/2017

CITY OF
Received
MAR 23 2017
City Manager
ROCHESTER

Mr. Fitzpatrick,

You recently approved an application for a grant for the Fire Department, titled "EMS in the Warm Zone". The council has since approved the grant. However, the initial grant package was not complete, lacking the enclosed document. If you would, please sign this document, which attests that the city understands an audit will be required if Rochester receives \$750,000 or more in federal funds. This form does not require the city to have an audit.

Thank you for your consideration in this matter.

Respectfully Submitted,

Deputy Chief Dennis Dube Jr.

Chief Norman Sanborn Jr.



City of Rochester, New Hampshire
OFFICE OF THE CITY ATTORNEY
19 Wakefield Street • Rochester, NH 03867
(603) 335-7564
www.RochesterNH.net

CITY OF
Received
MAR 9 2017
City Manager
ROCHESTER

Memorandum

To: Daniel Fitzpatrick, City Manager
From: Terence O'Rourke, City Attorney *TJO*
Date: March 9, 2017
Re: Lease/Purchase Agreement Between the City and M.S.T. Leasing, LLC

I have reviewed the proposed Lease/Purchase Agreement between the City and M.S.T. Leasing, LLC. The Agreement reflects the City's understanding of our negotiations with M.S.T. Leasing, LLC and provides sufficient protections should the contractual relationship prove to not meet the City's needs.



Planning and Development
Conservation Commission
Historic District Commission
Arts & Culture Commission

PLANNING & DEVELOPMENT DEPARTMENT
City Hall - Second Floor
31 Wakefield Street,
Rochester, New Hampshire 03867-1917
(603) 335-1338 - Fax (603) 335-7585
Web Site: www.rochesternh.net

CITY OF
ROCHESTER
MAR 13 2017
City Manager
ROCHESTER

MEMORANDUM

TO: Dan Fitzpatrick
FROM: Seth Creighton, Chief Planner
DATE: March 13, 2017
SUBJECT: Signature needed on a Revised Baseline Conditions Document related to an existing Conservation Easement

Enclosed is an "Addendum to Baseline Conditions Documentation Report for the Fernald conservation easement" that requires your notarized signature and initials.

The "Fernald Easement" was granted to Strafford Rivers Conservancy/South East Land Trust (SELT) in 2009 and the City is the executor interest holder. SELT recently became a recognized "accredited" land trust and as part of this accreditation they are working to bring all of their existing easements up to current recognized standards.

The Conservation Commission voted on January 25, 2017 to support these changes to the Fernald easement document and have you sign off on it.

Once signed, please return to SELT via the attached self addressed stamped envelope.

Thank you,


Seth Creighton,
Chief Planner



3/30/17

City of Rochester Grant ≤ \$10,000 Application

City Manager Approval

RECEIVED
FEB 17 2017
City Manager
ROCHESTER

GRANT SUBJECT & AMOUNT:

Safe Schools Healthy Students Teen Travel Camp \$5000

TODAY'S DATE:	2/16/2017
DEPT. HEAD SIGNATURE	
APPLICATION DEADLINE:	n/a
ATTACHMENTS	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

COMMITTEE SIGN-OFF

COMMITTEE:	
CHAIR PERSON:	

ADMINISTRATIVE APPROVALS

CHIEF FINANCIAL OFFICER:	
CITY MANAGER:	

MATCHING FUNDS BUDGET INFORMATION

SOURCE OF MATCHING FUNDS (if required):	No matching funds require.
SOURCE ACCOUNT NUMBER:	n/a
MATCH AMOUNT:	n/a
APPROPRIATION REQUIRED No	Grants requiring City financial participation – funds must already be appropriated as part of existing budget.

LEGAL AUTHORITY

--

SUMMARY STATEMENT

The Rochester Recreation Department is collaborating with the Rochester School District's Safe Schools Healthy Students Grant to continue support of our Teen Travel Camp. This collaboration has already been approved by the NH Department of Education. The recreation department will continue to provide a one day a week, eight week teen travel camp this summer for youth ages 14-16. The school department's SSHS Grant will be covering the cost of transportation and attraction admissions totaling \$5,000. The recreation department would like direct access to the \$5,000 from the SSHS Grant so we can pay for the travel and admissions costs associated with Teen Travel Camp.

RECOMMENDED ACTION

Accept these funds.



3/30/17

To: Dan Fitzpatrick, City Manager
From: Chris Bowlen, Director
Dept: Recreation and Arena
Date: 2/16/17
Re: Teen Travel Camp Grant With School Department



I am requesting that you accept the attached agreement with the Rochester School Department by signing the attached agreement and Grant Application. This agreement transfers \$5000 of Safe Schools Healthy Students grant money to our department to support travel and admissions cost for our Teen Travel Camp.

City of Rochester School Department

Mr. Michael Hopkins
Superintendent of Schools
E-mail: hopkins.m@rochesterschools.com

Mr. Kyle Repucci
Assistant Superintendent of Schools
E-mail: Repucci.k@rochesterschools.com

Ms. Linda Casey
Business Administrator
E-mail: casey.l@rochesterschools.com

Mrs. Christiane Allison
Director of Student Services
E-mail: allison.c@rochesterschools.com

Office of the Superintendent
150 Wakefield Street
Suite #8
Rochester, NH 03867-1348
(603) 332-3678
FAX: (603) 335-7367



Contract Date: February 2017.



This agreement is made between the SAU #54, Rochester School Department and **The Rochester Recreation Department**. This agreement is to support the NH Community for Children: Safe Schools/Healthy Students Grant.

Roles and Responsibilities:

At the request of the School District, Lauren Krans, Assistant Director from the Rochester Recreation Department agrees to provide the following:

Youth Summer Program

Rochester Recreation Teen Travel Camp is a one day a week, eight week program for Rochester teens ages 14-16 years old. Each week, staff will chaperone campers on a bus trip to a local attractions where participants will take part in a designated activity. This program will emphasize "*Physical and Social Engagement*" through exploration of fun, healthy, accessible activities in Rochester and surrounding communities. Please see Camp details attached.

Method of Payment: Contract Dates: July 1st, 2017 – September 29th, 2017.

Upon invoice, the cost of the described service will be \$5,000 which will pay for travel to and from local outdoor attractions, as well as admission fees. The total of all invoices for the Purchase of Educational Services should not exceed **\$5,000.**

Term and Termination: Changes to the schedule and format may occur if mutually agreed upon by both parties. The District reserves the right to terminate this contract at any point that it deems the Contractor is not fulfilling the outlined expectations in timely and/or professional manner.

Mike Hopkins, Superintendent of Schools, SAU#54

Daniel Fitzpatrick, City Manager

Date

FEB 17 2017

Date

2017 Rochester Recreation Teen Travel Camp

Length: 8 weeks, Thursday July 6th, 2017 – August 24th, 2017.

Eligibility: Rochester Residents between 14-16 years old.

General Description:

Rochester Recreation Teen Travel Camp is a one day a week, eight week program for Rochester teens ages 14-16 years old. Each week, staff will chaperone campers on a bus trip to a local attractions where participants will take part in a designated activity. This program will emphasize "*Physical and Social Engagement*" through exploration of fun, healthy, accessible activities in Rochester and surrounding communities. Please see Camp details attached.

Program Goals:

1) Provide teens with experiences that support behavioral, social and emotional health.

Teen Travel Camp will give participants the opportunity to interact with peers and adults in a safe, fun environment. Through the excursions offered at this program, participants will be removed from their standard environment and take part in experiences that encourage healthy risk taking and advances outside one's daily norm. Taking part in new experiences with peers will promote an environment of genuine interpersonal situations, relationship building and create an overall supportive social environment. As the camp engages in outdoor activities together, peer bonding will take place and the foundation for positive social behaviors will be laid and reinforced by adult staff members. Through shared experiences, participants will develop a sense of camaraderie and respect that will play a role in their personal success not only during the eight week program but into the school year and school environment.

2) Connect teens with positive adult support systems.

Teen Travel Camp will be staffed by employees of the Rochester Recreation Department and partnering city agencies. All staff members are highly engaged in various areas of the Rochester community. Many are recognized throughout Rochester as being coaches, involved in other recreational programs or school sponsored sports/ activities. Because of their familiarity with the greater Rochester community, these adults are aware of the resources and support networks available to teens locally. Through their various roles in Rochester, both professional and personal, staff members have a firm understanding of the foundations of local culture, community challenges and community strengths. With this familiarity, staff members will have multiple connections and common ground with participants which can be used as building blocks for a positive, interactive relationship.

Identifying these positive adult supports within Rochester will benefit participants during and after the program. Throughout the eight weeks, teens will interact with staff members, observing and absorbing their positive social and behavioral habits pertaining to themselves and others. After the program is complete, campers will have familiarized themselves with multiple adult supports in various areas of the community. These adults will serve as pillars of support for teens in the future as they may seek out positive encouragement, direction to resources and general guidance from a trusted source.

3) Introduce teens to healthy, local recreation resources.

Each week, Teen Travel Camp will explore a local resources or attractions. Trips will vary in location and activity and will expose participants to activities and outings offered in the surrounding area. Each excursion will be designed around a specific activity that highlights one of the many recreational assets of New England. During trips, teens will be introduced to multiple activities like swimming, hiking, zip lining and fishing. Taking part in these excursions will present campers with a plethora of healthy, physical, substance free activities that they can pursue individually for a lifetime full of fun, self-directed recreation.

DATE RECEIVED	DATE ISSUED	PERMISSION PERMITS	MISCELLANEOUS	DATE OF EVENT
12/27/2016	3/6/2017	EVENT	Strafford County 4H - 5K Trail Run	6/3/2017
3/16/2047	3/20/2017	EVENT	Coheco Quilt Guild	10/14 - 15/2017
3/20/2017	3/27/2017	EVENT	Rochester Runners - 5K	11/23/2017
3/22/2017	3/27/2017	EVENT	Senior Center - Bake Sale	4/15/2017
3/20/2017	3/27/2017	EVENT	Wingate - Block Party - Patton Street	7/22/2017
3/22/2017	3/27/2017	TAG	Spaulding Unified Volleyball	4/15/2017
3/6/2017	3/10/2017	MESSAGE	Bethany United Methodist Church - ham & bean supper	3/10/2017
3/7/2017	3/10/2017	MESSAGE	Rochester Babe Ruth	March
3/7/2017	3/10/2017	MESSAGE	Granite State Choral Society	3/18/2017
3/20/2017	3/20/2017	MESSAGE	First United Methodist Church - free movie night	3/24/2017
3/21/2017	4/8/2017	MESSAGE	First United Methodist Church - photo show	3/23/2017
2/2/2017				
2/2/2017				

PERSONNEL ACTIONS.xls, MARCH 2017

PROCLAMATION

WHERE AS, In 1872 J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and
WHERE AS, this holiday, called ARBOR DAY, was first observed with the planting of more than a million trees in Nebraska; and
WHERE AS, ARBOR DAY is now observed throughout the nation and the world; and
WHERE AS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and
WHERE AS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and
WHERE AS, trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community; and
WHERE AS, trees, wherever they are planted, are a source of joy and spiritual renewal; and
WHERE AS, Rochester has been recognized for sixteen years as a Tree City USA member, by the National Arbor Day Foundation, and desires to continue its tree-planting ways.

NOW THEREFORE, I, Caroline McCarley by the authority vested in me as Mayor of the City of Rochester, in the State of New Hampshire do hereby proclaim April 28, 2017 as ARBOR DAY in the City of Rochester and urge all citizens of our community to support efforts to protect our trees and woodlands, and to support our City's efforts to maintain our environment by planting trees to gladden the hearts and promote the well-being of present and future generations.

IN WITNESS WHEREOF, I have set my hand
and caused to be affixed the Seal of the City of
Rochester this the 4th Day of April in the year
of our Lord, Two Thousand and Seventeen.

Caroline McCarley
Mayor

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**PROCLAMATION
NATIONAL TELECOMMUNICATOR'S WEEK
April 09 - 15, 2017**

WHEREAS, When an emergency occurs the prompt response of police officers, fire fighters and paramedics is critical to the protection of life and preservation of property;

AND WHEREAS, Public Safety Communications Specialists are the first and most critical contact our citizens have with emergency services; and they are the single, vital link for our police officers, fire fighters and EMS by monitoring their activities and providing information to insure their safety;

AND WHEREAS, the Rochester Public Safety Communications Specialists have contributed substantially to the apprehension of criminals, suppression of fires and treatment of persons; and each specialist exhibits compassion, understanding and professionalism during the performance of their jobs during the year;

NOW, THEREFORE, I, Caroline McCarley, Mayor of the City of Rochester, NH, declare that National Telecommunicator Week shall be recognized in the Rochester Public Safety Center in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

IN WITNESS WHEREOF, I have hereunto set my hand and
caused the Seal of the City of Rochester to be affixed.

Caroline McCarley
Mayor of Rochester

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Rabies Vaccination Clinics

**Rochester Fair Grounds/4H Building
72 Lafayette Street, Rochester, NH**

All shots are \$15.00

*** * CASH ONLY * ***

The City of Rochester will once again be hosting 2 rabies vaccination clinics:

**April 22nd and May 20th
12:00 PM until 2:00 PM**

Attention: Cats must be in a "pet carrier" & dogs must be leashed.

Dogs and cats from surrounding communities are welcome. The City of Rochester Clerk staff will be available for the 2017-2018 Dog Licensing & Renewal for any/all dog owner's living in Rochester.



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Appointments Committee Minutes

March 7, 2017

Committee Members Present:

Sandra Keans, Chair

Tom Abbott

Donna Bogan

Ray Barnett

Excused:

James Gray, Vice-Chair

Chairman Keans called the meeting to order at 6:30 p.m. on March 7, 2017.

Kyle Starkweather – Planning Board alternate

Mr. Strkweather is a very congenial young man. He is employed at Frisbie Hospital as an EMT. He is thinking of the future and where the community is going. He has some concern as to what can be done to populate the downtown. Kyle has been watching the Planning Board on TV and has a fairly good understanding and is willing to attend training sessions.

Councilor Bogan moved to recommend; Councilor Abbott seconded Mr. Starkweather to be nominated as an alternate member of the Planning Board. The Appointments Committee unanimously recommends Kyle Starkweather for appointment as an alternate member of the Planning Board, term to expire 1/2/2019.

The meeting was adjourned at 6:45pm.

Respectfully submitted,
Sandra Keans, Chair

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Rochester City Council

Community Development Committee

MEETING MINUTES

Elaine Lauterborn, Chairperson

Donna Bogan, Vice Chairperson

Tom Abbott

Ray Barnett

A. Raymond Varney, Jr.

Meeting Date:	March 13, 2017	
Members Present:	Councilor Abbott Councilor Barnett Councilor Bogan Councilor Lauterborn Deputy Mayor Varney	Members Absent: None
Guests/Staff:	Julian Long, Community Development Coordinator Jennifer Marsh, Economic Development Specialist Todd Marsh, Welfare Director Kathy Crompton, Community Action Partnership of Strafford County Susan Ford, My Friend's Place Pamela Thyng, Community Partners Richard Wagner, AIDS Response Seacoast Jenny Sheehan, Court-Appointed Special Advocates of New Hampshire Kerry Norton, Hope on Haven Hill Joe Hannon, Hope on Haven Hill Tracey Donaldson, Dover Adult Learning Center Isles Maskell, Dover Adult Learning Center Julie Reynolds, Cornerstone VNA Donald Capoldo, The Homemakers Health Services Doug Currier, YMCA of Strafford County Sally Struble, Homeless Center for Strafford County Ryann Jabre, Homeless Center for Strafford County Martha Jo Hewitt, Tri-City Co-op Robin Brown, Maple St. Magnet School Lauren Krans, Rochester Recreation Martha Stone, Cross Roads House Allie Joseph, MY TURN Rad Nichols, COAST	

Councilor Lauterborn called the meeting to order at 7:00 p.m. Motion was made by Councilor Bogan and seconded by Councilor Barnett to approve the January 9, 2017 minutes. The minutes were approved unanimously.

PUBLIC INPUT	There was no public input.
CDBG PRIOR YEAR FUNDS –	Ms. Marsh explained that there are several businesses interested in

JOB Loan Program	<p>applying for Job Opportunity Benefit (JOB) loans but, due to a \$100,000 loan to Trigger Devils, the JOB Loan Revolving Fund is now below \$100,000. Therefore, the Economic Development Office has requested that \$25,374.77 in prior year unexpended CDBG funds be allocated to the JOB Loan Program revolving loan fund.</p> <p><i>Motion was made by Councilor Varney and seconded by Councilor Bogan to recommend that the \$25,374.77 in unexpended prior year CDBG funds be allocated to the JOB Loan Program revolving loan fund. The motion passed unanimously.</i></p>
FY 17-18 GRANT APPLICATION PRESENTATIONS	<p>Ms. Crompton presented for the Community Action Partnership of Strafford County (CAP). CAP has applied for general city funding and for CDBG funding for its weatherization program. Ms. Crompton stated that CAP has served 3,900 residents in the current fiscal year. Councilor Varney asked whether CAP has spent most of its CDBG weatherization grant this year, and Ms. Crompton replied that almost the entire grant has been expended and that CAP is on track to meet its goals for the year.</p> <p>Ms. Ford presented for My Friend's Place, which is requesting CDBG funds to support its homeless shelter services. Ms. Ford stated that My Friend's Place's services save the City's welfare department about \$40,000 a year, as without these services the welfare department would have to place people in motels. Councilor Lauterborn mentioned that the HUD proposed budget calls for elimination of all CDBG funding. Mr. Long added that the proposal also calls for the eliminated CDBG funds to be replaced with non-HUD funds from an as yet unidentified source. Ms. Ford stated that the region's needs for homeless services have been going up, not down, and that all of the region's shelters have been running over capacity.</p> <p>Ms. Thyng presented for Community Partners, which is requesting CDBG funds to support its rental assistance program for people with disabilities and mental illnesses. Ms. Thyng mentioned that the average monthly disability benefit is barely over the poverty line. (The handout from Community Partners is attached to the meeting minutes.)</p> <p>Richard Wagner presented for AIDS Response Seacoast, which is requesting CDBG funds to support its case management services, including rental assistance. Mr. Wagner stated that twenty percent of AIDS Response Seacoast's clients are from Rochester, the largest group by city/town. He also stated that one hundred percent of Rochester clients are extremely low income.</p> <p>Ms. Sheehan presented for Court Appointed Special Advocates of New Hampshire (CASA), which is requesting CDBG funds to support</p>

its guardian ad litem services for abused and neglected children. Ms. Sheehan explained that, if CASA is not able to provide volunteers, private guardians ad litem must be hired for \$60 per hour.

Ms. Norton and Mr. Hannon presented for Hope on Haven Hill, which is requesting CDBG funds for a second full-time case manager to provide services to pregnant women and new mothers with substance use disorders. Ms. Norton stated that Hope on Haven Hill also provides case management services to non-resident clients and that case management reduces hospitalizations. Mr. Hannon spoke on the importance of follow-up and reintegration into the community for substance abuse recovery. Councilor Lauterborn asked whether there were state or federal funding sources available for case management services, and Mr. Hannon replied that the state is still deciding on what services state substance abuse recovery funding can be used.

Ms. Donaldson presented for Dover Adult Learning Center (DALC), which is requesting CDBG funding for its high school equivalency testing program. Ms. Donaldson stated that in addition to preparing students to take the HiSET, DALC also assists students in finding suitable employment. Mr. Maskell, a current DALC student, shared that DALC's staff has made it possible for him to complete his high school equivalency and prepare to go to school to become a plumber.

Ms. Reynolds presented for Cornerstone VNA, which is requesting general city funds for its medical and home care services. Ms. Reynolds stated that Cornerstone VNA provides home care, telehealth programs, hospice and palliative care, and perinatal care. She also mentioned that the organization is seeing decreased funding from Medicare and a regional nursing shortage. (The handout from Cornerstone VNA is attached to the meeting minutes.)

Mr. Capoldo presented for the Homemakers Health Services, which is requesting general city funds for its medical and home care services. Mr. Capoldo stated that in the current year the Homemakers has served 201 Rochester clients, seventy-two percent of whom are low income. (The handout from the Homemakers is attached to the meeting minutes.)

Mr. Currier presented for the YMCA of Strafford County, which is requesting CDBG funds to fund summer camp scholarships for homeless youth. Mr. Currier stated that the YMCA provided eleven scholarships last year and hopes to provide 50 for the upcoming year. Councilor Lauterborn asked how the YMCA determines whether a potential camper is homeless, and Mr. Currier stated that the YMCA coordinates with multiple social services agencies and the Rochester School Department.

Ms. Struble presented for the Homeless Center for Strafford County, which is requesting CDBG funds for its homeless shelter services. Ms. Struble stated that the shelter plans to expand its operational months to cover the entire school year and, eventually, be open year-round. The shelter also will be exploring a capital campaign to relocate nearer to the city's downtown. Ms. Jabre, a current resident of the shelter, spoke on how the shelter has provided her and her family of six with shelter and assistance in obtaining benefits and employment. (The letter read by Ms. Jabre is attached to the meeting minutes.)

Ms. Hewitt presented for Tri-City Co-op, which is requesting CDBG funds to build a music room within their building to serve clients with mental illnesses. Ms. Hewitt stated that the organization has a total membership of 300 persons, many of whom are Rochester residents.

Ms. Brown presented for Maple St. Magnet School, which is requesting CDBG funding to build an outdoor classroom. Ms. Brown stated that the school is located in an underresourced neighborhood and the outdoor classroom would be open for the entire neighborhood. Councilor Lauterborn asked if the school is located within an eligible low-moderate income census tract, and Mr. Long confirmed that it is. Councilor Bogan asked whether the project could be covered by parental volunteers or PTA funding. Ms. Brown replied that the school has a lot of parental involvement but is too small to cover a project of this size. Councilor Varney asked whether the project has only been submitted for CDBG consideration or also is included in the School Department's CIP budget. Ms. Brown said it is not in the CIP budget.

Ms. Krans presented for the Rochester Recreation Department, which is requesting CDBG funding to install lights at the tennis courts located at the Community Center. Ms. Krans stated that several community members have suggested this project over the years. Councilor Bogan asked if CDBG funds could be combined with other funds for the project, and Mr. Long said that they can. Councilor Bogan asked whether the project could occur in stages with just a few courts completed at a time. Ms. Krans said it is possible, but the main cost is electricity set-up, which has to occur in one single step. Councilor Varney suggested that the Recreation Department look into bonding the project.

Ms. Stone presented for Cross Roads House, which is requesting CDBG funds to provide homeless shelter services. Ms. Stone stated that Cross Roads House served 555 people last year, 78 of them from Rochester. Ms. Stone also stated that Cross Roads House is the

	<p>largest of the region's shelters and is operating at thirty percent over capacity.</p> <p>Ms Price presented for the Rochester Housing Authority, which is requesting CDBG funding to install solar panels on a building housing elderly residents. Ms. Price explained that the building has high utility costs. The project would install 100 solar panels, with anticipated costs savings of \$6,200 per year. Councilor Abbott asked whether the costs are for individual units, and Ms. Price replied that this covers the common spaces as individual units' utilities are paid for by the residents.</p> <p>Ms. Joseph presented for MY TURN, which is requesting CDBG funding for its vocational services for low-income youth. Ms. Joseph stated that the funding would cover tuition assistance and mentioned that several MY TURN clients have been placed in paid internships with local restaurants.</p> <p>Mr. Nichols presented for the Cooperative Alliance for Seacoast Transportation (COAST), which is requesting general city funds for public transportation services. Mr. Long stated, in the interests of transparency and in compliance with the CDBG conflicts of interest policy, that he has been appointed as an alternate member of the COAST board of directors, representing the City of Rochester. Mr. Nichols mentioned that there had been a fifty-six percent increase in Rochester boardings. Councilor Varney asked if any new bus shelters are planned, such as at Granite State Business Park, and Mr. Nichols said a few more shelters are under consideration.</p>
DRAFT FY 17-18 CDBG ANNUAL ACTION PLAN	<p>Councilor Lauterborn and Councilor Varney requested that the grant application summaries be revised to reflect current-year request, FY 2016-2017 award, and FY 2015-2016 award before they are submitted for inclusion in the City Council agenda packet. Mr. Long stated that he would do so.</p> <p>Mr. Marsh stated that all of the grant applications are worthy projects. He emphasized the importance of the homeless shelters' work, however, for the city generally and for the welfare department specifically. Mr. Marsh explained about how the welfare office and the shelters interact and coordinate services.</p> <p>Councilor Lauterborn suggested that, for the FY 2018-2019 grant cycle, the timeline be moved up a month to avoid issues if there are meeting cancellations due to winter snow storms. Mr. Long stated he would attempt to rearrange the timeline this way.</p> <p>The Committee decided to recommend general city funding in the</p>

	<p>following amounts:</p> <p>Rochester Main Street: \$35,000, out of the Economic Development Office's budget</p> <p>Community Action Partnership of Strafford County: \$9,000</p> <p>Cornerstone VNA: \$28,826</p> <p>The Homemakers: \$11,272</p> <p>COAST: \$118,527</p> <p>The Committee decided to recommend CDBG funding in the following amounts:</p> <p>Homeless Center for Strafford County: \$8,000</p> <p>MY TURN: \$4,541.90</p> <p>SHARE Fund: \$4,000</p> <p>Dover Adult Learning Center: \$4,000</p> <p>My Friend's Place: \$5,000</p> <p>Cross Roads House: \$5,000</p> <p>Court Appointed Special Advocates of New Hampshire: \$2,000</p> <p>Community Action Partnership of Strafford County: \$50,000</p> <p>Rochester Recreation Department – Tennis Court Lights: \$91,014.90</p> <p>Councilor Varney commented that, as CDBG funding decreases, alternate funding sources for the homeless shelters will need to be identified. Councilor Bogan and Councilor Barnett concurred.</p> <p><i>Motion was made by Councilor Varney and seconded by Councilor Bogan to approve the above general city funding recommendations, to be submitted to the City Council for its review and approval, and to approve the above CDBG funding recommendations as part of the draft FY 2017-2018 CDBG Annual Action Plan, to be submitted to the City Council for its review and approval. The motion passed unanimously.</i></p>
WORKFORCE HOUSING CHARRETTE	<p>Councilor Lauterborn asked whether a specific project has to be already selected in order to do the charrette. Councilor Bogan stated that she believes the Workforce Housing Coalition will assist a host community in identifying potential project sites. Councilor Abbott shared his conversation with colleagues in Barrington, who have recently done a workforce housing charrette.</p> <p>Councilor Lauterborn suggested that the possibility of a workforce housing charrette be placed on a fall 2017 meeting agenda for further discussion, as the Workforce Housing Coalition is already selecting communities from the applications it has received. Mr. Long stated he would do so.</p>
PROJECTS PROGRAM REPORT	<p>Mr. Long gave a brief update on the CDBG program, including the status of the Tri-City Co-op HVAC project, the Homeless Center for Strafford County's generator project, and the swearing in of Dr. Ben</p>

	Carson as new HUD secretary. Mr. Long also gave a brief overview of recent non-CDBG grant work, including the award of a Certified Local Government grant for the development of historic district design guidelines, submission of a HUD lead remediation program grant application, and submission of an EPA brownfields grant application to remediate contamination at the former Advanced Recycling site.
OTHER BUSINESS	There was no other business.

Motion to adjourn was made by Councilor Bogan and seconded by Councilor Abbott. The vote to adjourn was unanimous. The meeting was adjourned at 9:45 p.m.

Next Meeting – Monday, April 10th, 2017 at 7 p.m. in the City Council Conference Room at City Hall

Topics – CDBG Projects Program Report

Rochester Community Development Block Grant (CDBG) Rent Assistance

Community Partners is designated by the State of New Hampshire as the Community Mental Health Center and Area Agency for Developmental Services (DS) in Strafford County. In 2014, Community Partners was designated as the ServiceLink provider for Strafford County. Community Partners' Rochester CDBG Program will be an essential component of our efforts to prevent homelessness and ensure sustainable housing for our consumers. This program directly aligns with the Rochester CDBG program priority of assistance to the homeless, and support for the population at risk of homelessness.

Over the past 13 years, with Dover CDBG support, we have been able to impact nearly 325 individuals in Dover, aiding them in securing permanent and affordable housing.

We are requesting \$10,000.00. We are projecting to assist at least 10 families or individuals in the upcoming year.

Funds are used to provide Security Deposit/First month's rent to individuals and families with mental illness or developmental disabilities who are homeless or at risk of homelessness to assist them in obtaining and maintaining permanent housing who are current residents of Rochester or moving to Rochester. These individuals are clients of Community Partners.

All program participants will work with Case Managers to ensure placement in sustainable, affordable housing. Participants also receive vocational supports, assistance in accessing benefits (Section 8, Fuel Assistance, Social Security Disability, Medicaid, TANF, food stamps etc.), and referral to outside community supports.

CDBG funds are a critical piece of Community Partners services. Persistently high rental rates in Strafford County and Rochester (\$877 for 1 Bed Room \$1,026 for 2 BR in Strafford County area) make affordable housing impossible for vulnerable populations.

The majority of CP clients are reliant on Social Security benefits as many are unable to work due to disability. In early 2016, the average monthly disability benefit in the US was \$1,146 - barely enough to keep an individual above the poverty level.

The prohibitive cost of housing can exacerbate symptoms of mental illness or increase distress for people with developmental disabilities and leads to high rates of homelessness of people living in substandard housing.

Providing a specialized funding stream, such as CDBG, to assist this population with securing housing alleviates the burden on Rochester Welfare Department, leaving funds for the general public.

This request directly aligns with the Rochester CDBG program priority of assistance to the homeless, and support for the population at risk of homelessness. Our proposed CDBG program offers assistance to very low income renters, aiding them in securing decent, affordable housing and maintaining a suitable living environment.



January 13, 2017

Julian L. Long

Community Development Coordinator/Grants Manager

Office of Economic & Community Development

31 Wakefield Street

Rochester, NH 03867

Dear Mr. Long:

We deeply appreciate your ongoing support of Cornerstone VNA, a non-profit home health and hospice care organization serving Strafford, Belknap, Carroll and Rockingham Counties in NH and York County in ME. It is our privilege to continue providing trusted, compassionate and expert health care to members of your community and we are pleased to share the following service statistics from 2016 as well as program updates.

	<u>Rochester</u>	<u>Strafford County</u>	<u>Total Service Area</u>
Home Care/Perinatal	20406	40096	54037
Hospice Care	6271	11987	14316
Life Care	4564	9091	9304
Palliative Care	82	248	298
Total	31323	61422	77955

Being mission driven, we are committed to bringing services *to people of all ages regardless of their ability to pay*, so that families can stay together at home, even when facing the challenges of aging, surgical recovery, chronic or life-threatening illnesses or end of life care. We provide skilled nursing, physical, occupational and speech therapies, social work, and volunteer & support services through five distinct programs:

HOME CARE: As a full service home health care organization, Cornerstone VNA provides services 24 hours a day, 7 days a week. Home Care consists of Skilled Nursing, Licensed Nursing Assistants, Rehabilitation Services and Medical Social Workers. In order to best serve the needs of our patients, our team includes specialized clinicians who are certified in Wound, Ostomy and Incontinence Care, Diabetes Management and Education, Intravenous Therapy, Mental Health, Chronic Care, Gerontology, Pediatrics and Maternal Wellness, and Health Coaching. We also provide a Behavioral Health Program, Balance Therapy and Fall Prevention Program as well as an Educational Series for community members and health care professionals. Specialty services include a sophisticated Telehealth Program for patients with chronic illnesses and Smart Care, an emergency response and communication system for patients and their families.

HOSPICE CARE: Hospice is a holistic approach to caring for people with a life limiting illness with a focus on providing the greatest quality of life until the end of one's life. The goal of our hospice program is to provide physical, emotional and spiritual comfort to the patient as well as grief support and bereavement counseling for their family and caregivers. Hospice is not a place, it's a concept of care that is provided anywhere a patient calls home such as in a private residence, skilled nursing facility, assisted living facility or hospital.

PALLIATIVE CARE: Palliative Care is specialized medical care for people with a serious illness. Its focus is on providing patients relief from the symptoms of a complex illness. It is appropriate at any age and at any stage of a diagnosis such as cancer, dementia, heart disease, lung disease, or any illness that causes distressing symptoms. The primary goals of the Palliative Care Program are to improve the quality of life for both the patient and their family and decrease the need for emergency room visits or re-hospitalizations.

LIFE CARE – Private Duty: Life Care is a private duty program providing a full array of services. The goal of this program is to help individuals live in their home and community safely, independently and comfortably. Whether someone has had a surgery, accident or living with a chronic health condition, Life Care staff create an individualized program to address short-term or long-term health needs. Life Care offers flexible scheduling from as little as 1 visit per week to 24 hour care.

COMMUNITY CARE: At Cornerstone VNA we are not only committed to making people well, we are committed to the health and wellness of the community. We offer monthly health clinics to monitor blood pressure, blood sugar and cholesterol, and provide immunizations and medication, diet and nutritional counseling from a Certified Health Coach and Wellness Nurse.

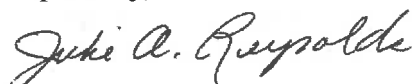
DELIVERING HIGH QUALITY CARE

As a non-profit organization, our greatest challenge, along with the reduction in Medicare reimbursements and rising costs of operation, is having the funding available to advance our mission and to reach those in need of our programs and services. As healthcare trends are moving care back into the home, no matter the degree of a patient's illness, the level of skill needed has become increasingly important. As a result, Cornerstone VNA continues to invest in certifying our clinicians to ensure excellence and implement new technology to create efficiencies and better meet the needs of our patients. Although the future of home health care will be challenging due to changing payment models, the aging population and the shortage of health care professionals, funding from local towns help Cornerstone VNA continue serving residents in need while working to meet those challenges. We are pleased to share our accomplishments over the past year:

- The Technology Team identified a sophisticated **telehealth** system to better meet the needs of our patients. Implemented in January 2016, the new telehealth units have wireless connectivity, video capabilities and an improved patient education component. During the first few months of implementation, Cornerstone VNA experienced a 60% reduction in congestive heart failure hospital readmissions for patients that were on the telehealth program.
- Cornerstone VNA implemented a **record document management system**, allowing all documents to be stored within the electronic medical record and eliminating the need to print documents. This system also provides improved process efficiencies.
- The clinician's mode of documenting was upgraded from a laptop computer to an **iPad**. This helps to create a more efficient documentation system.
- Cornerstone VNA launched a special series to support caregivers called **Caregivers Connect**. Our goal with Caregivers Connect is to connect people with important information, resources and support to help them on their caregiving journey.
- **The Kiddie Cornerstone Fund** was recently established so that our pediatric nurses can bring small gifts to their young patients to help foster positive relationships, ease anxiety and bring smiles to their faces. Funding will also support families in need during the holidays and gas cards will be distributed to families to assist with travel expenses to and from the hospital for medical appointments.

The impact of your support is significant! Your continued investment in our organization enables us to provide care to your residents, regardless of their ability to pay for services and to purchase special equipment for patients in need. Along with access to care, your support funds free community clinics, patient education and allows us to launch innovative program and services. Thank you for your support.

Respectfully,



Julie Reynolds, RN, MS
Chief Executive Officer
Cornerstone VNA

The Homemakers'

- Thank you for 14 years of funding our Home Support and Personal Care Service Provider Programs. These programs provide:
 - Light Housekeeping
 - Laundry
 - Shopping
 - Meal Preparation
 - Alzheimer's Respite
 - Safety Oversight
- 201 Rochester residents served last year
 - Of those, 144, or 72% were of low/moderate income
- Sliding fee allow for reduced barriers to access care and these community donations in our county help us help our low income elders.
- We are the only agency that participates in this program in the county so we save all our communities a considerable expense as we keep our clients in their homes rather than using community health care facilities.
- Rochester has our largest client base and we believe that is not just because we are housed in Rochester, but because Rochester does a great job of letting its residents know we are here to serve. We consider ourselves vital to public health and safety...as vital as the police and fire...so thank you.
- We subsidized over 176k in Rochester alone last year.
- 2,554 hours of care in Rochester last year.

Ryann Jabre
10 Rochester Neck Road, Rochester, NH 03839

March 13, 2017

Rochester Planning Board
City of Rochester, New Hampshire
31 Wakefield Street
Rochester, NH 03867

Dear Planning Board Members:

I am writing in support of the Homeless Center for Strafford County's request for CDBG funding for FY 2017-2018.

My name is Ryann Jabre. I have a husband and four children, ages 5, 8, 11, and 12. Our family is from this area of New Hampshire. We moved to Texas for two years, to be closer to several of our family members, and with the hope of getting some support from them in our struggle to stay on our feet financially. We received no help in Texas, either from family or from the State of Texas, so we moved back to this area of New Hampshire. We initially stayed with a friend, but after only a few weeks, our friend said she could no longer accommodate our family.

We got into the Homeless Center's emergency shelter on December 7, 2016, where our family has been living since then. Two of our four children have special needs and require a substantial amount of support from us, as well as from professionals in the community. When we first got to the shelter, my husband was unemployed. I stay home and take care of our children. We had no medical insurance, no medical or dental care, no mental health assistance, no cash assistance from the state, and no food stamps.

The day after we arrived at the shelter, the Case Manager began meeting with us to assess our needs as a family and how the Homeless Center could help us get back the services we needed. During our first meeting with the case manager, we made a case management plan. The case manager helped us fill out paperwork for food stamps, medical insurance for our family members, and housing applications. The Case Manager helped get our kids signed up for school and coordinated with the schools to arrange for the school buses to pick up our children at the shelter. Since coming to the shelter, my husband has found a job.

In addition to the assistance I just described, the Homeless Center's Case Manager assisted us with:

- Getting a voucher for my husband from the Salvation Army, so he could get uniforms for work.
- Giving us rides to doctor's appointments
- Giving us rides to school IEP meetings and advocating for us and our children in those meetings.

Rochester Planning Board
 March 13, 2017
 Page 2

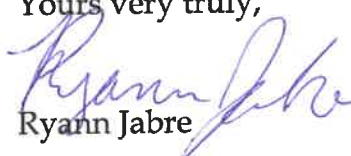
- Helping me and advocated for me with my doctors
- Babysitting some of our children, so I could bring one of my children to doctor's appointments
- Picking up prescriptions for us at the pharmacy when I couldn't get there on my own
- Bringing one of my sons to a doctor's appointment when I couldn't take him myself, because I had to stay at the shelter and take care of my other three children.
- Helping us fill out paperwork for our application for social security benefits for our children
- Getting me free bus passes, so I could get to the Social Security office in Portsmouth. When I missed the bus to get back to the shelter, she drove to Portsmouth to pick me up.
- When my husband first started his job, we had no money for gas, so the Case Manager wrote a letter to WomenAid asking for them to assist us with gas, which they did.

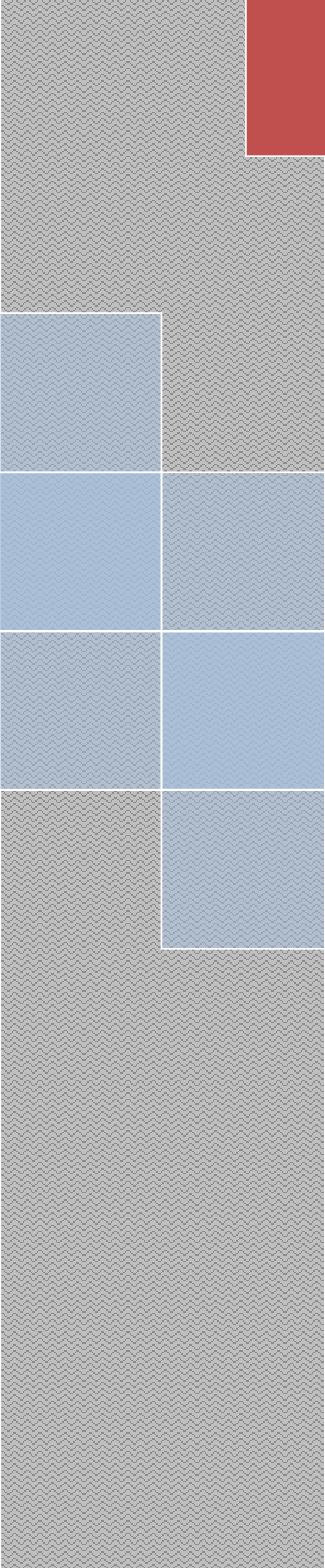
Since we have been at the shelter, my husband got a job. We are now receiving food stamps and have medical insurance for our whole family. We have medical care and for those in our family who need it, they have mental health care. We have some money saved to use toward finding permanent housing. Additionally, we were accepted into the Homeless Center's Transitional Housing Program, where we can live for 18-24 months until either we get subsidized housing or better yet, we are able to get back on our feet and pay full market rent. We moved into a three bedroom transitional housing unit this past weekend.

Our goal is to never have our family be homeless again. Without the assistance of the Homeless Center, our family would be homeless, and would not be as far along as we are now in getting the assistance we need, and doing the things we need to do, to get back on our feet.

We have previously stayed in other homeless shelters, and have not received the level of assistance that we have gotten at the Homeless Center. My husband and I strongly support the Homeless Center's request for funding, so that they can continue providing these needed services to people like us.

Yours very truly,


 Ryann Jabre



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**Resolution Authorizing the Reprogramming of Community Development Block Grant
Funds in the Gross Amount of \$25,374.77**

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

WHEREAS, there are unexpended funds from previous Community Development Block Grant (CDBG) grant years in the amount of Twenty Five Thousand Three Hundred Seventy Four 77/100 Dollars (\$25,374.77);

WHEREAS, the Mayor and City Council desire to reprogram certain of these funds into other worthwhile activities;

THEREFORE, that the sum of Twenty Five Thousand Three Hundred Seventy Four 77/100 Dollars (\$25,374.77) be reprogrammed to the Job Opportunity Benefit (JOB) Loan Program with all the funds to be derived from the aforementioned unexpended CDBG funds consistent with the attached funding resolution form; and

FURTHER, 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. **CC FY 17 AB 150**

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3/30/17

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

AB 150 - CDBG Prior Year Funds Reallocation - JOB Loan

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☒ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	April 4, 2017		
DEPT. HEAD SIGNATURE	Karen Pollard, on file		
DATE SUBMITTED	March xx, 2017		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	3

COMMITTEE SIGN-OFF

COMMITTEE	Community Development Committee
CHAIR PERSON	Elaine Lauterborn

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	signature on file
CITY MANAGER	signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	signature on file
SOURCE OF FUNDS	CDBG
ACCOUNT NUMBER	TBD
AMOUNT	\$25,374.77
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

24 CFR 91.1.

SUMMARY STATEMENT

There is \$25,374.77 in unexpended Community Development Block Grant (CDBG) funds from prior years. These funds may be reprogrammed into other activities. At the 3/13/2017 Community Development Committee meeting, the Committee voted to reprogram this \$25,374.77 to be used to support the already-approved Job Opportunity Benefit (JOB) Loan Program revolving loan fund.

RECOMMENDED ACTION

Approve additional funding for JOB Loan Program.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: AB 150 - CDBG Prior Year Funds Reallocation - JOB Loan

Date: 4/4/2017

Fiscal Year: FY 2016-2017

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	To be created			25,374.77	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	Please see attached			25,374.77	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # 099446879

CFDA # 14.218

Grant # B14MC330004

Grant Period: From 07/01/2016
To 06/30/2017

If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced Funds will be returned

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FINANCE COMMITTEE

Meeting Minutes

Meeting Information

Date: March 15, 2017
Time: 7:00 P.M.
Location: City Council Chambers
31 Wakefield Street
Rochester, New Hampshire

Committee members present were: Mayor McCarley, Deputy Mayor Varney, Councilor Keans (arrived at 7:43 pm), Councilor Hamann, Councilor Gray, Councilor Torr and Councilor Lauterborn. City staff present were: City Manager Fitzpatrick, Deputy City Manager Cox, MIS Network Administrator Schafer, MIS Technician Watkins, Recreation Director Bowlen, Economic Development Manager Pollard, Police Chief Toussaint, Deputy Police Chief Boudreau, School Board Chair Lynch, School Board Vice Chair Pappas and School Superintendent Hopkins.

Agenda & Minutes

1. Call to Order

Mayor McCarley called the meeting to order at 7:00 PM.

2. Public Input

There were no members of the public that addressed the Committee.

3. Unfinished Business

3.1 Attraction Signage on Spaulding Turnpike

Economic Development Manager Pollard discussed with the Committee her suggestions for **single organizations or entities that would be the City's designee on each of the attraction signs located at Spaulding Turnpike exit's 12, 13, 14, 15 and 16. No votes were** taken or final decisions made. Ms. Pollard was requested to continue working on this project.

3.2 Official Announcements & Posting Policy

Deputy City Manager Cox explained that he incorporated the **Committee's** previous comments into the **City's administrative policy and procedure format resulting in the document**

placed in the **Committee's meeting packet**. *This document will now be shared with the Full City Council at their meeting on April 4, 2017.* City manager Fitzpatrick indicated a formal vote of approval from the Council was not needed, he simply needs an indication of approval from the Council to finalize this policy.

4. New Business

4.1 Water & Sewer Billing Process

Deputy City Manager Cox explained that this item had been referred to the Finance Committee from the Utility Advisory Board. A citizen had appeared before the Utility Advisory Board seeking a change in City ordinances that would allow the direct billing of tenants for water and sewer fees. The citizen had also suggested that the City consider use of property liens in lieu of turning off water and sewer services for nonpayment. No action was taken on this item.

4.2 Police Department Overtime

Police Chief Toussaint appeared before the Committee and explained how vacancies in his department would likely result in a sizable over expenditure of his fiscal year 2017 overtime budget. He also explained how the lengthy process of training and certifying replacement officers exacerbated the overtime expense issue and that this situation would extend into his fiscal year 2018 budget. Chief Toussaint is estimating that under expenditures in other budget lines will be more than adequate to make up for the over expenditure for over time.

4.3 Capital Projects/Bonding

The Mayor led a discussion on the issues of bonding for the Creteau Technology Center renovations and expansion as well as the School **Department's operating budget and debt** service. The Mayor also explained a draft resolution provided to the Committee regarding state funding for the Creteau Center ([linked here](#)) that will be taken up by the full City Council at the meeting on March 21, 2017. *Councilor Lauterborn moved to recommend to the full City Council adoption of the resolution in support of state funding for the Creteau Technology Center. Deputy Mayor Varney provided a second to the motion. The motion*

was adopted. The Mayor then explained an agenda bill provided to the committee ([linked here](#)) that would result in a resolution for consideration by the City Council on March 21, 2017 to appropriate funds to the School Building Fund. This appropriation would be funded using the School Department's fiscal year 2016 contribution to the General Fund unassigned fund balance.

4.4 Fireworks Discussion

The Mayor explained her thought process concerning a City sponsored fireworks display at a time on or near the 4th of July. Deputy City Manager Cox shared the results of his research on the costs and availability of vendors to conduct a fireworks display. He stated that the cost would be approximately \$20,000, however the window of time to retain the services of a vendor is quickly closing for a July 2017 event date. Councilor Hamann moved to recommend to the full City Council to direct the City Manager to retain the services of a fireworks display vendor for a date on or around the 4th of July, 2017. A second to the motion was provided by Deputy Mayor Varney, The motion was adopted.

5. Finance Director's Report

5.1 Chief Assessor Position

Deputy City Manager Cox updated the Committee on the regrading of the salary for the position of Chief Assessor. He indicated that the regrading would move the Chief Assessor position from a grade 11 to a grade 15. The City Manager now contemplates moving ahead with discussions with the Rochester Municipal Managers group collective bargaining unit to formalize the amended salary range and the City Manager simply wants to make sure that the Council is in support. No action was taken by the Committee on this item.

5.2 Chief Information Officer Position

Deputy City Manager Cox informed the Committee that the City Manager recommends a change to the Merit Plan with the creation of the position of Chief Information Officer at a pay range of 16. He also informed the Committee that the job description for the Chief Information

Officer position and salary range had been reviewed and approved by the Personnel Advisory Board. Councilor Hamann moved to recommend to the full city Council amendment of the Merit Plan to add the position of Chief Information Officer at a pay range of 16. Deputy Mayor Varney seconded the motion. The motion was adopted.

5.3 Information Technology Capital Upgrades

Deputy City Manager Cox briefly reviewed for the Committee the information technology capital upgrades using currently appropriated funds that will be carried out within the next two months. He also noted capital upgrades that will be proposed as part of the fiscal year 2018 budget.

5.4 City Prosecutor/Deputy City Attorney

City Manager Fitzpatrick explained to the Committee his recommendation to amend the Merit Plan with the creation of the position of City Prosecutor/ Deputy City Attorney at a pay range of 15. He explained that this is not an added position and is simply a reflection the role already fulfilled by the current incumbent of the prosecutor position. Deputy Mayor Varney moved to recommend to the full City Council amendment of the Merit Plan to add the position of City Prosecutor/Deputy City Attorney at a pay range of 15. Councilor Hamann provided a second to the motion. The motion was adopted.

5.5 Non-Union Wage Ranges Adjustment

Deputy City Manager Cox reminded the Committee that several of the City's labor collective-bargaining agreements stipulate automatic annual adjustment of wage ranges according to changes in the consumer price index (CPI). However, this adjustment is not automatic for the non-unionized personnel regulated by the Merit Plan. Deputy Mayor Varney moved to recommend to the full City Council adjustment of non-union personnel wage ranges under the Merit Plan according to the change in the CPI for fiscal year 2018. Councilor Keans provided a second to the motion. The motion was adopted.

5.6 Auditor Contract Extension

Deputy City Manager Cox reviewed with the Committee the request for proposal process conducted in 2014 that resulted in the selection of Melanson-Heath as the City's independent auditor. That contract covered **fiscal year's 2014, 2015 and 2016**. The Finance Office is seeking approval from the Council to negotiate an extension to the contract with Melanson-Heath for an additional two years. Councilor Keans moved to recommend to the full City Council authorization for the Deputy City Manager to negotiate a two-year contract extension was Melanson-Heath for the provision of independent audit services. Councilor Hamann provided a second to the motion. The motion was adopted

6. Monthly Financial Statements

There was no discussion regarding the monthly financial statements.

7. Other

City Manager Fitzpatrick and Deputy City Manager Cox updated the Committee regarding the financials between the City and the Fairgrounds. The City still has a payable due to the Fairgrounds for snow storage fees in the amount of \$10,012.50. The City has receivables due from the Fairgrounds for sewer fees in the amount of \$6336.78, Fire Department details in the amount of \$10,422.89 and Police Department details in the amount of \$20,925.65 for a total receivable due from the Fairgrounds of \$37,685.32.

8. Adjournment

Counselor Torr moved to adjourn the meeting. Councilor Hamann provided a second to the motion which was then adopted. The meeting adjourned at 8:15 PM.

FINANCE COMMITTEE

Agenda Item

3/30/17

Agenda Item Name: INDEPENDENT AUDITOR CONTRACT

Date Submitted: March 5, 2017

Name of Person Submitting Item: Deputy City Manager Cox

E-mail Address: blaine.cox@rochesternh.net

Meeting Date Requested: March 14, 2017

Issue Summary Statement:

In August of 2014, the City carried out a Request for Proposals (RFP) process for the provision of Independent Audit Services. At that time, the City had been served for many years (10+) by Vachon-Clukay. As a result of the RFP process, the City awarded a 3-year contract (FY's 2014, 2015 & 2016) to Melanson-Heath. The Finance Office is seeking approval from the Council to negotiate an extension to the contract with Melanson-Heath for an additional two years.

Recommended Action:

Authorize the Deputy City Manager to negotiate a two-year contract extension with Melanson-Heath for the provision of Independent Audit services.

FINANCE COMMITTEE

Agenda Item

3/30/17

Agenda Item Name: NON-UNION WAGE RANGES ADJUSTMENT

Date Submitted: March 7, 2017

Name of Person Submitting Item: Deputy City Manager Cox

E-mail Address: blaine.cox@rochesternh.net

Meeting Date Requested: March 14, 2017

Issue Summary Statement:

Several of the City's labor Collective Bargaining Agreements stipulate for the automatic annual adjustment of the wage ranges (minimum and maximum wage levels) to adjust annually according to changes in the Consumer Price Index. This adjustment is not automatic for the non-unionized personnel regulated by the Merit Plan. The Council in March of 2015 approved such an annual adjustment for fiscal year 2017.

To clarify, this action simply adjusts the minimum wage for new hires and the maximum possible wage for those at the top of the wage scale. It does not constitute an "across the board" increase or a "cost of living adjustment" for all non-union personnel. Any/ all adjustments for specific employees remain merit based.

Recommended Action:

Recommend adjustment of non-union personnel wage ranges under the Merit Plan according to the CPI for fiscal year 2018.

FINANCE COMMITTEE

Agenda Item

3/30/17

Agenda Item Name: CITY PROSECUTOR/ DEPUTY CITY ATTORNEY

Date Submitted: February 21, 2017

Name of Person Submitting Item: City Manager Fitzpatrick

E-mail Address: <http://www.rochesternh.net/users/dfitzpatrick/contact>

Meeting Date Requested: March 14, 2017

Issue Summary Statement:

The City Manager recommends a change to the Merit Plan with the creation of the position of City Prosecutor/ Deputy City Attorney. This new position would be filled by the current Police Prosecution Attorney (Note: this is not an addition of personnel as the Police Prosecution Attorney position would be left vacant).

The attached position description and resultant graded pay range of 15 has been reviewed and approved by the Personnel Advisory Board.

Recommended Action:

Amendment to the Merit Plan to add the position of City Prosecutor/ Deputy City Attorney.

CITY PROSECUTOR/ DEPUTY CITY ATTORNEY

Statement of Duties

Position primarily performs highly responsible professional, administrative and supervisory work in planning, organizing and directing the activities of the Prosecutors office of the Rochester Legal Department, in the preparation and presentation of criminal and civil ordinance violation cases in District Court; assists the city Attorney in providing legal services to the City Council, the Council's various standing and Ad hoc committees, boards and commissions of the City, the City Manager and department heads.

Supervision

Incumbent works under the administrative direction of the City Attorney, rendering legal services to all City Departments. Incumbent establishes objectives, own performance standards and assumes direct accountability for the Prosecutor's Office; consults with City Attorney regarding clarification, interpretation, or exception to municipal policy. Incumbent assists the City Attorney in resolving department and City-wide conflicts and coordinates with others as necessary.

Incumbent is responsible for the supervision of Prosecutor's Office employees; responsible for the evaluation of employees and recommends hiring, firing, and discipline of employees to the City Attorney.

Job Environment

Work is generally performed under typical office and court room conditions. May be required to work outside of normal business hours.

Operates a computer and general office equipment.

Position requires frequent contact with the public, responding to inquiries in writing, orally and in person. On a daily basis, this position involves constant contact with departments of the municipal government as well as outside organizations.

Has access to extensive confidential information, such as personnel records, criminal investigation records, law suits, collective bargaining negotiations and personal information about citizens.

Errors could have legal and/or financial repercussions, cause confusion and delay of service, and result in adverse public relations.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Prosecution of all Rochester Police Department (RPD) cases in the Rochester District Court including felonies, misdemeanors, violations and juvenile matters.

Appear in Rochester District Court for all RPD proceedings including but not limited to trials, plea and sentence hearings, motion hearings, arraignments, bail review or revocation hearings, probable cause hearings and juvenile and delinquency proceedings.

May appear before the New Hampshire Department of Motor Vehicles for Administrative License Suspension hearings representing the RPD.

Appear before the Grand Jury when necessary for presentation of any RPD cases.

Review of all investigation materials in each criminal case to ensure that all witnesses have been interviewed, all evidence and documents have been collected and documented, and all necessary certified motor vehicle and criminal records have been obtained.

Ensure that all necessary witnesses are properly notified and available to appear at all scheduled court proceedings and that all the necessary evidence is available for the hearing.

Ensure that all criminal complaints are properly drafted and reviewed prior to being filed with the Court.

Answer all requests for discovery made by defense counsel in all matters.

Research, prepare, draft, file and argue any and all pretrial motions, objections, and memorandums of law necessary to any case.

Upon final disposition of any case, notify all interested parties of the disposition. If any case is to be disposed of by a negotiated plea, the attorney will, prior to disposition, solicit the views and recommendation of the Department and the victim.

Provide any and all other necessary support, both written and oral, to assist members of the Rochester Police Department in the preparation and prosecution of all criminal matters.

Available for 24 hour on-call assistance for legal advice in all criminal investigations.

Assistance shall upon request be provided to the Code Enforcement Office regarding violations and enforcement of land use issues.

Refers all civil suit matters to the Department's General Counsel, or to the City Attorney and may assist in preparing any defense.

Responsible for completing performance evaluations of assigned support and clerical personnel. Represent the City in all matters in which the City has an interest coming before any court, tribunal, quasi-judicial or legislative body, as directed by the City Attorney.

Render all legal opinions insofar as practicable, as may be required of him/her in writing, and maintain record of same.

Commence and prosecute all actions and suits to be commenced by the City or any of its officers in his official capacity before any tribunal whether in law or equity as directed by the City Attorney.

Appear, when directed by the City Attorney, before the Legislature of the State or before any committee thereof, whether for either or both branches of the same, and there, on behalf of the City, represent, answer for, and defend and advocate the interests and welfare of the City.

Pay over to the City Manager all monies received from adverse parties, when the City shall recover the same.

Perform related duties as may be required by the City Attorney.

Other duties as may be assigned.

Recommended Minimum Qualifications

Education and Experience

Must be a bar-certified attorney and a member in good standing of the NH Bar Association. Two to five years of experience in criminal prosecution or a combination of experience in related fields which demonstrates possession of the required knowledge, skills and abilities.

Special Requirements

Member of the New Hampshire Bar Association
Possess a valid Motor Vehicle Operator's License

Knowledge, Ability and Skill

A candidate for this position should have thorough knowledge of the local, state and federal laws which govern municipal operations; knowledge of legal research materials and other resources; the ability to provide consistent and timely responses to requests for legal assistance; skills in maintaining effective working relationships with customers, other personnel, superiors, subordinates and other offices and agencies; strong skills in the preparation and forceful presentation of legal opinion, written and verbal, and advocacy on behalf of the City; and strong negotiation skills and tact.

Physical and Mental Requirements

Minimal physical effort generally required in performing duties often under typical office conditions. Position requires the ability to operate computer keyboard and standard office equipment at efficient speed. The employee is frequently required to use hands to finger, handle or feel objects, tools, or controls and to reach with hands and arms. May be required to lift and/or carry up to 30 pounds. The employee is frequently required to sit, talk, listen and hear. Specific vision requirements include close color vision, distance vision, and the ability to adjust focus.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Classification Schedule

Grade	Position Title
1	Library Page
2	No positions in this grade.
3	Custodian (part-time)
4	Legal Assistant I
5	Lead Custodian (inactive position)
6	Legal Assistant II
6	Victim/Witness Advocate
7	Financial Analyst (inactive position)
7	Payroll/Human Resource Specialist
8	Executive Secretary
9	Accountant I
9	Executive Assistant
9	GIS/Asset Management Technician
10	Senior Executive Assistant
10	Administrative Services & Utility Billing Supervisor
10	Deputy Assessor (inactive position)
11	DPW Operations Manager (inactive position)
11	Assistant City Engineer
12	No positions in this grade.
13	Lieutenant Prosecutor
13	Police Lieutenant
→ 13	Police Prosecuting Attorney
14	Human Resource Manager
14	Deputy Finance Director/Deputy Treasurer
14	Police Captain
→ 15	Deputy City Attorney/ City Prosecutor
16	Chief Information Officer (CIO)
16	Deputy Police Chief
17	Director of Finance (inactive position)
18	Fire Chief
18	Chief of Police
18	City Attorney
18	Deputy City Manager - Community Development (inactive)
18	Deputy City Manager - Finance & Administration
18	Director of City Services
19	No positions in this grade

Non-Union Pay Plan

Full and Part-time regular employees

Grade	FY17		FY17 Annual	
	Min	Max	Min	Max
1	10.14	13.63	21,086.21	28,349.24
2	13.18	17.70	27,412.07	36,826.32
3	14.23	19.13	29,605.89	39,786.91
4	15.37	20.65	31,970.10	42,960.49
5	16.60	22.31	34,526.00	46,410.96
6	17.93	24.12	37,294.90	50,159.62
7	19.36	26.03	40,276.79	54,142.57
8	20.91	28.10	43,492.97	58,445.00
9	22.58	30.33	46,964.74	63,088.23
10	24.38	32.76	50,713.40	68,136.14
11	26.33	35.38	54,760.24	73,588.74
12	28.44	38.22	59,147.88	79,488.61
13	30.71	41.26	63,876.30	85,814.48
14	33.17	44.56	68,988.11	92,694.12
15	35.82	48.14	74,504.60	100,127.54
16	38.69	51.99	80,467.35	108,136.04
17	41.78	56.16	86,900.74	116,804.81
18	45.12	60.62	93,844.28	126,091.26
19	48.69	65.47	101,341.59	136,187.08



**Personnel Advisory Board
February 21, 2017 4:00PM
City Hall Conference Room**

Members present:

Joanne Sylvain
David Stevens

Members absent:

David Dubois

Others Present:

Diane Hoyt, Human Resource Manager
Blaine Cox, Deputy City Manager
Terence O'Rourke, City Attorney
Dan Fitzpatrick, City Manager

Review of new/amended classifications

1. Chief Information Officer (CIO); David Stevens **moved** to recommend pay grade 16. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.
2. Deputy City Attorney; David Stevens **moved** to recommend pay grade 15. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.
3. Fire Chief; David Stevens **moved** to add position to the merit plan at the recommended pay grade 18. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.
4. Administrative Services & Utility Billing Supervisor; David Stevens **moved** to remove the position from the merit plan. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.

Meeting adjourned at 4:30 PM.

FINANCE COMMITTEE

Agenda Item

3/30/17

Agenda Item Name: CHIEF INFORMATION OFFICER POSITION

Date Submitted: February 21, 2017

Name of Person Submitting Item: City Manager Fitzpatrick

E-mail Address: <http://www.rochesternh.net/users/dfitzpatrick/contact>

Meeting Date Requested: March 14, 2017

Issue Summary Statement:

The City Manager recommends a change to the Merit Plan with the creation of the position of Chief Information Officer.

The attached position description and resultant graded pay range of 16 has been reviewed and approved by the Personnel Advisory Board.

Recommended Action:

Amendment to the Merit Plan to add the position of Chief Information Officer.

Excerpt from February 14, 2017 Finance Committee Packet:

A Chief Information Officer (CIO) job description has been drafted. A copy can be viewed here: [CIO Position Description](#). Municipal Resources has provided two reports on CIO salary data. These can be found at these two links: [Report #1](#) and [Report #2](#). The City's Human Resources Manager has also applied the Merit Plan grading system and the results were: Position rating of 582 points, pay grade 16 (551-600 points). The salary range would be \$80,136 to \$108,136. In the next month, this position will be submitted to the Personnel Advisory Board, City Manager and City Council for review and approval.

**Personnel Advisory Board
February 21, 2017 4:00PM
City Hall Conference Room**

Members present:

Joanne Sylvain
David Stevens

Members absent:

David Dubois

Others Present:

Diane Hoyt, Human Resource Manager
Blaine Cox, Deputy City Manager
Terence O'Rourke, City Attorney
Dan Fitzpatrick, City Manager

Review of new/amended classifications

1. Chief Information Officer (CIO); David Stevens **moved** to recommend pay grade 16. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.
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3. Fire Chief; David Stevens **moved** to add position to the merit plan at the recommended pay grade 18. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.
4. Administrative Services & Utility Billing Supervisor; David Stevens **moved** to remove the position from the merit plan. Joanne Sylvain **seconded** the motion. The **motion carried** by a unanimous vote.

Meeting adjourned at 4:30 PM.

Classification Schedule

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6	Victim/Witness Advocate
7	Financial Analyst (inactive position)
7	Payroll/Human Resource Specialist
8	Executive Secretary
9	Accountant I
9	Executive Assistant
9	GIS/Asset Management Technician
10	Senior Executive Assistant
10	Administrative Services & Utility Billing Supervisor
10	Deputy Assessor (inactive position)
11	DPW Operations Manager (inactive position)
11	Assistant City Engineer
12	No positions in this grade.
13	Lieutenant Prosecutor
13	Police Lieutenant
13	Police Prosecuting Attorney
14	Human Resource Manager
14	Deputy Finance Director/Deputy Treasurer
14	Police Captain
15	Deputy City Attorney
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Full and Part-time regular employees

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4	15.37	20.65	31,970.10	42,960.49
5	16.60	22.31	34,526.00	46,410.96
6	17.93	24.12	37,294.90	50,159.62
7	19.36	26.03	40,276.79	54,142.57
8	20.91	28.10	43,492.97	58,445.00
9	22.58	30.33	46,964.74	63,088.23
10	24.38	32.76	50,713.40	68,136.14
11	26.33	35.38	54,760.24	73,588.74
12	28.44	38.22	59,147.88	79,488.61
13	30.71	41.26	63,876.30	85,814.48
14	33.17	44.56	68,988.11	92,694.12
15	35.82	48.14	74,504.60	100,127.54
16	38.69	51.99	80,467.35	108,136.04
17	41.78	56.16	86,900.74	116,804.81
18	45.12	60.62	93,844.28	126,091.26
19	48.69	65.47	101,341.59	136,187.08



FINANCE COMMITTEE

Agenda Item

3/30/17

Agenda Item Name: FIREWORKS DISCUSSION

Date Submitted: March 7, 2017

Name of Person Submitting Item: Mayor McCarley

E-mail Address: <http://www.rochesternh.net/users/cmccarley/contact>

Meeting Date Requested: March 14, 2017

Issue Summary Statement:

At the March 7, 2017 Regular City Council Meeting, the Mayor raised the issue of a City sponsored fireworks event. The Mayor added this to the Finance Committee agenda for discussion.

In response, Recreation Director Bowlen submitted the following information:

Notes from phone conversation with one of the well-known vendors -

- Recommended purchase of display for a community of our size trying to re-establish a Fireworks display is around \$15k to 18k. Certainly no less than \$15k.

- o Comparison (illustrative only) - Portsmouth \$25k to \$30k, Nashua \$23k, Manchester \$25k

- Timing and Schedule

- o July 3rd (Monday night) is already tight, but may have space in schedule. Would have to confirm as uncertain at this moment.

- o July 4th is out.

- o July 5th (Wednesday) would be rain date.

- Has done these shows here in the past when Jaycees used to put on.

General Discussion topics developed internally

- Timing is a concern given scope of event.

- o Other department involvement; FD, PD, Codes, DPW, Admin/Legal, Frisbee Hospital, and others

- Fire Dept. would have to be "on board".

- Overall role of the city needs to be determined and what agency would be the lead.

- Liability is not only with the display, but the ancillary activities such as; parking, crowd control, severe weather, vendor licensing, volunteers, staff availability, etc.

- Life Safety Protocols; evacuation for weather or other emergency events.
- Procurement process. How does this get handled, through a bid? Primex indicates that this needs to be a professional company with an outstanding track record.

Recommended Action: None.

FINANCE COMMITTEE

Agenda Item

3/30/17

Agenda Item Name: OFFICIAL ANNOUNCEMENTS & POSTING POLICY

Date Submitted: Held in Committee from December 13, 2016

Name of Person Submitting Item: Deputy City Manager Cox

E-mail Address: blaine.cox@rochesternh.net

Meeting Date Requested: January 10, 2017

Issue Summary Statement:

Mayor McCarley requested a draft policy pertaining to the posting of meetings, content of postings, location of postings, etc.

A draft policy is attached for review.

Recommended Action: None.

I. STATEMENT:

This policy is intended to provide City personnel with guidance regarding announcements, postings and others information for public dissemination related to the meetings and other work of City boards, commissions and committees. The City seeks to fully meet requirements of open government (in accordance with RSA 91-A) as well as the desire of the City Council for the City to operate in the most transparent manner as practicable. To these ends, please familiarize yourself with the City's Administrative Procedure regarding the Right to Know statute and follow the steps below.

II. PROCEDURE

1. The package of materials for meetings of the Council and Council subcommittees will be completed and distributed no less than 5 calendar days prior to the specified meeting date.
2. The public postings notifying the public of meetings of the Council and Council subcommittees will be posted in "hard copy" in at least two separate public locations as well as on the City's website. A "public location" is defined as a location accessible to the general public at all hours. Unless otherwise stipulated by the Committee Chair, the two public locations shall be exterior locations at City Hall and the Rochester Public Library.
3. The public postings notifying the public of meetings of the Council and Council subcommittees will contain the following specifics regarding said meeting:
 - 3.1 Date
 - 3.2 Time
 - 3.3 Location
 - 3.4 Tentative Agenda
 - 3.5 Proper Statutory Citations of any Non-Public Sessions, when applicable
4. Statutorily required Public Hearings will be posted according to the requirements of relevant state statutes, including newspaper Public Notices. Public Hearing Notices are to be drafted in a manner that clearly states the purpose of said hearing.
5. It is recognized that all meetings of the Council and Council subcommittees are "meetings to be held in public" and not "public meetings." Therefore, an

agenda item allowing “public input” will be at the discretion of the committee chair.

Public Works and Buildings Committee

March 16, 2017 7PM

Council Chambers

MEMBERS PRESENT

Councilor Ralph Torr – Chairman

Councilor Ray Varney- Vice Chairman

Councilor Sandy Keans

Councilor Donald Hamann

Councilor Thomas Willis

OTHERS PRESENT

Dan Fitzpatrick, City Manager

John B. Storer, Director of City Services

Chris Bowlen, Director of Recreation, Arena and Youth Services

MINUTES

Chairman Torr called the Public Works and Buildings Committee to order at 7:00 PM.

1. Approve minutes from the February 16, 2017 Public Works & Building Meeting.

Chairman Torr requested comments or a recommendation on last month's meeting.

Councilor Hamann made a motion to accept minutes as presented for the March 16, 2017 Public Works Committee meeting. The motion was seconded by Councilor Willis. The Motion passed unanimously.

2. Public Input – None.

3. Brock Street Moratorium – Mr. Storer stated that at the last City Council meeting there was concern for the guarantee and the road patch to be completed at the armory site. He stated that staff had worked with the State of NH and the city attorney and that we had obtained a letter of guarantee from the State that stipulates that they are aware of the necessary \$70,000 repair and that at the end of a 1 year warranty period they will schedule an onsite inspection with City Staff to ensure that we are all set with the patch.

4. Right of Way Issues – Mr. Storer stated there is an issue with private property encroaching on the City's right of way. He stated that the building at 21 South Main Street belonging to the Steven Brown Law Office encroaches on the City sidewalk and the sidewalk tractor has hit it and caused damage. Mr. Storer stated that it was referred to the City's insurance company. He stated that the façade was renovated in 2011 and that we believe it does encroach on the right of way. He stated that when we hit it a few years ago we fixed it at a cost of a couple of thousand dollars, but this time there is significant damage involving the structure and windows.

5. FY18 Budget Issues and Options (I&O's)

LED Street Lights – Mr. Storer stated that he completed I&O's for a couple of items to be submitted with the City Manager's budget.

LED Lighting Project - He stated that the LED Street Light Project should wrap up midway through FY18 and that we should realize a cost savings. He stated that this I&O recommend's a reduction to that expense account due to the expected cost savings.

Way Finding – Mr. Storer stated that there was a petition from the tenants for way finding signs within the Community Center. He stated that this I&O is a request to increase the budget to accommodate that request.

Solar Array – Mr. Storer stated that there is an I&O in for a solar array project at the Wastewater Treatment Plant. There was discussion amongst the Committee as to the capacity and demand fees that are charged when there is fluctuation in demand. Mr. Storer stated that he has an understanding of how these projects work, but suggested that he has much more homework to do prior to the budget presentation. Councilor Keans suggested that he speak with people at Jarvis Manufacturing on the Milton Road and the Town of Durham to see if they are experiencing any of the capacity and demand cost issues and to see how well it is working for them.

6. **Arena Roof** - Mr. Storer asked if he could move this item up on the agenda as Mr. Bowlen is here to speak if needed. The bids are in at 1.48 million to structurally reinforce the roof at the arena. The CIP budget for that project was \$750,000 and staff acknowledged that we knew in advance that the \$750,000 would not be enough but we went out to bid to put an actual number to the shortage. He stated in talking to the bidder for the project there is a cost savings to completing the floor project and the roof project at the same time and unfortunately we have missed the window for that this year as we have already started the ice out operations. He stated the two projects together have an available budget of 1.25 million but will cost approximately 2 million dollars. Councilor Varney asked if they have budgeted for shoveling the roof as needed for next year. Mr. Bowlen stated that there are years that require shoveling and some that do not. He stated that the funds come from the Arena Fund contingency account when necessary and that yes; they will be able to work with that another year. Councilor Willis asked how the debt service is paid back. He asked whether the Arena Fund pays for the debt incurred or if the general fund pays all or a portion of the debt. Mr. Bowlen stated when the Arena fund can support the cost it pays for it and if there is a shortfall then the short fall it is picked up by the general fund. He said the most recent budget did not have a shortfall as they had a good sales year. Chairman Torr asked if there were any issues of real concern that could happen in the next few years. Mr. Bowlen stated at this time his concern is the floor as it is past its expected useful life, but believed it would be ok until the repairs are made. Mr. Fitzpatrick stated that given the list of CIP projects and the high priority of other projects, he believes the best thing we can do is to extend the life of this facility as we do not have the funds to build a new one. Councilor Varney asked about the Zamboni replacement in the CIP Budget for FY18. Mr. Bowlen stated that the current Zamboni's are model years 1993 & 1995, and they are well past their expected useful life. He stated this vehicle is essential to the Arena operations and must be replaced. Councilor Willis

asked the cost. Mr. Bowlen stated \$100,000. Councilor Varney inquired about the revenue stability at the arena. Mr. Bowlen stated that it is relatively consistent and that currently his ice rental rates are on the higher side of average which prohibits them from going up as it might cost them customers.

7. **Potential Contributions to Piscataqua Region Estuary Partnership (PREP)** – Mr. Storer that he has committed to further participation in the costs associated with the data collection in Great Bay Estuary by the PREP organization. This is a continuation of our partnership with Dover who is also committing additional funds to participate. Mr. Storer further discussed that as part of our deferment letter associated with or NPDES permit we are obligated to continue our participation in the development and implementation of a long term monitoring plan for the Great Bay Estuary under the leadership of PREP. He stated that this cost associated with this commitment is approximately \$32,000 and it will include the cost of additional data sondes to be put out in Great Bay and to enlist the input of the independent peer reviewers to interpret the data. Councilor Willis asked Mr. Storer if he felt that PREP was independent, without a preconceived agenda in regards to their mission. Mr. Storer stated that he understood the reasons why Councilor Willis would ask, and he stated that he is fully confident in their unbiased agenda on the issue. He stated that Dr. Kalle Matso was brought in to restore the trust with the Municipalities and he has gone to extra efforts to rise above previously preconceived agendas. Mr. Storer stated that Mr. Kalle Matso is using the outside peer reviewers for just that reason.
8. **Raw Water Transmission Main Project** – Mr. Storer said the project had a good start and then the pipe bursting company got stuck about 150 feet into the project. He stated that the company is bringing in a much larger machine and it will take about a week to get here. He stated that they are confident that this will get them going and through to completion.
9. **Dewey Street Bridge Project** – Mr. Storer the project is out to bid. He stated that the budget was \$750,000 and that the engineers are estimating \$684,000 for the bridge without engineering. He stated that the bridge will be longer, but there are some cost savings as it will not have any piers in the water. He stated that the existing piers will be removed. Mr. Storer stated that there is a bid alternate that will include some sheet pilings/coffer dams to save a very old tree that is on the Hanson Pines side of the bridge. He stated the current estimate for that alternate is \$11,000. Councilor Willis asked what type of tree we were looking at. Mr. Storer stated that it is 100-150 year old pine tree. Councilor Varney stated that tree removal in Hanson Pines has to be approved by the Trustees. Mr. Storer stated that they have discussed it with the Trustees and that is why we are looking at the cost. He stated they have also discussed it with the Tree Forester, Charlie Moreno. Chairman Torr inquired about weight loads of the new bridge. Mr. Storer stated that due to questions raised by Councilor Gray at the last meeting he had

looked into the weight load limitations and he is confident that there will not be any issues and that it meets and exceeds all bridge standards.

10. **LED Street Lights** – Mr. Storer stated that he had put up a display at the last City Council meeting and that the City Council did authorize the supplemental appropriation for this project. Mr. Storer stated that the work had not yet begun but he wanted to educate everyone about the different look they would see when the project is completed. He had a handout that showed what the effects would look like. He stated that the lighting would be more uniform and directed with whiter light as opposed to the yellow ambient light. He also stated that he is following the American Medical Associations recommendations for the use of 3000k or lower for outdoor lighting. Mr. Storer stated if anyone wanted to see an example of these lights; there are two at the intersection of Columbus and South Main. He stated that one is near the China Palace Restaurant and one is by Service Credit Union. Mr. Storer stated there is also one in the parking lot behind City Hall.
11. **Woodman / Myrtle Street** – Mr. Storer stated that this project is fully funded and just about ready to bid. He stated he is unsure if he has the approval to continue as scheduled. He stated that all costs including water, sewer and general funds have qualified for CWSRF & DWSRF. He stated that if we were to proceed we could realize up to a \$460,000 principal forgiveness for the loan, but that NHDES needs an answer very soon. He stated if we do not proceed we will be bumped off the list and the funds will be awarded to a different community or project. The Committee discussed the projects that are up and coming in relationship to the debt service and our current bond ratings. The Committee was in agreement that the decision to proceed will need to be made after the City Manager's presentation of the FY18 Budget. Chairman Torr noted that the Committee meets next on April 20, two days after the City Manager's budget presentation and that we should put this item on next month's agenda.
12. **Annex Update** – Mr. Storer stated that the project is proceeding as planned and it is on task to be completed in June. He stated that there has been a couple of changes orders associated with the project so far, including a small one for some tree work and a significant one to complete the prep work and electrical work associated with the installation of the new Fire Department Generator. Mr. Storer stated that he expects a couple more in regards to additional work to level the 2nd floor and for additional pointing of the west side façade bricks. Mr. Storer stated that he believes there will be a surplus, and he estimates that it will be about \$150,000. Chairman Torr asked if the aluminum drip edge would be removed and the slate tiles restored. Mr. Storer stated that he believed they would be but stated he would need to check on that.
13. **Wakefield Street Project** – Mr. Storer stated that the estimate for Eversource came in at \$620,000, and Metrocast at \$150,000, for underground utilities. He stated that we are still waiting on Fairpoint. Mr. Storer stated that additional cost will need to be carried in the construction contract for the concrete conduit encasements. He stated that the

engineers believe the total additional cost for the underground utilities may be around 2.6 million instead of 2.8 as originally thought, but until they get Fairpoint's cost and bid results he couldn't confirm that. Mr. Storer stated that staff is working with the engineers on the final design and hopes to be out to bid by late April. Mr. Storer also stated there will be a small portion of 121 Wakefield Street that we will need to purchase or get an easement on. He stated that 121 Wakefield is the property on the corner of Glenwood Avenue and that the property owner seemed very agreeable to working with the City. Mr. Storer stated that the property owner is willing to sell if the City Council is interested in acquiring the property to be used in future project planning for improvements on Glenwood. The Committee stated that they were not interested in property at this time. Mr. Storer stated he would proceed with the acquisition of the necessary small sliver of land needed for the roadway.

- 14. Colonial Pines Project** – Mr. Storer stated we have obtained the necessary NHDOT approvals and now we are dealing with a different issue. He stated that the construction equipment as proposed will be blocking the entrance to the business on the end of Brickyard Drive. He stated that he will be working with the construction company and the two property owners, Eastern Propane and Rokon, to come up with an alternative entrance that will eliminate the problem.
- 15. Hillsdale Drive Eversource Easement** – Mr. Storer stated that Eversource is looking for an easement across the City's property on Hillsdale Drive. He said it is to be used to get maintenance vehicles into their large transmission main in the area for maintenance. Mr. Storer distributed a map showing the requested right of way. Councilor Willis looked at the map and inquired if Eversource could use the existing graveled railroad bed for access rather than going over the other property. Mr. Storer stated that he would inquire about the alternative.
- 16. Granite State Business Park** - Mr. Storer stated that we have two separate appropriations for the business park lighting plan. He stated the first appropriation was in FY16 for \$70,000 and then another FY17 appropriation of \$100,000. Mr. Storer stated that we are going to be going out to bid for light poles within the next couple of weeks and our estimates show that it is likely to be about \$250,000. He stated that we would be running the lights on about 3600 feet and striping the road for a walking path. Councilor Keans suggested Mr. Storer check in with the Pease Development Authority (PDA) to be sure that the lights used meet their requirements. Mr. Storer stated that he would follow up on that with the PDA. Chairman Torr asked if the Water Loop project in this business park was going to happen. Mr. Storer stated that it is not in the FY18 Budget for discussion and that it was pushed out to a future year.
- 17. Sewer Ordinance Impacts** – Mr. Storer stated the recent change to the Sewer Ordinance impacts up to 300 properties around the City that are within the 100 feet of the sewer system. He stated he was looking for guidance to see if the expectations are that staff would be trying to run down these older structures to force the compliance, or if the

intent was to keep to current and upcoming project areas. The Committee consensus was to address them as they come up but to concentrate on the newer project areas. There was some discussion about getting the State of NH to notify the City's Engineers when a private septic system permit is being requested.

- 18. . NPDES & MS4 Permit Status** – Mr. Storer stated that we have not been issued our NPDES permit yet. He stated that there had been a deferment letter that took us through August but that we still haven't heard anything. He stated that he believes the State of NH is supporting us a bit as they have some respect for the initiatives that we have taken and the results we have achieved in lowering the nitrogen levels by optimization. He stated that it would be to our advantage for them to wait until new data is gathered and we can determine the results of those reductions.

19. Other

Howard Brook – Councilor Varney asked about the Howard Brook Culvert Project. Mr. Storer stated that it had taken a back burner to some other projects and there may be an easement issue that staff is working on. He stated that he would look into the project status and get back to the Committee.

EDA – Salmon Falls Road Project – Councilor Varney asked when this project will be starting up again. Mr. Storer stated they will be starting back up soon.

Snow Budget – Mr. Storer stated that we did have a contingency transfer for salt and we will be over on the overtime budget. He said that the salt shed was near full until the big Northeast Storm we had last week. He also stated there might be some salt surplus to carry over into the next year's budget for use.

New Trucks – Councilor Varney asked about the new truck's performance. Mr. Storer stated that they are working well. He noted higher turning radius for corners has been a slight problem but that staff was happy with their performance.

Public Testimony – Mr. Storer informed the Committee that he had testified on two NH Senate bills. One was SB121 and it was for bi-partisan support for speeding up the 303D list process for the MS4 permit. He further stated that the second bill was SB127 in reference to Water Quality parameters for 7Q10 and DO.

Councilor Hamann made a motion for adjournment at 8:26 pm. The motion was seconded by Councilor Willis. The motion passed unanimously.

Minutes respectfully submitted by Lisa J. Clark, City of Rochester Administration and Utility Billing Supervisor.



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

GIS MAPPING & ASSET MANAGEMENT PROJECT - NHDES GRANT ASSISTANCE

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☒ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☒ NO ☐

FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	JULY 12, 2016	
DEPT. HEAD SIGNATURE	John B Storer, PE - Director of City Services Original w/signature on File City Clerk's Office	
DATE SUBMITTED	JUNE 27, 2016	
ATTACHMENTS YES <input checked="" 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	NHDES SRF-GRANT/FORGIVENESS
ACCOUNT NUMBER	Gen 15013010-771000-16566 Swr 55026020-771000-16566
AMOUNT	\$60,000
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

LEGAL AUTHORITY

City Council Resolution

SUMMARY STATEMENT

Public Works seeks Council permission to submit two grant applications that could total up to \$60,000 to help fund ongoing GIS and Asset Management efforts. There is an ongoing CIP effort split amongst the Water, Sewer and General Funds for GIS mapping of system infrastructure. The current budget allocation is \$162,500, total. The applications for grant assistance would provide a supplement to this effort of \$60,000. No additional City match is required.

The \$60,000 amount is available through the EPA's State Revolving Loan Fund Program. EPA allows States to create "set-asides" within the federal grants for various incentive-type efforts. NH DES is encouraging municipalities to strengthen their GIS and Asset Management efforts. DES staff have suggested Rochester would be eligible for \$30,000 amounts for both Sewer and stormdrainage (General Fund) efforts.

DES terms the assistance as "principal forgiveness" but we do not need to formally prepare an SRF loan package to receive the incentive compensation. With the pending MS4 Stormwater Rules forthcoming, DES has expressed enthusiasm for our GIS efforts. It would be both surprising and disappointing if we do not receive a full \$60,000 in additional assistance.

Funds would only be spent if we successfully receive the DES assistance. The request is to supplement the current CIP appropriation of \$162,500 and increase it to \$222,500

RECOMMENDED ACTION

1. Resolution giving City Staff authorization to submit the SRF Application for the Infrastructure Mapping and Asset Management Project.
2. Resolution giving the City Manager & Deputy City Manager the authority act as the City's representative for all documentation regarding Infrastructure and Asset Management Project.
3. Resolution for a supplemental appropriation in the amount of \$30,000 in the general fund and \$30,000 sewer fund project number #16566, for a total of \$60,000. The funding source will be grant funds from NHDES SRF Program.

**Amendment to Chapter 23 of the General Ordinances of the City of Rochester Regarding
Fire Safety Measures**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 23 of the General Ordinances of the City of Rochester regarding Fire Safety Measures and currently before the Rochester City Council, be amended as follows:

23.11 Penalty

Any person, persons, firm, corporation or partnership who shall violate any provision of Chapter 23 shall be guilty of a violation punishable by a fine of not less than one hundred dollars (\$100) or not more than five hundred dollars (\$500). Each day that the violation continues to exist shall constitute a separate offense. ***The owner of record of any property upon which a violation of this Chapter occurs shall be held strictly liable for any violation occurring on their property and shall be guilty of a violation in the same manner as stated above.***

23.13 Prohibition and Regulation of Fireworks.

C. Permit Required. No Person shall use discharge or explode any permissible fireworks without a permit issued by the City of Rochester.

- i. Any person wishing to obtain a permissible fireworks display permit shall apply to the ~~Fire Chief or Police Chief~~ **Licensing Board** at least 15 days prior to the display.
- ii. The applicant shall provide the following information:
 - a. Date of application
 - b. Name, address and telephone number of applicant
 - c. Address of location where the display will be held
 - d. Diagram of the display location, showing the location of all nearby property lines, nearby buildings, public ways, nearby trees, electrical and telephone lines or other overhead obstructions, and the location of any nearby storage of flammable or combustible liquids or gases
 - e. Name of the owner of the property where the display will be held
 - f. Intended date and time of display, including a possible rain date

- g. Written authorization of the property owner, if different from the applicant
- h. Signature of the applicant
- iii. Permit fee. The fee for a permissible fireworks display shall be five dollars (\$5.00) per event. The fee shall be paid at the time of application and is non-refundable.
- iv. Site inspections:
 - a. Prior to issuing a permit, the Police Chief or the Fire Chief may conduct an inspection of the display site to determine whether a permissible fireworks display can be held in a safe manner.
 - b. If, in the opinion of the ~~Fire Chief or Police Chief~~ Licensing Board, the proposed site is not suitable for the safe display of permissible fireworks, the application for a permit shall be denied.

D.*****

~~vii. Display of permissible fireworks shall be permitted on public property the evening of July 3rd beginning at 6PM, including from such time until midnight on any rain date established for the annual city wide fireworks display held at the Rochester Fairgrounds, provided that such display shall be authorized in a duly issued Block Party.~~

The effective date of these amendments shall be upon passage.



3/30/17

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 Amendment to Rochester City Ordinance 23.11

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

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

AGENDA DATE	April 4, 2017		
DEPT. HEAD SIGNATURE	Ray Varney, Deputy Mayor		
DATE SUBMITTED	3/27/2017		
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED		

COMMITTEE SIGN-OFF

COMMITTEE	Codes and Ordinances
CHAIR PERSON	Peter Lachapelle

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	signature on file
CITY MANAGER	signature on file

FINANCE & BUDGET INFORMATION

DIRECTOR OF FINANCE APPROVAL	n/a
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

RSA 160-C

SUMMARY STATEMENT

This proposed amendment would provide the authority to hold landowners responsible for any violations of the fireworks ordinances occurring on their property, change the permit issuing authority from the Police Chief and Fire Chief to the Licensing Board, and strike language permitting fireworks to be ignited on public property.

RECOMMENDED ACTION

Approve amendment

**AMENDMENT TO CHAPTER 42 OF THE GENERAL ORDINANCES OF THE CITY OF
ROCHESTER REGARDING ACCESSORY APARTMENTS**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

42.23 Accessory Uses

- a. **General Provisions.** The following provisions apply in evaluating proposed accessory uses, activities, structures, and situations.

*
*
*

- b. **Standards for Specific Accessory Uses.** The following standards shall apply to these specific accessory uses, activities, structures, and situations wherever they are allowed:

1. **Accessory Apartment.** An accessory apartment is permitted subject to compliance with all of the following standards and procedures:
 - A. It is permitted where and as specified in the Table of Uses (by right or by special exception). **However, if the accessory dwelling is detached from the single family dwelling, it must be approved by a special exception;**
 - B. It is accessory to a single family dwelling only **and if detached from the single family dwelling it is similar in architectural style;**
 - C. ~~It must be a studio or one bedroom apartment;~~ **It must be two bedrooms or less;**
 - D. It may not exceed 800 square feet;
 - E. It may not house more than two occupants;
 - F. It may be either part of the single family house ~~house~~ **dwelling** or in a separate building, such as above a garage; **if it is part of the single family house, an interior door shall be provided between the principal dwelling unit and the accessory dwelling unit.**
 - G. There may be only one per lot;
 - H. ~~The main house must be owner occupied;~~ **The owner of the property must occupy one of the dwelling units and the owner must demonstrate that one of the dwelling units is his or her principal place of residence;**
 - I. At least one parking space must be provided for the unit;
 - J. Where municipal sewer service is not provided, the septic system

shall meet NHDES requirements for the combined system demand for total occupancy of the property; and

- K.** It is exempt from site plan review but a letter of intent must be submitted to the Building Inspector to ensure that the above conditions are met.
- L.** If it is a security apartment, it shall not exceed 800 square feet and it shall be attached to or located with an allowed commercial, office or industrial use. Such unit may be occupied by the business owner, family member or employee whose purpose is to provide security and/or protection of the business premises. This use shall require Site Plan review.
- M.** If it is a caretaker apartment it shall be attached to or located with an allowed residential or nonresidential use and it shall be occupied by the owner, family member or employee of the principal use and the gross floor area does not exceed 800 square feet. This use shall require Site Plan review.

The effective date of these amendments shall be upon passage.

**AMENDMENT TO CHAPTER 42 OF THE GENERAL ORDINANCES OF THE CITY OF
ROCHESTER REGARDING TABLE 18-A**

THE CITY OF ROCHESTER ORDAINS:

That Chapter 42 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

The effective date of these amendments shall be upon passage.

TABLE 18-A RESIDENTIAL USES 8/7/2014

Residential Uses	Residential				Commercial			Industrial		Special		Criteria/Conditions
	R1	R2	AG	NMU	DC	OC	HC	GI	RI	HS	AS	Section Reference
Apartment, Accessory	E	P	P	P	P	P	P	I	I	E	I	Section 42.21 & 42.23
Apartment, Inlaw	P	P	P	P	P	P	P	-	-	-	-	
Apartment, Security	-	P	-	P	P	P	P	P	P	P	P	Sections 42.2 & 42.23
Assisted Living Facility	-	C	C	C	C	C	C	-	-	C	-	Section 42.21
Boarding House	-	-	-	-	E	-	-	-	-	-	-	
Community Residence - I	-	E	E	-	E	E	E	-	E	E	-	Section 42.22
Community Residence - II	-	-	E	-	-	E	-	-	E	E	-	Section 42.22
Conservation Subdivision	C	C	C	-	-	C	C	-	-	-	-	Sections 42.21 & 42.33
Dwelling, Apartments (Apt/ Mixed Use Bldg)	-	-	-	P	P	C	P	-	-	-	-	Section 42.21
Dwelling, Multifamily Development	-	P	-	-	C	-	P	-	-	-	-	Sections 42.20 & 42.22
Dwelling, Multifamily	-	P	-	-	C	-	P	-	-	-	-	
Dwelling, Single Family	P	P	P	P	P	P	P	I	I	P	I	
Zero Lot Line Development	C	C	C	-	-	C	C	-	-	-	-	Section 42.33

*LEGEND. P = Permitted Use,
C = Conditional Use. E = Use

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intentionally left
blank.

3/30/17

From: Blaine Cox
Sent: Tuesday, February 28, 2017 10:52 AM
To: Kelly Walters
Cc: Ray Varney
Subject: ADU Info

Kelly – Here are the hyperlinks to NHMA & OEP information on Accessory Dwelling Units to insert in the Council packet.

<https://www.nhmunicipal.org/TownAndCity/Article/679>

<http://conference.nhmunicipal.org/home/events/213>

<https://www.nh.gov/oep/planning/resources/accessory-dwellings.htm>

<http://cnhrpc.org/wp-content/uploads/2016/09/ADU-Handout-9-21-16.pdf>

Blaine M Cox, ICMA-CM
Deputy City Manager/
Director of Finance & Administration
City of Rochester, New Hampshire
31 Wakefield Street
Rochester, NH 03867
Telephone: (603)335-7609
Email: blaine.cox@rochesternh.net

The Right-To-Know Law (RSA 91-A) provides that most e-mail communications, to or from City employees regarding the business of the City of Rochester, are government records available to the public upon request. Therefore, this e-mail communication may be subject to public disclosure.

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3/30/17

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.****AB 90 (a) and (b)****AGENDA SUBJECT**

Proposed Zoning Ordinance amendments to Chapter 42.23 (b)(1), Accessory Dwelling Units.

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☐ NO ☒
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☐ NO ☒FUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	December 6, 2016		
DEPT. HEAD SIGNATURE	Signature on file		
DATE SUBMITTED	November 28, 2016		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	4

COMMITTEE SIGN-OFF

COMMITTEE	Planning Board
CHAIR PERSON	Nel Sylvain

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	n/a
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

LEGAL AUTHORITY

Rochester Zoning Ordinance Section 42.3 (e), RSA 674:16, and RSA 674:18.

SUMMARY STATEMENT

Senate Bill 146, an act relative to accessory dwelling units, was passed by the legislature and signed into law by the Governor in 2016. The bill established requirements for local regulation of accessory dwelling units. The City of Rochester already permitted accessory dwelling units but there were some slight changes to the language that were needed to conform to the new State Law.

RECOMMENDED ACTION

Consider amendments for first reading, public hearing and adoption.

Resolution Deauthorizing Bond Authority from the Building Zoning and Licensing Services (BZLS) Capital Improvement Plan Project Funding for the Viewpoint Permit and Inspection Software Project in the amount of \$55,286.93

BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER:

In accordance with the provisions of RSA 33:9, that Fifty Five Thousand Two Hundred Eighty Six and 93/100 Dollars (\$55,286.93) of previously approved bonding authority is deauthorized from the BZLS Capital Improvement Plan Project Fund for the costs associated with the Viewpoint Permit and Inspection Software Project.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution.

CC FY17 04-04 AB 154

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3/30/17

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.

AB 154

AGENDA SUBJECT

Permit & Inspection Software-Deauthorization of Remaining Funds

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☐ NO ☒
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	3-17-17
DEPT. HEAD SIGNATURE	
DATE SUBMITTED	3-17-17
ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signed by Blaine Cox on behalf of the City Manager
CITY MANAGER	Signed by Roland Connors on behalf of the Deputy City Manager

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	BOND
ACCOUNT NUMBER	15012040-775000-15518
AMOUNT	\$55,286.93
APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	

LEGAL AUTHORITY

SUMMARY STATEMENT

Viewpoint Permit & Inspection software project was completed early 2016. FY15 Adopted project budget was \$170,000 (bond), actual expenditures \$114,713.07. The remaining budgetary balance of \$55,286.93 can be deauthorized.

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: Annual Lapsing ☐ Multi-year Non-Lapsing ☒**Deauthorization**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	15012040	775000	15518	-	-	55,286.93
2	150000	475000	15518	-	-	55,286.93
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 ☐

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**Resolution Approving Contract and Cost Items
Associated with Proposed City of Rochester
School Department Multi-Year Collective
Bargaining Agreement with Rochester
Administrative Unit
(Administration)**

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

That pursuant to, and in accordance with, the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the multi-year year collective bargaining agreement between the City of Rochester and the Rochester Administrative Unit employee collective bargaining group, covering the period July 1, 2017 to June 30, 2020, as set forth in the proposed contract, a copy of which proposed contract has been made available to the Mayor and City Council, and with its financial impacts as more particularly detailed on the attached **“EXHIBIT A: Rochester Administrative Unit” dated February 17, 2017**, which includes a summary financial analysis of the annual costs of the contract to the City provided by the Superintendent of Schools, is hereby approved, including, specifically, the cost items associated therewith.

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3/30/17

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

School Administrative Personnel Collective Bargaining Unit Agreement

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☒ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☐ NO ☒

AGENDA DATE	April 4, 2017		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	February 17, 2017		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	5

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signature on file
CITY MANAGER	Signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	NA
SOURCE OF FUNDS	School FY2018 O&M
ACCOUNT NUMBER	Various
AMOUNT	TBD
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
As part of FY2018 Approved Budget	

LEGAL AUTHORITY

RSA 273-A and City Charter

SUMMARY STATEMENT

School Superintendent Hopkins has notified the City Manager that the Rochester School Board and Rochester Administrative Unit have reached tentative agreement on a collective bargaining agreement for school years 2017-2018 through 2019-2020. The contract has been ratified by the bargaining unit and approved by the School Board on February 16, 2017. The Superintendent requests approve of the contract by the legislative body, the City Council.

Please see the attachment with an explanation of cost items and language changes.

RECOMMENDED ACTION

Approval of the Cost items pertaining to the tentative agreement and resultant collective bargaining agreement.

B. Cox
3/30/17

City of Rochester School Department

Mr. Michael Hopkins
Superintendent of Schools
e-mail: hopkins.m@rochesterschools.com

Mr. Kyle M. Repucci
Assistant Superintendent of Schools
e-mail: repucci.k@rochesterschools.com

Ms. Linda Casey
Business Administrator
e-mail: casey.l@rochesterschools.com

Mrs. Christiane Allison
Director of Student Services
e-mail: allison.c@rochesterschools.com

Office of the Superintendent
150 Wakefield Street
Suite #8
Rochester, NH 03867-1348
(603) 332-3678
FAX: (603) 335-7367



February 17, 2017

Mr. Daniel Fitzpatrick, City Manager
Rochester City Hall
31 Wakefield Street
Rochester, New Hampshire 03867

FEB 21 2017

CITY MANAGER
ROCHESTER

Dear Mr. Fitzpatrick:

This letter is to notify you that the Rochester School Board and Rochester Administrative Unit have reached tentative agreement on a collective bargaining agreement for school years 2017-2018 through 2019-2020. The contract has been ratified by the bargaining unit and approved by the Board on February 16, 2017. I am requesting approve of the contract by the legislative body, the City Council.

Please see the attachment with an explanation of cost items and language changes.

Accordingly, I request that we be granted an audience with the Council at its next regular meeting or a special meeting, whichever you determine to be most appropriate, so that we may present the cost items and answer any questions that the Council members may have.

Yours truly,

Michael L. Hopkins
Superintendent of Schools

MLH/mgm

cc City Council

Enclosure

Tentative Agreement**Cost Items:**

- **FY 2017-2018** Salary increase of \$750 per person for a total of \$18,750. This is .9% increase. Merit pay between 0 to 3%, averages about 2.5% or \$51,674.
- Health Insurance, Reduction of \$1000, \$1,500 or \$2,000 per person toward the deductible. Health Insurance is 80/20% split.
- **FY 2018-2019** \$53,435 for potential merit increases 0 to 3%. No change in Health Insurance. Wage increase 2.5%.
- **FY 2019-2020** \$54,771 for potential merit increases 0 to 3%. No change in Health Insurance. Wage increase 2.5%

1. Article II. A –Duration (p.3)

Three year contract effective as of July 1, 2017 and continuing until and including June 30, 2020.

2. Article IV.A. 3—Sick Leave and Short Term Disability (pp. 4-5) (new)

Each covered individual appointed to a covered administrative position in the District after October 31, 2017 shall be entitled to fifteen (15) sick days per year with the right to accumulate this sick leave up to a maximum of fifty (50) days.

3. Article V.I—School Closing (p.8)

This allows administrators to work from home during a snow day if approved by the Superintendent.

4. Article VI.A.2—Compensation (pp. 8, 17)

Replace the first three lines of Appendix A with the following:

<i>2017-2018</i>	<i>\$750, plus up to 3% merit</i>
<i>2018-2019</i>	<i>Up to 3% merit</i>
<i>2019-2020</i>	<i>Up to 3% merit</i>

5. Article VI.A.4—Compensation (pp. 8-9)

The updates the pay ranges due to merit increases.

Position	Salary Range
Elementary Principal	\$81,000 to \$99,000
Middle School Principal	\$100,000 to \$111,000
High School Principal	\$103,000 to \$114,000
Deputy Principal	\$88,000 to \$98,000
Elementary Assistant Principal	\$66,000 to \$76,000
Secondary Assistant Principal	\$74,000 to \$87,000
Special Education Coordinator	\$68,000 to \$85,000
Athletic Director	\$79,000 to \$89,000
CTE Director	\$78,000 to \$88,000
Curriculum Coordinator	\$63,500 to \$71,000
Director of Student Services	\$91,000 to \$102,000

6. Article VI.A.5—Compensation (p. 9) (new)

Upon the consideration of the written evaluation, the personnel file, recommendations of supervisors, competitive salary information, and other relevant information, the Superintendent of Schools may recommend an adjustment to the base salary rate of each administrator. The Board may accept or reject each such recommendation. Any such adjustments normally will be proposed in May or June and approved in July of each year. Such base wage adjustments may not be grieved.

7. Article VII.A—Health Insurance (pp. 10-11)

For FY 2018, 2019, and 2020, the Board agrees to pay 80% of the premium for the HMO-ABSOS 20/40 plan. Removes any support for the District to pay the deductible.

Attached Spreadsheet with cost items.

**Rochester School Department
Administrator Salary Calculations**

	<u>Starting Salary</u>	<u>Increase</u>	<u>%</u>	<u>Merit</u>	<u>%</u>	<u>Total Salary</u>	<u>%</u>	<u>FICA</u>	<u>Health Ins</u>	<u>Dental</u>	<u>Total</u>	<u>% Increase</u>
<u>Based on a 2.5% merit plus an additional \$750 each and current health insurance rates at 80/20 split</u>												
Current						2,066,980.54		158,124.01	346,167.00	4,440.15	2,575,711.70	
FY2017-2018	2,066,980.54	18,750.00	0.9%	51,674.51	2.5%	2,137,405.05	3.4%	163,511.49	356,348.20	4,440.15	2,661,704.89	3.3%
FY2018-2019	2,137,405.05		0.0%	53,435.13	2.5%	2,190,840.18	2.5%	167,599.27	374,165.61	4,440.15	2,737,045.21	2.8%
FY2019-2020	2,190,840.18		0.0%	54,771.00	2.5%	2,245,611.18	2.5%	171,789.26	392,873.89	4,440.15	2,814,714.48	2.8%

Resolution Adopting a 2017-2018 Rochester CDBG
“Action Plan for the City of Rochester, N.H.” and Approving and Appropriating the 2017-2018 Community Development Budget for the City of Rochester

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

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby adopt the one-year 2017-2018 “Action Plan for the Community Development Division for the City of Rochester, N.H.,” as prepared and presented to the Mayor and City Council by the City of Rochester Office of Economic and Community Development, in connection with the City’s Community Development Block Grant (CDBG) program, including the goals, objectives, and concepts set forth therein;

II. Further, that a twelve (12) month Community Development Block Grant budget for the Office of Economic and Community Development for the City of Rochester in the total amount of Two Hundred Sixteen Thousand Nine Hundred Forty-Six Dollars (\$216,946.00) be, and hereby is, approved and appropriated for fiscal year 2017-2018. Included in said approval and appropriation are expenditures set forth in the one-year action plan of the Office of Economic & Community Development for the City of Rochester for the Community Development Block Grant program, in the following categories and amounts:

Administration and Planning	\$ 43,389.20
Public Service Agencies	\$ 32,541.90
Housing/Public Facilities/Infrastructure	\$ 141,014.90
Total	\$ 216,946.00

This budget and the one-year action plan for 2017-2018 may be reconsidered if federal funding is changed or if it is inconsistent with the total 2017-2018 budget adopted for the Office of Economic & Community Development.

The sums necessary to fund the above appropriation in the amount of Two Hundred Sixteen Thousand Nine Hundred Forty-Six Dollars (\$216,946.00) shall be drawn in their entirety from the above-mentioned 2017-2018 fiscal year Community Development Block Grant from the federal government to the City of Rochester. The Finance Director is hereby authorized to create such line item accounts as shall be necessary to implement this Resolution.

Furthermore, in the event that federal funding for the above Community Development Block Grant budget is less than the total appropriation amount provided for in this Resolution, then, and in such event, the City Manager, or his designee in the Office of Economic and Community Development, is authorized to proportionately reduce the amounts for the budgetary categories stated above, as well as for any planned grants and/or other expenditures made from within such budgetary categories. **CC FY 17 AB 151**

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3/30/17

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**

AB 151 - First Reading of Community Development Block Grant (CDBG) Program Annual Action Plan for FY 2017-2018

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☒ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	April 4, 2017		
DEPT. HEAD SIGNATURE	Karen Pollard, on file		
DATE SUBMITTED	March xx, 2017		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	82

COMMITTEE SIGN-OFF

COMMITTEE	Community Development Committee
CHAIR PERSON	Elaine Lauterborn

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signed by Blaine Cox on behalf of the City Manager
CITY MANAGER	Signed by Roland Connors on behalf of the Deputy City Manager

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	CDBG
ACCOUNT NUMBER	TBD
AMOUNT	\$216,946 (estimated)
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

4 CFR § 91.1 requires the submission of an Annual Action Plan for the City of Rochester to continue to receive Community Development Block Grant funding.

SUMMARY STATEMENT

The City of Rochester receives federal grant funding through the Community Development Block Grants (CDBG) program, which is administered through the U.S. Department of Housing & Urban Development (HUD). As part of this funding process, the City must submit an Annual Action Plan to HUD that outlines its proposed uses of the grant funding received. This will be the first reading of the Annual Action Plan, to be followed by a public hearing and second reading and adoption.

No City funds need to be obligated to receive this grant funding. The grant amount provided is an estimate, as the City has not yet received its grant allocation amount from HUD.

RECOMMENDED ACTION

- Step 1 (4/4/2017): Review of the draft FY 2017-2018 Annual Action Plan and referral to public hearing scheduled for April 19th.
- Step 2 (4/18/2017): Public hearing to solicit citizen feedback on adoption of the draft FY 2017-2018 Annual Action Plan.
- Step 3 (5/2/2017): Second review and adoption of the draft FY 2017-2018 Annual Action Plan.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: AB 151 - First Reading of Community Development Block Grant (CDBG) Program Annual Action Plan for FY 2017-2018

Date: 4/4/2017

Fiscal Year: FY 2017-2018

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	TBD	TBD		\$216,946 -	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD		\$216,946 -	-	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # 099446879

CFDA # 14.218

Grant # B14MC330004

Grant Period: From 7/1/2017
To 6/30/2018

If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced Funds will be returned

**FY 2017-2018 Grant Applications (CDBG and General City Funding)
Summaries and Analyses**

Summary of Grant Applications in Total

Total Requested Funding:

- Total Requested General City Funds: **\$176,353.00**
- Total Requested CDBG Funds: **\$402,906.50**
 - Total Requested Public Service Agency (PSA) Funds: **\$108,600**
 - Total Requested Planning and Administration Funds: **N/A**
 - Total Facilities, Housing Rehabilitation, and Economic Development Funds: **\$294,306.50**
 - Total Requested Facilities Funds: **\$244,306.50**
 - Total Requested Housing Rehabilitation Funds: **\$50,000**
 - Total Requested Economic Development Funds: **\$0**

Available Funding:

- Total Estimated General City Funds: **\$156,220.00**
- Total CDBG Funds: **\$216,946.00** (estimated)
 - Total PSA Funds: **\$32,541.90** (15% of estimated FY 2017-2018 grant)
 - Total Planning and Administration Funds: **\$43,389.20** (20% of estimated FY 2017-2018 grant)
 - Total Facilities, Housing Rehab, and Economic Development Funds: **\$141,014.90**

Note: Public Service Agency funds and Planning and Administration funds are subject to federally-mandated caps of, respectively, 15% of the overall grant and 20% of the overall grant. The breakdown of Facilities, Housing Rehabilitation, and Economic Development funding reflect historic funding allocations but may be changed as desired.

CDBG

My Friend's Place

- Project: Emergency shelter and case management for homeless persons
- Funding request: \$7,000
- Most recent request: \$6,000 / FY 16-17
- Most recent award: \$6,000 / FY 16-17
- Note: Public input has indicated need for more homelessness resources. Public input has indicated support for funding this organization and its services.

AIDS Response Seacoast

- Project: Case management services for HIV/AIDS clients
- Funding request: \$5,000
- Most recent request: \$6,000 / FY 15-16
- Most recent award: \$3,000 / FY 11-12

Dover Adult Learning Center

- Project: High School Equivalency Test preparation services
- Funding request: \$5,000
- Most recent request: \$5,000 / FY 16-17
- Most recent award: \$5,000 / FY 16-17
- Note: Public input has indicated support for funding this organization and its services.

SHARE Fund

- Project: Emergency housing assistance (e.g., back rent, security deposit, etc.) plus client financial counseling
- Funding request: \$6,000
- Most recent request: \$6,000 / FY 16-17
- Most recent award: \$5,000 / FY 16-17
- Note: Public input has indicated support for SHARE Fund activities, such as emergency housing assistance. Public input has also indicated concerns with the affordability of housing in Rochester.

Cross Roads House

- Project: Homeless shelter services (staff salary and benefits) for individuals and families
- Funding request: \$12,000

- Most recent request: \$12,000 / FY 16-17
- Most recent award: \$5,000 / FY 16-17
- Note: Public input has indicated need for more homelessness resources. Public input has indicated support for funding this organization and its services.

YMCA of Strafford County / Granite YMCA

- Project: Camp scholarships for 50 homeless youth
- Funding request: \$5,000
- Most recent request: N/A
- Most recent award: N/A
- Note: Public input indicated a need for more pro-social youth recreation options.

CASA of NH

- Project: Recruitment, screening, training, and support of volunteer child advocates
- Funding request: \$2,000
- Most recent request: \$2,000 / FY 16-17
- Most recent award: \$1,500 / FY 16-17
- Note: Public input has indicated support for funding this organization and its services.

Community Action Partnership of Strafford County

- Project: Weatherization services for low-income homeowners
- Funding request: \$50,000
- Most recent request: \$50,000 / FY 16-17
- Most recent award: \$46,103 / FY 16-17
- Note: Public input has indicated support for CAP services such as weatherization assistance and fuel assistance. Public input has also indicated concerns with the affordability of housing in Rochester. Public input has indicated support for funding this organization and its services.

Rochester Housing Authority

- Project: Installation of PV electric generation system at Marsh View housing units for low-income elderly residents (Low-Income Housing Tax Credit Program)
- Funding request: \$71,873 (\$71,573 request + \$300 for bid announcement)
- Most recent request: \$49,500 / FY 15-16
- Most recent award: \$49,500 / FY 15-16
- Note: Public input has indicated a lack of support for this proposed project, as it is not seen as serving basic needs of Rochester residents. Public input has also indicated concerns with the affordability of housing in Rochester.

Hope on Haven Hill

- Project: Case management services for pregnant women with substance use disorders
- Funding request: \$39,000
- Most recent request: \$102,456 / FY 16-17
- Most recent award: \$102,456 / FY 16-17
- Note: Public input indicated a need for more substance use disorder treatment facilities. Public input has indicated support for funding this organization and its services.

Rochester Recreation and Arena Department

- Project: Installation of lighting at tennis courts
- Funding request: \$137,700 (\$137,400 + \$300 for bid announcement)
- Most recent request: \$43,350 / FY 14-15
- Most recent award: \$43,350 / FY 14-15
- Note: Public input indicated a need for more pro-social youth recreation options.

Tri-City Co-op

- Project: Remodeling to create music room and art space
- Funding request: \$5,775
- Most recent request: \$9,180 / FY 16-17
- Most recent award: \$9,180 / FY 16-17
- Notes: Application also requested funding to purchase a snow blower, but this is ineligible under 24 CFR 570.207(b)(1). Public input has indicated support for funding this organization and its services.

Community Partners

- Project: Housing stability services for homeless individuals and those at risk of homelessness who have a mental illness and/or developmental disability
- Funding request: \$10,000
- Most recent request: \$35,600 / FY 16-17
- Most recent award: \$35,600 / FY 16-17
- Note: Public input has indicated need for more homelessness resources, and consultations have indicated a need for more supportive housing services for residents with mental illness. Public input has also indicated concerns with the affordability of housing in Rochester.

MY TURN

- Project: Employment Plus Program support for low-income young adults
- Funding request: \$5,000

- Most recent request: \$10,000 / FY 16-17
- Most recent award: \$5,000 / FY 16-17

Homeless Center for Strafford County

- Project: Case management services for homeless shelter
- Funding request: \$12,600
- Most recent request: \$10,500 – operating expenses; \$16,300 – facilities / FY 16-17
- Most recent award: \$8,658 – operating expenses; \$16,300 – facilities / FY 16-17
- Note: Public input has indicated need for more homelessness resources.

Maple St. Magnet School

- Project: Creation of outdoor classroom and recreational area as part of existing playground (open to neighborhood, not only students)
- Funding request: \$28,958.50 (\$28,658.50 + \$300 for bid announcement)
- Most recent request: \$212,000 / FY 15-16 (district, not school-level)
- Most recent award: \$48,400 / FY 15-16 (SHS elevator)
- Note: Public input indicated a need for more pro-social youth recreation options.

General City Funding

Cornerstone VNA

- Project: Supplement Medicaid reimbursements for home care, hospice, palliative care, and perinatal services for low-income patients
- Funding request: \$28,826
- Most recent request: \$28,826 / FY 16-17
- Most recent award: \$28,826 / FY 16-17

Community Action Partnership of Strafford County

- Project: General support for housing, utility assistance, food, emergency shelter, education, and child care services
- Funding request: \$9,000
- Most recent request: \$9,000 / FY 16-17
- Most recent award: \$9,000 / FY 16-17

The Homemakers

- Project: Home support and personal care service provider programs
- Funding request: \$20,000
- Most recent request: \$20,000 / FY 16-17

- Most recent award: \$11,000 / FY 16-17

COAST

- Project: Fixed-route public transportation services and ADA paratransit services
- Funding request: \$118,527
- Most recent request: \$118,799 / FY 16-17
- Most recent award: \$118,799 / FY 16-17

			City General Fund											
	FY 17-18 CDC rec.	FY 17-18 request	FY 16-17	FY 15-16										
Homemakers	\$11,272	\$20,000	\$11,000	\$10,500										
Cornerstone VNA	\$28,826	\$28,826	\$28,826	\$28,000										
Community Action Partnership	\$9,000	\$9,000	\$9,000	\$9,000										
COAST	\$118,527	\$118,527	\$118,799	\$108,720										
Main Street	\$35,000	\$35,000	\$35,000	\$35,000										
total	\$202,625.00	\$211,353	\$202,625	\$191,220										
							CDBG PSA						CDBG Facility/Rehab/ED	
					FY 17-18 CDC rec.	FY 17-18 request	FY 16-17	FY 15-16			FY 17-18 CDC rec.	FY 17-18 request	FY 16-17	FY 15-16
Homeless Center					\$8,000.00	\$12,600	\$8,658	\$7,060			\$0	\$0	\$16,300	\$3,850
My Turn (Project Pride)					\$4,541.90	\$6,000	\$5,000	\$5,000			\$0	\$0	\$0	\$0
SHARE Fund					\$4,000.00	\$5,000	\$5,000	\$5,000			\$0	\$0	\$0	\$0
Dover Adult Learning					\$4,000.00	\$5,000	\$5,000	\$5,000			\$0	\$0	\$0	\$0
My Friends Place					\$5,000.00	\$7,000	\$6,000	\$6,000			\$0	\$0	\$0	\$0
Community Partners					\$0.00	\$10,000	\$0	\$0			\$0	\$0	\$35,840	\$0
Tri-City Co-op					\$0.00	\$0	\$0	\$1,500			\$0	\$5,775	\$9,180	\$0
Community Action Partnership					\$0.00	\$0	\$0	\$0			\$50,000	\$50,000	\$46,103	\$50,000
Cross Roads House					\$5,000.00	\$12,000	\$5,000	\$3,500			\$0	\$0	\$0	\$0
AIDS Response Seacoast					\$0.00	\$5,000	\$0	\$0			\$0	\$0	\$0	\$0
YMCA					\$0.00	\$5,000	\$0	\$0			\$0	\$0	\$0	\$0
CASA					\$2,000.00	\$2,000	\$1,500	\$0			\$0	\$0	\$0	\$0
Hope on Haven Hill					\$0.00	\$39,000	\$0	\$0			\$0	\$0	\$102,456	\$0
Rochester Housing Authority					\$0.00	\$0	\$0	\$0			\$0	\$71,873	\$49,500	\$0
Rochester Recreation Dept.					\$0.00	\$0	\$0	\$0			\$91,014.90	\$137,700	\$0	\$43,350
Roch School Dept/MSMS					\$0.00	\$0	\$0	\$0			\$0	\$28,959	\$0	\$48,400
				total	\$32,541.90	\$108,600	\$36,158	\$33,060			\$141,014.90	\$294,307	\$259,379	\$145,600
				available		\$32,541.90						\$141,014.90		



Third Program Year Action Plan



The City of Rochester, N.H.
DUNS # 099446879

Third Program Year Action Plan (FY 2017-2018) **Consolidated Plan (FY 2015-2020)**

Submitted May XX, 2017

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Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

This Action Plan represents year three (FY 2017-2018) of the City of Rochester's Five Year Consolidated Action Plan for FY 2015-2020. Each year, the City outlines a specific plan for the activities planned in a given year in order to improve conditions within low to moderate income communities and to address vital housing, facilities, infrastructure, public services, and economic development needs within the City. This specific plan is an extension of the identified needs as defined in the FY 15-20 Consolidated Action Plan and incorporates ongoing analysis of current conditions within the City.

The FY 2017-2018 Community Development Block Grant (CDBG) amount for the City of Rochester is \$216,946, with \$43,389.20 (20%) allocated for planning and administration, \$32,541.90 (15%) for public services, and the balance of \$141,014.90 for projects focused on the areas of housing rehabilitation, public facilities and infrastructure, and economic development. The focus of this year's Action Plan is to support the needs of local public service agencies, facilities, infrastructure, housing, and economic development projects that will benefit low to moderate income residents of the City. Specific details on the use of funds are described in the "Consolidated Action Plan Goals" section under each activity and address one of the three national objectives set forth by the U.S. Department of Housing and Urban Development (HUD) for CDBG grant expenditures: (1) to provide decent housing; (2) to provide a suitable living environment; or (3) to expand economic opportunities.

2. Summarize the objectives and outcomes identified in the Plan

This Action Plan's goals and objectives are based on the extensive research and consultations that the Community Development Coordinator has conducted with local public service agencies, relevant government agencies and departments, and the general citizenry. These programs and activities are aimed at meeting one or more of HUD's outcomes for CDBG funding: to provide decent housing, to provide a suitable living environment, and to expand economic opportunities. The individual activities were established to meet HUD outcomes and are those seen to meet the needs of the City's low to moderate income population as identified at present and projected over the next year. Further, emphasis in prioritizing was placed on meeting basic needs (such as shelter and employment) first and then addressing less urgent needs as possible.

Program Goal: To Provide Decent Housing

i. Assisting Homeless Persons to Obtain Affordable Housing and Assisting Persons at Risk of Homelessness

- Homeless shelters
- Rental assistance programs

ii. Retention of Affordable Housing Stock

- Housing rehabilitation/weatherization programs, including lead paint contamination testing efforts
- Rental assistance/subsidy programs for low-income residents

iii. Increasing the Supply of Supportive Housing Which Includes Structural Features and Services to Enable Persons with Special Needs (Including Persons Living with HIV/AIDS) to Live in Dignity and Independence

- Rent assistance/subsidy programs for low-income residents

Program Goal: To Provide a Suitable Living Environment

i. Reducing the Incident of Increasing Substance Abuse (Especially Heroin and Other Opioids) and Addressing Root Causation

- N/A for this program year

ii. Improving the Safety and Livability of Neighborhoods

- Major infrastructure improvement projects in low-income neighborhoods
- Increased recreation options in low-income neighborhoods
- Continued review of neighborhood conditions in low-income neighborhoods

iii. Increase Access to Quality Public and Private Facilities and Services

- Public service agencies providing programs and support to low-income populations of greatest need
- Participation in local coalitions of service providers (e.g., Balance of State Continuum of Care)
- Support for regional public service agencies to provide greater access to community resources for low-income population as well as senior citizens and people with disabilities

Program Goal: To Expand Economic Opportunities

i. Establishment, Stabilization, and Expansion of Small Businesses, Including Micro-Businesses

- Revolving loan fund for small business financing

ii. Provision of Public Services Concerned with Employment

- Vocational and workforce training programs for low-income residents
- Educational/high school equivalency programs for low-income residents

3. Evaluation of past performance

The FY 2016-2017 Annual Action Plan identified a number of housing, public service, and economic development needs with the City of Rochester. A significant portion of the FY 2016-2017 Plan focused on the needs of the City's homeless population, and funding was provided to the three primary homeless shelters in the region (providing seasonal, transitional, and year-round services). All three shelters report that they are on-track to meet or exceed the projected numbers for City residents to be served during the FY 2016-2017 period. This Annual Action Plan for FY 2016-2017 incorporates continued funding for the provision of services through regional homeless shelters as needs analyses show a continued priority need for these services.

In recent years, the Community Action Partnership of Strafford County (CAP) has received funding for its weatherization assistance program and has reported that it would not meet the target number of households and residents to be served. Further, expenditure of grant funds for FY 2014-2015 and FY 2015-2016 had been very slow; at the end of FY 2014-2015, only about half of the granted \$50,000.00 had been spent on housing rehabilitation activities. During FY 2015-2016, CAP was put on a corrective action plan, which required quarterly meetings with the City of Rochester's Community Development Coordinator to discuss progress and corrective strategies. During the latter half of FY 2015-2016 and the early half of FY 2016-2017, the rate of funds expended and number of residents served have been on target to meet FY 2016-2017 goals.

4. Summary of Citizen Participation Process and consultation process

The City of Rochester's Community Development Division has conducted extensive public outreach as part of the FY 2017-2018 Annual Action Plan planning and preparation process. This has included two public hearings, attendance at monthly local neighborhood ward meetings, consultations with local public service agencies, consultations with relevant government agencies, consultations with local business organizations, social media outreach, and an online survey. This outreach was conducted in accordance with the revised Citizen Participation Plan outlined in the FY 2015-2020 Consolidated Action Plan.

Two public hearings were held related to the Annual Action Plan. The first public hearing was held on January 17, 2016. One resident spoke at the hearing, expressing concerns for Rochester's unsheltered homeless population and suggesting that the Rochester Community Center gymnasium showers be made available to unsheltered homeless residents and/or that "shower kits" be distributed to unsheltered homeless residents.

For FY 2017-2018, applications for CDBG grant funding were made available on November 15, 2016 and were due back to the Community Development Division by January 13, 2017. This represents an extension in the time period during which applications could be completed and submitted as compared to previous years. This was in response to requests for additional time from grant applicants.

Applications were reviewed by the Community Development Division and forwarded to the members of the Community Development Committee. The first review of the applications was initially scheduled to occur at the February 13, 2017 meeting of the Community Development Committee, but this meeting was cancelled due to inclement weather. Instead, first and second review of the applicants occurred at the March 13, 2017 Community Development Committee meeting.

The grant applicants were invited to present on their applications at the February meeting. After review of all grant applications received, the members of the Community Development Committee rated their level of support for each agency, and those receiving the most support were recommended for funding. Public service agencies were recommended across all areas of identified priority needs. The Community Development Committee voted on its grant application funding recommendations at the **March 13, 2017** Community Development Committee meeting. Throughout the evaluation process, careful attention was paid to the priorities identified in the FY 2015-2020 Consolidated Action Plan.

The formal public comments announcement was posted in the local newspaper of general circulation on **March 17, 2017**, and copies of the public comments notice were also posted at City Hall, the City's Community Center, the City's Public Library, and on the City's website on **March 17, 2017**. In the notice, the public was invited to review the draft Annual Action Plan in-person at the Office of Economic and Community Development, the City Clerk's Office at City Hall, the public library, and/or on the City's Community Development Division webpage. **[public comments received]**

The draft FY 2017-2018 Annual Action Plan was presented for a first reading to the full City Council at the **April 4, 2017** City Council Meeting. A second public hearing was held on **April 19, 2016**. **[details]** At the **May 2, 2017** City Council meeting, there was a second reading of the draft FY 2017-2018 Annual Action Plan, and the Action Plan was adopted.

5. Summary of public comments

The following comments from the public regarding the FY 2016-2017 Annual Action Plan were received:

Ward 6 Meeting (9/28/2016): Needs for more recreation options, especially for youth; suggestions of a skateboard park or lighting at the tennis courts; suggestion for youth music programs or intramural sports options.

Rochester Housing Authority (11/17/2016): Discussion of public transportation options; need for more Medicaid transportation options and ADA options.

Ward 4 Meeting (11/28/2016): Need for more substance use disorder treatment beds; need for homeless services for men at the Homeless Center for Strafford County; support for more recreation options; support for funding of the River Walk project.

Ward 1 Meeting (12/14/2016): Need for more substance use disorder treatment strategies; support for Rochester Youth Reach, SHARE Fund, and Rochester Area Senior Center services.

Public Hearing (First) (1/17/2017): Concerns for Rochester's unsheltered homeless population and suggestion that the Rochester Community Center gymnasium showers be made available to unsheltered homeless residents and/or that "shower kits" be distributed to unsheltered homeless residents.

Ward 3 Meeting (1/18/2017): Support expressed for afterschool programs.

Ward 2 Meeting (1/23/2017): Support for youth recreational activities, such as a skate park.

Ward 5 Meeting (2/24/2017): Support for basic needs activities such as weatherization assistance and fuel assistance, lack of support for projects such as Rochester Housing Authority's proposed solar panels project.

Public Comments Period: [details](#)

Public Hearing (Second) (4/18/2017): [details](#)

Online Community Development Survey: Support for more affordable housing, homelessness services, and substance use disorder recovery services, as well as a number of specifically-named FY 206-2017 CDBG subgrantees.

Summary of comments or views not accepted and the reasons for not accepting them

Ward 6 Meeting: All comments were accepted or referred to other City departments for follow-up, as appropriate.

Rochester Housing Authority (11/17/2016): All comments were accepted or referred to other City departments for follow-up, as appropriate.

Ward 4 Meeting: All comments were accepted or referred to other City departments for follow-up, as appropriate.

Ward 1 Meeting (12/14/2016): All comments were accepted or referred to other City departments for follow-up, as appropriate.

Public Hearing (First) (1/17/2017): All comments were accepted or referred to other City departments for follow-up, as appropriate.

Ward 3 Meeting (1/18/2017): All comments were accepted or referred to other City departments for follow-up, as appropriate.

Ward 2 Meeting (1/23/2017): All comments were accepted or referred to other City departments for follow-up, as appropriate.

Ward 5 Meeting (2/24/2017): All comments were accepted or referred to other City departments for follow-up, as appropriate.

Public Comments Period: [details](#)

Public Hearing (Second) (4/18/2017): [details](#)

Online Community Development Survey: All comments were accepted or referred to other City departments for follow-up, as appropriate.

6. Summary

The FY 2017-2018 Annual Action Plan focuses on the community needs identified during the FY 2015-2020 Consolidated Action Plan community needs assessment process, the FY 2017-2018 Annual Action Plan community needs assessment process, and the citizen participation and consultation process. This includes needs that continue to exist from previous Annual Action Plans, such as permanent and supportive housing for homeless populations, and needs that have not been fully addressed in previous Annual and Consolidated Action Plans. This Annual Action Plan will be used to evaluate new funding and project opportunities, and community needs analyses will continue to be incorporated as necessary and relevant.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

The City of Rochester's Community Development Division, housed in the Office of Economic & Community Development, is responsible for the planning, reporting, and administration of the City of Rochester's Community Development Block Grant program.

Agency Role	Name	Department/Agency
CDBG Administrator	ROCHESTER	Office of Economic & Community Development

Table 1 – Responsible Agencies

Narrative (optional)

N/A.

Consolidated Plan Public Contact Information

Julian L. Long, J.D.
 Community Development Coordinator
 Office of Economic & Community Development
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AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City of Rochester has made extensive efforts to enhance coordination between the Rochester Housing Authority, non-profit organizations providing housing services, and relevant City staff. Recently, this has included partnering with the Rochester Housing Authority to research and draft a joint Assessment of Fair Housing. The City of Rochester's Community Development Coordinator also engages in significant outreach and involvement in relevant community organizations, such as the Greater Seacoast Coalition on Homelessness and active involvement with the Balance of State Continuum of Care.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

The City of Rochester has made extensive efforts to enhance coordination between the Rochester Housing Authority, non-profit organizations providing housing services, and relevant City staff. The City of Rochester's Community Development Coordinator has continued to play an important role in monitoring the effectiveness of the regional Coordinated Entry (formerly Coordinated Access) system implementation and regional homeless services efforts through membership on the Greater Seacoast Coalition on Homelessness' Steering Committee. Coordinated Entry provides a single point of contact for persons who are homeless or at risk of homelessness, and referrals are provided to regional homeless shelters, organizations providing rent assistance, general health care and mental health care resources, and more.

The City also funds a wide range of public service agencies that provide services such as housing, homelessness prevention, rental assistance, etc. The Community Development Coordinator attends many of the meetings and trainings organized by these agencies, and the Community Development Coordinator forwards relevant information from these agencies to all other public service agency contacts who might be interested. In 2016, the Community Development Coordinator also conducted a training on HUD's new gender access policy on transgender persons experiencing homelessness for Cross Roads House, the largest-capacity homeless shelter in the region.

Throughout the fall of 2016, the Community Development Coordinator has coordinated with the Workforce Housing Coalition of the Greater Seacoast to organize a Rochester-focused housing discussion group, comprised of regional non-profit housing organizations, businesses, property developers, and relevant government departments. This group is being modeled upon a similar group in the neighboring City of Portsmouth and will explore the challenges of providing affordable housing, supportive housing, and workforce housing in Rochester. Meetings will begin in early 2017.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The Community Development Coordinator regularly attends and actively participates in the New Hampshire Balance of State Continuum of Care, which includes the City of Rochester. The Community Development Coordinator serves as liaison between the City of Rochester and the Continuum of Care, and the Community Development Coordinator shares information received at Continuum meetings with relevant City staff and local public service agencies. This includes but is not limited to the City's Welfare Office, the City's Families in Transition coordinator, the local community health center, and local organizations providing mental health services.

Several of the public service agencies funded through Rochester's CDBG grant also are active participants within the Balance of State Continuum of Care, and the Community Development Coordinator regularly works with these agencies on homelessness issues. This involves assistance with Continuum grant applications, sharing of relevant information regarding events and trainings, and other related activities.

The Community Development Coordinator is also actively involved with the regional "Continuum of Care" that serves the Seacoast area specifically. The Community Development Coordinator is a member of the Steering Committee for the Greater Seacoast Coalition on Homelessness, which meets quarterly to discuss homelessness issues and programs in the region. The Steering Committee includes representatives from the regional homeless shelters, public housing authorities, other local governments, and public service agencies concerned with addressing homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

N/A. The City of Rochester does not receive ESG funds.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

1	Agency/Group/Organization	Workforce Housing Coalition of the Greater Seacoast
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Coordinator and the Executive Director of the coalition. The consultation was conducted via telephone.</p> <p>Areas for improved coordination include a housing discussion group that is being formed in 2017, as well as more communications between public service agencies and property developers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>

2	Agency/Group/Organization	New Hampshire Legal Assistance – Housing Justice Project
	Agency/Group/Organization Type	Services - Housing Service-Fair Housing Regional organization
	What section of the Plan was addressed by Consultation?	Public Housing Needs Non-Homeless Special Needs Fair housing
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Coordinator and the director of the Housing Justice Project. The consultation was conducted via telephone.</p> <p>Areas for improved coordination include increased contacts between fair housing agencies and the Rochester Housing Authority. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>
3	Agency/Group/Organization	Rochester Main Street
	Agency/Group/Organization Type	Services-Employment Business Leaders Civic Leaders Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Market Analysis Economic Development Downtown revitalization needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Committee, the Community Development Coordinator, and the Executive Director of Rochester Main Street. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during this consultation. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>
4	Agency/Group/Organization	Balance of State Continuum of Care
	Agency/Group/Organization Type	<p>Services - Housing</p> <p>Services-homeless</p> <p>Publicly Funded Institution/System of Care</p> <p>Other government - State</p> <p>Regional organization</p> <p>Planning organization</p>
	What section of the Plan was addressed by Consultation?	<p>Homeless Needs - Chronically homeless</p> <p>Homeless Needs - Families with children</p> <p>Homelessness Needs - Veterans</p> <p>Homelessness Strategy</p> <p>Substance use disorder issues</p>

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>The consultation was between the Community Development Coordinator, NH DHHS staff, and other members of the Continuum of Care. The consultation was conducted in person.</p> <p>Areas of improved coordination included ensuring non-members receive important information and that all members receive relevant updates, such as the ongoing efforts to find housing solutions for the residents of the Academy Street PSH project in Rochester as the grant is ending. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>
5	Agency/Group/Organization	Goodwin Community Health
	Agency/Group/Organization Type	Services-Children Services-Health Health Agency Publicly Funded Institution/System of Care Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy Fair Housing Substance use disorder issues

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>The consultation was between the Community Development Coordinator and participants in Goodwin Community Health's Intensive Outpatient Program. The consultation was conducted in person.</p> <p>Areas for improved coordination included streamlining health services so patients would have to make fewer phone calls to obtain health care and supportive services (e.g., transportation to appointments, Medicaid enrollment, etc.). Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>
6	Agency/Group/Organization	Rochester United Neighborhoods
	Agency/Group/Organization Type	Neighborhood Organization
	What section of the Plan was addressed by Consultation?	<p>Homelessness Strategy</p> <p>Non-Homeless Special Needs</p> <p>Youth recreation needs</p>

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>The consultation was between the Community Development Coordinator and residents in Wards 1, 2, 3, 4, 5, and 6. The consultations were conducted in person.</p> <p>No areas for improved coordination were identified during the consultations. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>
7	Agency/Group/Organization	NH Department of Health and Human Services
	Agency/Group/Organization Type	<p>Services - Housing</p> <p>Other government - State</p>
	What section of the Plan was addressed by Consultation?	<p>Homelessness Strategy</p> <p>Non-Homeless Special Needs</p> <p>Substance use disorder issues, health care issues</p>
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Coordinator and NH DHHS staff. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>

8	Agency/Group/Organization	New Hampshire Housing Finance Authority
	Agency/Group/Organization Type	Housing Services - Housing Service-Fair Housing Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis Anti-poverty Strategy Fair Housing
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Coordinator and NHHFA staff on accessory dwelling units and workforce housing. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>
9	Agency/Group/Organization	New Hampshire Municipal Association
	Agency/Group/Organization Type	Other government - State Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Coordinator, NHHFA staff, and NHMA members on the new state accessory dwelling unit law. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>
10	Agency/Group/Organization	OneVoice for Strafford County
	Agency/Group/Organization Type	Services-Children Services-Health Health Agency Publicly Funded Institution/System of Care Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Substance use disorder issues

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>The consultation was between the Community Development Coordinator, the director of OneVoice, and other substance use disorder recovery agencies' staff. The consultation was conducted in person.</p> <p>Areas for improved coordination that were identified during the consultation included better integration of mental health and trauma recovery services into substance use disorder treatment and recovery, as well as more resources for youth experiencing substance addiction. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>
11	Agency/Group/Organization	Strafford County Family Justice Center
	Agency/Group/Organization Type	<p>Services-Victims of Domestic Violence</p> <p>Services - Victims</p> <p>Regional organization</p>
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Coordinator and the Program Coordinator of the Family Justice Center. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>
12	Agency/Group/Organization	Child and Family Services of New Hampshire
	Agency/Group/Organization Type	<p>Services-Children</p> <p>Services - Victims</p> <p>Regional organization</p>
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Coordinator and a staff therapist with Child and Family Services. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>

13	Agency/Group/Organization	Community Action Partnership of Strafford County
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Health Services-Education Service-Fair Housing Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Coordinator and the Home Visiting Manager of Community Action Partnership of Strafford County. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>
14	Agency/Group/Organization	Community Partners
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-Health Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>The consultation was between the Community Development Coordinator and a case manager with Community Partners. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>
15	Agency/Group/Organization	City of Rochester Welfare Office
	Agency/Group/Organization Type	<p>Services-homeless</p> <p>Other government - Local</p> <p>Grantee Department</p>
	What section of the Plan was addressed by Consultation?	<p>Homeless Needs - Chronically homeless</p> <p>Homeless Needs - Families with children</p> <p>Homelessness Needs - Veterans</p> <p>Homelessness Strategy</p> <p>Anti-poverty Strategy</p>

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Coordinator and the City of Rochester's Welfare Director. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>
16	Agency/Group/Organization	City of Rochester's Planning Department
	Agency/Group/Organization Type	Other government - Local Grantee Department
	What section of the Plan was addressed by Consultation?	<p>Housing Need Assessment</p> <p>Anti-poverty Strategy</p> <p>Affordable housing issues</p>
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Coordinator and the City of Rochester's staff planner. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>

17	Agency/Group/Organization	Cross Roads House
	Agency/Group/Organization Type	Services - Housing Services-homeless Services-Health Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Coordinator and the Executive Director of Cross Roads House. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>
18	Agency/Group/Organization	Cooperative Alliance for Seacoast Transportation
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Transportation

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Coordinator, the Associate Housing Manager of the Rochester Housing Authority, and the Community Transportation Manager of COAST. The consultation was conducted in person.</p> <p>An area of improved coordination that was identified during the consultation was the establishment of a one-stop phone number to access all of the various free and low-cost transportation options in the region, especially those for elderly residents, residents with disabilities, and/or residents receiving Medicaid. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>
19	Agency/Group/Organization	Rochester Economic Development Commission
	Agency/Group/Organization Type	Services-Employment Other government - Local Grantee Department
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was between the Community Development Coordinator, the members of the REDC, the Economic Development Manager, and the Economic Development Specialist. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>
20	Agency/Group/Organization	Strafford Regional Planning Commission
	Agency/Group/Organization Type	Services - Housing Services-Health Other government - County Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was conducted between the Community Development Coordinator, the Senior Regional Planner of SRPC, and the Regional Transportation Manager of SRPC. The consultation was conducted in person.</p> <p>An area of improved coordination identified during the consultation was to increase partnership between SRPC and the City of Rochester on infrastructure projects, especially transportation-related projects. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>
21	Agency/Group/Organization	AIDS Response Seacoast
	Agency/Group/Organization Type	Services - Housing Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Health Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Health

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was conducted between the Community Development Coordinator and the Executive Director of AIDS Response Seacoast. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>
22	Agency/Group/Organization	Tri-City Consumers' Action Co-Operative
	Agency/Group/Organization Type	<p>Services-Persons with Disabilities</p> <p>Services-Health</p>
	What section of the Plan was addressed by Consultation?	<p>Housing Need Assessment</p> <p>Non-Homeless Special Needs</p>
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was conducted between the Community Development Coordinator and the Executive Director of Tri-City Co-op. The consultation was conducted via email.</p> <p>No areas for improved coordination were identified during the consultation. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>

23	Agency/Group/Organization	City of Dover's Planning and Community Development Office
	Agency/Group/Organization Type	Services - Housing Services-Persons with Disabilities Services-homeless Service-Fair Housing Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Market Analysis Transportation Food distribution issues Substance use disorder issues
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was conducted between the Community Development Coordinator and the City of Dover's Community Development Planner. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>
24	Agency/Group/Organization	City of Portsmouth's Community Development Department
	Agency/Group/Organization Type	Services - Housing Services-Persons with Disabilities Services-homeless Service-Fair Housing Other government - Local

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Market Analysis Transportation Food distribution issues Substance use disorder issues
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was conducted between the Community Development Coordinator and the City of Portsmouth's Community Development Coordinator. The consultation was conducted in person. No areas for improved coordination were identified during the consultation. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.
25	Agency/Group/Organization	Rochester Listens
	Agency/Group/Organization Type	Civic Leaders Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development Downtown revitalization

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was conducted between the Community Development Coordinator and members of the Rochester Listens steering committee. The consultation was conducted in person.</p> <p>An area for improved coordination identified during the consultation was the need for a centralized community events calendar and/or database. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>
26	Agency/Group/Organization	Economic Development Dept., City of Rochester
	Agency/Group/Organization Type	<p>Services-Employment</p> <p>Other government - Local</p> <p>Grantee Department</p>
	What section of the Plan was addressed by Consultation?	<p>Market Analysis</p> <p>Economic Development</p> <p>Anti-poverty Strategy</p>
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was conducted between the Community Development Coordinator, the Economic Development Manager, and the Economic Development Specialist. The consultation was conducted in person.</p> <p>No areas for improved coordination were identified during the consultation. Anticipated outcomes include the continued funding of economic development activities through the Job Opportunity Benefit (JOB) Loan Program.</p>

Table 2 – Agencies, groups, organizations who participated

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Identify any Agency Types not consulted and provide rationale for not consulting

N/A. All agency types were consulted.

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Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Transportation Master Plan	Strafford Regional Planning Commission	This report discusses transportation and infrastructure needs within Strafford County. The Action Plan addresses transportation shortfalls and other infrastructure needs within the City of Rochester.
National Housing Trust Fund Allocation Plan – Draft	New Hampshire Housing Finance Authority	This report discusses housing needs within the state of New Hampshire, especially affordable rental housing needs. The Action Plan addresses both housing needs generally and affordable rental housing specifically.
2016 Residential Rental Cost Survey	New Hampshire Housing Finance Authority	This report discusses housing needs within the state of New Hampshire, especially affordable rental housing needs. The Action Plan addresses both housing needs generally and affordable rental housing specifically.
2015 Community Health Needs Assessment	Frisbie Memorial Hospital	This report discusses the top health care needs within the community. Services for homeless persons and mental health services are both discussed, and the Action Plan addresses both these key issues.

2014 Annual Report	Goodwin Community Health	This report discusses the top health care needs within the region's lower-income communities. The Action Plan addresses these issues through addressing homeless needs and mental health services.
2016 Transformation Strategies Survey	Rochester Main Street	This report discusses downtown revitalization needs, including services and infrastructure. The Action Plan addresses both social services and infrastructure needs.
Mapping Food Insecurity and Food Sources in New Hampshire Cities and Towns	Children's Alliance of New Hampshire, University of New Hampshire Carsey Institute of Public Policy	This report discusses transportation and food insecurity issues within the region and state. The Action Plan incorporates consultation with the Cooperative Alliance for Seacoast Transportation into its analysis and recommendations the Community Development Committee.
Housing Market Update 2016	New Hampshire Housing Finance Authority	This report discusses current housing market needs both statewide and regionally. The Action Plan addresses both housing needs generally and affordable rental housing specifically.
Housing Affordability Constrains as the Expansion Matures	Fannie Mae	This report discusses current housing market needs both statewide and nationally. The Action Plan addresses both housing needs generally and affordable rental housing specifically.

Transportation Improvement Program	Strafford Regional Planning Commission	This report discusses transportation needs in the Strafford County region. The Action Plan addresses transportation shortfalls and other infrastructure needs within the City of Rochester.
2015 Annual Homeless Assessment Report (AHAR) Report (pt. 2)	U.S. Department of Housing and Urban Development	This report discusses homeless statistics and identified areas of need both nationally and statewide. The Action Plan addresses homeless services and needs through funding of several different subgrantees.
2016 Annual Homeless Assessment Report (AHAR) Report (pt. 1)	U.S. Department of Housing and Urban Development	This report discusses homeless statistics and identified areas of need both nationally and statewide. The Action Plan addresses homeless services and needs through funding of several different subgrantees.
Rochester First Impressions Report 2016	University of New Hampshire Cooperative Extension	This report discusses a number of downtown revitalization needs, including infrastructure improvements and economic revitalization. This Action Plan addresses both economic development and infrastructure needs.
Consumer Transportation Survey	Cooperative Alliance for Seacoast Transportation	This report discusses transportation needs in the Seacoast region, especially those of lower-income elderly residents. The Action Plan addresses transportation shortfalls and other infrastructure needs within the City of Rochester.

The Voice of NH's Young Adults: Results of the 2015 Young Adult Needs Assessment	New Hampshire Bureau of Drug and Alcohol Services	This report discusses the substance use prevention and recovery needs of New Hampshire's young adult population, which includes more pro-social recreational options and more economic opportunities. This Action Plan addresses these recreational improvements, economic development, and vocational public services.
2015 Strafford County and Rochester Lead Data	NH DHHS Healthy Homes & Environment Section	This report discusses the most recently available lead poisoning data available for Strafford County residents generally and Rochester residents specifically. This Action Plan addresses these needs through the weatherization program's lead-safe housing rehabilitation activities.
Homelessness in New Hampshire 2016	NH DHHS Bureau of Homelessness and Housing Services	This report discusses homeless statistics and identified areas of need both regionally and statewide. The Action Plan addresses homeless services and needs through funding of several different subgrantees.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

N/A.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

The City of Rochester's Community Development Division has conducted extensive public outreach as part of the FY 2017-2018 Annual Action Plan planning and preparation process. This has included two public hearings, one held before the drafting of the Action Plan and one held after the draft Action Plan was publicly posted; attendance at monthly local neighborhood ward meetings; consultations with local public service agencies; consultations with local business organizations; social media outreach; and for the second year in a row, an online community development survey. This outreach was conducted in accordance with the revised Citizen Participation Plan outlined in the FY 2015-2020 Consolidated Action Plan.

Two public hearings were held related to the Annual Action Plan. The first public hearing was held on January 17, 2017. One resident spoke at the hearing, expressing concerns for Rochester's unsheltered homeless population and suggesting that the Rochester Community Center gymnasium showers be made available to unsheltered homeless residents and/or that "shower kits" be distributed to unsheltered homeless residents.

For FY 2017-2018, applications for CDBG grant funding were made available on November 15, 2016 and were due back to the Community Development Division by January 13, 2017. This represents an extension in the time period during which applications could be completed and submitted as compared to previous years. This was in response to requests for additional time from grant applicants.

Applications were reviewed by the Community Development Division and forwarded to the members of the Community Development Committee. The first review of the applications was originally scheduled to occur at the **February 13, 2017** meeting of the Community Development Committee, but this meeting was cancelled due to inclement weather. The grant applicants were invited to present on their applications at the Community Development Committee meeting held **at March 13, 2017 Community Development Committee meeting, and first and second review of the draft Annual Action Plan occurred at this meeting, as well.** After review of all grant applications received, the members of the Community Development Committee rated their level of support for each agency, and those receiving the most support were recommended for funding. Public service agencies were recommended across all areas of identified priority needs. The Community Development Committee voted on its grant application funding recommendations at the **March 13, 2017**

Community Development Committee meeting. Throughout the evaluation process, careful attention was paid to the priorities identified in the FY 2015-2020 Consolidated Action Plan.

The formal public comments announcement was posted in the local newspaper of general circulation on [March 17, 2017](#), and copies of the public comments notice were also posted at City Hall, the City's Community Center, the City's Public Library, and on the City's website on [March 17, 2017](#). In the notice, the public was invited to review the draft Annual Action Plan in-person at the Office of Economic and Community Development, at the City Clerk's Office at City, at the Rochester Public Library, and/or on the City's Community Development Division webpage. [\[details on comments received\]](#)

The draft FY 2017-2018 Annual Action Plan was presented for a first reading to the full City Council at the [April 4, 2017](#) City Council Meeting. A second public hearing was held on [April 18, 2017](#). [\[details\]](#) At the [May 2, 2017](#) City Council meeting, there was a second reading of the draft FY 2017-2018 Annual Action Plan, and the Action Plan was adopted.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community Citizens of Ward 6 District	Approximately 15 individuals in attendance, including two Ward district police officers and two City councilors	Comments were offered on the need for increased recreation options, especially for youth.	All comments were accepted or referred to other City departments for follow-up, as appropriate.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Meeting	Residents of the Rochester Housing Authority Elderly residents Residents with disabilities	Approximately 13 individuals in attendance, including one COAST staffer and one RHA staffer	Comments were offered on the need for more public transportation options, especially medical appointment transportation and ADA paratransit options.	All comments were accepted or referred to other City departments for follow-up, as appropriate.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Meeting	Non-targeted/broad community Citizens of Ward 4	Approximately 11 persons in attendance, including one Ward district police officer and two City councilors	Comments were made as need for more substance abuse treatment and recovery services; need for more homeless services, especially in-city services for homeless single men; and support for youth recreational options and expansion of the downtown River Walk.	All comments were accepted or referred to other City departments for follow-up, as appropriate.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Meeting	Non-targeted/broad community Citizens of Ward 1	Approximately 9 persons in attendance, including one Ward district police officer, two City councilors, and one City staffer	Comments were made as to the need for more substance use disorder treatment strategies and expressing support for Rochester Youth Reach, SHARE Fund, and Rochester Area Senior Center services.	All comments were accepted or referred to other City departments for follow-up, as appropriate.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Hearing (First)	Non-targeted/broad community	One Rochester resident	Suggestions that the Rochester Community Center gymnasium showers be made available to unsheltered homeless residents and/or that "shower kits" be distributed to unsheltered homeless residents.	All comments were accepted or referred to other City departments for follow-up, as appropriate.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Public Meeting	Non-targeted/broad community Citizens of Ward 3	Approximately 10 persons in attendance, including 2 Ward district police officers.	Support was expressed for afterschool programs.	All comments were accepted or referred to other City departments for follow-up, as appropriate.	
7	Public Meeting	Non-targeted/broad community Citizens of Ward 2	Approximately 10 persons in attendance, including 2 Ward district police officers and 5 City staff persons	Support was expressed for youth recreational facilities, such as a skate park.	All comments were accepted or referred to other City departments for follow-up, as appropriate.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Public Meeting	Non-targeted/broad community Citizens of Ward 5	Approximately 5 persons in attendance, including 2 Ward district police officers, 1 City staff person, and 1 City councilor	Support was expressed for basic needs activities such as weatherization assistance and fuel assistance. Lack of support was expressed for projects such as Rochester Housing Authority's proposed solar panels project.	All comments were accepted or referred to other City departments for follow-up, as appropriate.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
9	Newspaper Ad	Non-targeted/broad community Public Comments Period Notice	Details	Details	Details	
10	Public Hearing (Second)	Non-targeted/broad community	Details	Details	Details	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
11	Internet Outreach	Non-targeted/broad community	10 responses	Support was expressed by survey respondents for affordable housing increases, homelessness services, and substance use disorder recovery services.	All comments were accepted or referred to other City departments for follow-up, as appropriate.	https://www.surveymonkey.com/r/N79863W

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c) (1, 2)

Introduction

In the FY 2017-2018 grant applications submitted by public service agencies, the City of Rochester requested information on whether CDBG funding would be used to leverage other funding available to the public service agencies. This information was collected and taken under consideration during the grant application evaluation process, with the goal of maximizing CDBG funding impact through taking advantage of available leveraging opportunities. The City of Rochester also provides local general funds to three public service agencies every fiscal year: Community Action Partnership of Strafford County, The Homemakers, and Cornerstone VNA. These agencies serve low-income residents, elderly residents, and/or residents with disabilities. The City of Rochester also funds Rochester Main Street, which provides economic development services to the low-income downtown businesses, and the Cooperative Alliance for Seacoast Transportation, which is the main public transportation agency for the region, using general city funds.

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	216,946	32,504	0	249,450	595,456	Program income is calculated in the form of Job Opportunity Benefit (JOB) Loan repayments.
General Fund	public - federal	Public Services	125,000	0	0	125,000	125,000	This is a grant funding the work of drug-free communities coalition Bridging the Gaps. The City is presently applying to become the new fiscal agent for the coalition and its grant.

Other	public - local	Economic Development	186,000	0	0	186,000	372,000	This fund is based on a contribution to the City by Waste Management.
Other	public - local	Economic Development Public Services Other	203,125	0	0	203,125	406,250	The City provides funding in its general budget to three public service agencies that provide services to low-income residents of the City every fiscal year, as well as Rochester Main Street (economic development) and the Cooperative Alliance for Seacoast Transportation (transportation).

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

In the FY 2017-2018 grant applications submitted by public service agencies, the City of Rochester requested information on whether CDBG funding would be used to leverage other funding available to the public service agencies. This information was collected and taken under consideration during the grant application evaluation process, with the goal of maximizing CDBG funding impact through taking advantage of available leveraging opportunities. The City of Rochester also provides local general funds to

three public service agencies every fiscal year: Community Action Partnership of Strafford County, The Homemakers, and Cornerstone VNA. These agencies serve low-income residents, elderly residents, and/or residents with disabilities. The City of Rochester also funds Rochester Main Street, which provides economic development services to the low-income downtown businesses, and the Cooperative Alliance for Seacoast Transportation, which is the main public transportation agency for the region, using general city funds.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City of Rochester owns the land of Hanson Pines Park, the land of Central Square, the land of Rochester Commons, the buildings that house the Rochester Public Library and the Rochester Opera House, the building that houses the Rochester Community Center, and all public school buildings. This represents a significant variety of cultural, educational, and recreational resources. In addition, the City of Rochester provides annual funding through its general budget for public services, economic development, and public transportation. Additional funding and leveraging is available through other awarded grants.

Discussion

N/A.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Affordable Housing for Homeless Persons	2015	2020	Affordable Housing Homeless	Rochester Low-Moderate Income Census Tracts	Affordable Housing and Homeless Assistance Affordable Housing Stock Retention	CDBG: \$18,000	Homeless Person Overnight Shelter: 138 Persons Assisted
2	Retention of Affordable Housing Stock	2015	2020	Affordable Housing	Rochester Low-Moderate Income Census Tracts	Affordable Housing Stock Retention	CDBG: \$50,000	Homeowner Housing Rehabilitated: 20 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Increase Access to Quality Facilities and Services	2015	2020	Non-Homeless Special Needs Non-Housing Community Development	Rochester Low-Moderate Income Census Tracts	Improved Safety and Livability of Neighborhoods	CDBG: \$93,012.90	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1100 Persons Assisted Public service activities other than Low/Moderate Income Housing Benefit: 75 Persons Assisted
4	Improving the Safety/Livability of Neighborhoods	2015	2020	Non-Housing Community Development	Rochester Low-Moderate Income Census Tracts	Improved Safety and Livability of Neighborhoods	CDBG: \$0	Facade treatment/business building rehabilitation:0
5	Increase Access to Affordable and Quality Housing	2015	2020	Affordable Housing Non-Homeless Special Needs	Rochester Low-Moderate Income Census Tracts	Affordable Housing and Homeless Assistance	CDBG: \$4,000	Public service activities for Low/Moderate Income Housing Benefit: 13 Households Assisted/50 Persons Assisted
6	Public Services Concerned with Employment	2015	2020	Non-Housing Community Development Economic Development	Rochester Low-Moderate Income Census Tracts	Public Services Concerned with Employment	CDBG: \$8,541.90	Public service activities other than Low/Moderate Income Housing Benefit: 290 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Affordable Housing for Homeless Persons
	Goal Description	<ul style="list-style-type: none"> • Homeless Center for Stafford County • Cross Roads House • My Friend's Place
2	Goal Name	Retention of Affordable Housing Stock
	Goal Description	<ul style="list-style-type: none"> • Community Action Partnership of Strafford County - Weatherization Assistance Program
3	Goal Name	Increase Access to Quality Facilities and Services
	Goal Description	<ul style="list-style-type: none"> • Rochester Recreation Department – Tennis Court Lights • Court Appointed Special Advocates of New Hampshire
4	Goal Name	Improving the Safety/Livability of Neighborhoods
	Goal Description	<ul style="list-style-type: none"> • N/A
5	Goal Name	Increase Access to Affordable and Quality Housing
	Goal Description	<ul style="list-style-type: none"> • SHARE Fund
6	Goal Name	Public Services Concerned with Employment
	Goal Description	<ul style="list-style-type: none"> • MY TURN • Dover Adult Learning Center

Table 7 – Goal Descriptions

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):

In addition to temporary and emergency housing provided through support of the three regional homeless shelters, the City of Rochester will provide affordable housing through support for the SHARE Fund and the Community Action Partnership of Strafford County. The SHARE Fund provides rental assistance and other related housing-based support to low-income persons and families. An estimated number of 50 low-income individuals are estimated to be provided affordable housing, or assistance staying in affordable housing, during FY 2017-2018. The Community Action Partnership of Strafford County, through its weatherization program, will provide weatherization of an estimated 20 homes during FY 2017-2018, which will reduce these homeowners' utility bills and allow these homes to remain affordable.

Four units of transitional housing are available through the Homeless Center for Strafford County in conjunction with Waste Management. These units house one family each for a period of 12 to 18 months. Case management is provided to the families.

Ninety units of housing have been made available through Low Income Housing Tax Credits. This includes twelve units of housing for elderly persons.

Four units of housing are available to people living with HIV/AIDS. These units are owned and managed by AIDS Response Seacoast in conjunction with the Housing Partnership.

AP-35 Projects – 91.220(d)

Introduction

This section outlines HUD’s expectations for what the City should be addressing with its CDBG funding and what has been approved previously in the City’s Consolidated Action Plan for FY 2015-2020. The individual activities were established to meet HUD outcomes and were those seen to meet the needs of the City’s low to moderate income population as identified at present and projected over the FY 2015-2020 time span. Within the context of these identified needs and objectives, other eligible activities can and may be undertaken and supported with CDBG funding as opportunities are defined and new needs in the community emerge.

#	Project Name
1	Planning and Administration
2	Public Services
3	Housing Rehabilitation
4	Job Opportunity Benefit (JOB) Loan Program
5	Public Facilities and Infrastructure

Table 8 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs.

These priorities are based on the FY 2015-2020 Consolidated Action Plan and the extensive research and consultations that the Community Development Coordinator conducted with local public service agencies, relevant government agencies and departments, and the general citizenry. In particular, activities and programs providing homeless services and affordable housing were prioritized based on identified community needs.

Obstacles to addressing underserved needs include, in part, the capacity and leveraged funding of public service agencies to provide the services for which they requested funding. The capacity and available non-CDBG funding of public service agencies applying for CDBG funding was assessed during the grant application process, as well as the extent of need for a proposed project or program and anticipated longevity of benefits of a proposed project or program.

Projects

AP-38 Projects Summary

Project Summary Information

1	Project Name	Planning and Administration
	Target Area	Rochester Low-Moderate Income Census Tracts
	Goals Supported	Affordable Housing for Homeless Persons Retention of Affordable Housing Stock Increase Access to Quality Facilities and Services Increase Access to Affordable and Quality Housing Public Services Concerned with Employment
	Needs Addressed	Affordable Housing and Homeless Assistance Affordable Housing Stock Retention Improved Safety and Livability of Neighborhoods Small Business Stabilization and Expansion Public Services Concerned with Employment
	Funding	CDBG: \$43,391.20
	Description	Planning and administration costs for the City of Rochester CDBG program (salary, office supplies, etc.).
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	N/A.

	Location Description	Office of Economic and Community Development City of Rochester 150 Wakefield St. Rochester, NH 03867
	Planned Activities	Planning and administration (salary, office supplies, etc.)
2	Project Name	Public Services
	Target Area	Rochester Low-Moderate Income Census Tracts
	Goals Supported	Affordable Housing for Homeless Persons Increase Access to Quality Facilities and Services Increase Access to Affordable and Quality Housing Public Services Concerned with Employment
	Needs Addressed	Affordable Housing and Homeless Assistance Public Services Concerned with Employment
	Funding	CDBG: \$32,541.90
	Description	Public service agency subrecipients
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	138 low-moderate income families, predominantly homeless families and families at risk of becoming homeless.

	Location Description	Homeless Center for Strafford County: 9 Isinglas Drive, Rochester, NH 03839 Cross Roads House: 600 Lafayette Rd., Portsmouth, NH 0380 My Friend's Place: 368 Washington St., Dover, NH 03820 MY-TURN: 33 Hanson Street, Rochester, NH 03867 Dover Adult Learning Center: 63 S. Main St., Rochester, NH 03867 SHARE Fund: 150 Wakefield St., Rochester, NH 03867 Court Appointed Special Advocates of New Hampshire: 25 St. Thomas St., Dover, NH 03820
	Planned Activities	Homeless shelter funding, rental assistance funding, employment assistance funding, children's legal advocacy funding.
3	Project Name	Housing Rehabilitation
	Target Area	Rochester Low-Moderate Income Census Tracts
	Goals Supported	Retention of Affordable Housing Stock
	Needs Addressed	Affordable Housing Stock Retention
	Funding	CDBG: \$50,000
	Description	Housing rehabilitation for low-income residents
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	40 low-income individuals (approximately 20 low-income families)
	Location Description	Multiple locations. All homeowners will be low-mod income residents.
	Planned Activities	Weatherization assistance to low-income homeowners.
4	Project Name	Job Opportunity Benefit (JOB) Loan Program

	Target Area	Rochester Low-Moderate Income Census Tracts
	Goals Supported	Small Business Establishment and Expansion
	Needs Addressed	Small Business Establishment and Expansion
	Funding	CDBG: \$72,930.95
	Description	JOB Loans job creation loan program (revolving loan fund).
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	2 low-moderate income individuals
	Location Description	Office of Economic and Community Development City of Rochester 150 Wakefield St. Rochester, NH 03867
	Planned Activities	JOB Loans job creation loan program
5	Project Name	Public Facilities and Infrastructure
	Target Area	Rochester Low-Moderate Income Census Tracts
	Goals Supported	Increasing the Supply of Supportive Housing Improving the Safety/Livability of Neighborhoods Increase Access to Quality Facilities and Services
	Needs Addressed	Increase Access to Quality Facilities and Services
	Funding	CDBG: \$91,014.90
	Description	Adding night lights to Community Center tennis courts
	Target Date	6/30/2018

	Estimate the number and type of families that will benefit from the proposed activities	220 low-moderate income families
	Location Description	Rochester Recreation Department/Community Center: 150 Wakefield St., Rochester, NH 03867
	Planned Activities	Rochester Recreation Department – Tennis Court Lights

Table 9 – Project Summary

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Assistance will be directed primarily to low-income areas. This prioritization will be achieved through two main methods. First, assistance will be provided through public services aimed specifically at low-income clients, such as homeless shelter and employment assistance services, and through housing and facilities projects that benefit low-income persons, such as weatherization of low-income housing. Second, assistance will be directed toward census tracts identified by HUD as comprised of 51% or greater low-income households. These census tracts will be prioritized in consideration for facilities and housing projects.

Geographic Distribution

Target Area	Percentage of Funds
Rochester Low-Moderate Income Census Tracts	64.5

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Combining clientele-specific targeting (such as projects aimed specifically at residents with disabilities or elderly residents) and low-income census tract-specific targeting will reach the greatest number of low-income persons.

Discussion

The 35.5% of funding that will not occur within Rochester low-moderate income census tracts is funding for CAP's weatherization assistance program. While individual project locations may be outside of identified low- to moderate-income census tracts, all individual clients served through these funds will be low- to moderate-income.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Affordable housing remains an under-met need in both the City of Rochester and the greater Seacoast region. Consultations with multiple public service agencies addressing housing issues and homelessness, as well as responses to the online community development survey, have indicated a need for additional affordable and workforce housing.

The City of Rochester will provide affordable housing through support for the SHARE Fund and Community Action Partnership of Strafford County. The SHARE Fund's rental assistance program provides important support to low-income persons and families, and Community Action Partnership of Strafford County's weatherization program provides weatherization assistance that lowers utilities costs for low-income persons and families. An anticipated number of 90 low-income individuals are estimated to be provided affording housing or assistance staying in affordable housing through CDBG program support during FY 2017-2018.

One Year Goals for the Number of Households to be Supported	
Homeless	138
Non-Homeless	0
Special-Needs	0
Total	138

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	13
The Production of New Units	0
Rehab of Existing Units	20
Acquisition of Existing Units	0
Total	33

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion

Focus is placed on rental assistance and housing stock rehabilitation over housing acquisition as rental assistance and housing rehabilitation have been identified as budget-maximizing approaches to increasing affordable housing. In particular, a disproportionately high percentage of low-income and racial/ethnic minority households rent versus own their homes, and a large number of elderly residents live in manufactured housing that requires weatherization services.

AP-60 Public Housing – 91.220(h)

Introduction

The City of Rochester's Community Development Coordinator will continue to work with the Rochester Housing Authority to identify and address public housing needs, such as the need for more transportation options and education on available transportation options for elderly residents and residents with disabilities. During the research and public input processes for drafting the FY 2017-2018 Annual Action Plan, the Community Development Coordinator consulted both with Rochester Housing Authority staff and residents.

Actions planned during the next year to address the needs to public housing

In the upcoming program year, the City of Rochester will continue to coordinate with the Rochester Housing Authority to conduct research and analysis into fair housing issues within the City of Rochester as part of the process of drafting a joint Assessment of Fair Housing. The City of Rochester and the Rochester Housing Authority will coordinate on actions to address public housing needs identified, both those related to fair housing issues and those unrelated to fair housing issues, during this research process.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

During the research and public input processes for drafting the FY 2017-2018 Annual Action Plan, the Community Development Coordinator consulted directly with public housing residents at a public meeting on transportation issues. The Rochester Housing Authority Service Coordinator and the Cooperative Alliance for Seacoast Transportation's Community Transportation Manager were also in attendance at the public meeting. Currently available transportation options were discussed, and residents proposed several changes and new programs to meet needs not currently met. The Community Development Coordinator and Rochester Housing Authority will continue to hold such meetings to engage public housing residents in the management process as well as to help identify unmet community needs and potential activities and programs.

To encourage participation in homeownership, the Community Development Coordinator regularly makes available informational brochures on state homeownership programs aimed at lower-income potential homebuyers. The Community Development Coordinator has also provided copies of the brochure specifically to the Rochester Housing Authority and its residents.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The Rochester Housing Authority is not designated as troubled.

Discussion

N/A.

DRAFT

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Extensive consultations with public service agencies addressing housing issues and homelessness, as well as consultations with the general public, indicate a continuing need for services and shelter serving the City of Rochester's homeless population. A significant portion of the FY 2015-2020 Consolidated Action Plan focuses on the needs of the City's homeless population. The FY 2017-2018 Annual Action Plan incorporates continued funding for the provision of services through regional homeless shelters as well as services aimed at preventing homelessness.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City of Rochester has continued to participate actively in the Seacoast's Coordinated Entry system for provision of a range of services to the City's homeless population. The City plans to continue its participation and support in FY 2017-2018, including attendance by the Community Development Coordinator at all relevant meetings with regional homeless services providers, the City of Rochester's welfare officer, and other key officials and stakeholders to coordinate on serving the City's homeless population.

The City of Rochester will also fund a wide range of public service agencies that provide services such as emergency housing and homelessness prevention. This includes direct funding to the region's three homeless shelters and rental assistance to those who are homeless or at risk of becoming homeless.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Rochester will fund the region's three homeless shelters. The Homeless Center for Strafford County provides seasonal emergency and transitional shelter for homeless women and families, My Friend's Place provides emergency and transitional shelter for families, and Cross Roads House provides emergency shelter for men, women, and families. Cross Roads House also is receiving a grant, through the New Hampshire Balance of State Continuum of Care, to implement a permanent supportive housing project.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of Rochester will fund a wide range of public service agencies that provide services such as emergency housing, homelessness prevention, and rental assistance to those who are homeless or at risk of becoming homeless. The Homeless Center for Strafford County provides seasonal emergency and transitional shelter for homeless women and families, My Friend's Place provides emergency and transitional shelter for families, and Cross Roads House provides emergency shelter for men, women, and families. Cross Roads House also is receiving a grant, through the New Hampshire Balance of State Continuum of Care, to implement a permanent supportive housing project.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City of Rochester will support low-income individuals and families to avoid becoming homeless through a variety of approaches. Rochester will fund rental assistance to those who are at risk of becoming homeless and supportive services such as non-medical mental health support. Rochester will also fund programs and activities aimed at assisting low-income individuals and families over a longer term through investments in educational and employment/vocational. These programs and activities include MY TURN'S out-of-school youth program serving economically disadvantaged youth who wish to become economically self-sufficient and Dover Adult Learning Center's provision of high-school equivalency exam preparation services.

Discussion

N/A.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction

Barriers to affordable housing for the City of Rochester's residents continue to consist primarily of regional increases in rental rates and preferences among real estate developers for higher-end market rate housing over affordable housing and workforce housing. In FY 2017-2018, the City of Rochester will continue its partnerships with regional public service agencies, such as the SHARE Fund and the Community Action Partnership of Strafford County, to address these continuing barriers to affordable housing.

Weatherization of low-income homes, accomplished through the Community Action Partnership of Strafford County's weatherization assistance program, reduces energy expenses and thereby lowers overall home ownership and maintenance expenses for low-income householders. Rental assistance helps low-income residents to obtain safe, quality housing in a rental market with continually rising rent rates. Focus is placed on rental assistance and housing stock rehabilitation over housing acquisition because rental assistance and housing rehabilitation have been identified as budget-maximizing approaches to increasing access to affordable housing. In particular, both local and HUD data indicate that a disproportionately higher percentage of low-income and minority households rent versus own their homes, and a large number of elderly residents live in manufactured housing that requires weatherization services.

Actions planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The Community Development Coordinator consulted with the City of Rochester Planning Department and the Workforce Housing Coalition of the Greater Seacoast during the process of researching and preparing the FY 2017-2018 Annual Action Plan. During these consultations, the Community Development Coordinator specifically raised concerns regarding the potential negative effects of public policies and zoning ordinances on the development and availability of affordable housing and tracking state-level zoning law changes. This has included attending a municipal-specific seminar on the state of New Hampshire's new accessory dwelling unit law and its requirements. The Community Development Coordinator will continue to consult with the Planning Department and other relevant municipal departments to monitor and evaluate the overall effects of policies and ordinances on the affordable housing supply.

In addition, the Community Development Coordinator has been coordinating with the Workforce Housing Coalition of the Greater Seacoast to explore workforce housing opportunities within the City of Rochester. This has included a monthly housing discussion group specific to Rochester housing concerns and tentative plans for a Rochester-specific workforce housing charrette for 2017 or 2018.

Discussion

N/A.

DRAFT

AP-85 Other Actions – 91.220(k)

Introduction

The Community Development Coordinator is committed to continued outreach and networking with regional public service agencies, government entities, businesses and business organizations, and others to maximize the impact and reach of CDGB funds. The overall goal is to coordinate all activities and aspects of the City's CDBG program to best meet the continuing and future needs of the city's low- and moderate-income residents. This has included partnering with the Workforce Housing Coalition of the Greater Seacoast to establish a monthly affordable housing discussion group, which will include a broad range of local and regional stakeholders, as well as exploring a possible Rochester-specific workforce housing charrette.

Actions planned to address obstacles to meeting underserved needs

Underserved needs primarily relate to the continuing opioid crisis in the state and region, the impacts of mental illness on housing and employment, and a continuing shortage of affordable housing. Funding will go toward rental assistance, homeless services, and efforts to permanently house the City's chronically homeless population, which is disproportionately comprised of persons with substance abuse disorders and/or mental illnesses. In addition, the Community Development Coordinator will continue to provide outreach to and establish connections with current and emerging agencies that provide substance abuse prevention, treatment, and recovery services.

Actions planned to foster and maintain affordable housing

In FY 2017-2018, the City of Rochester will continue its partnerships with the Rochester Housing Authority and with regional public service agencies, such as the SHARE Fund and the Community Action Partnership of Strafford County, to address barriers to affordable housing.

Weatherization of low-income homes, accomplished through the Community Action Partnership of Strafford County's weatherization assistance program, reduces energy expenses and thereby lowers overall home ownership and maintenance expenses for low-income householders. Rental assistance, accomplished through the SHARE Fund's emergency assistance programs, helps low-income residents to obtain rental housing in a rental market with continually rising rent rates. Focus is placed on rental assistance and housing stock rehabilitation over housing acquisition as rental assistance and housing rehabilitation have been identified as budget-maximizing approaches to increasing affordable housing. In particular, a disproportionately high percentage of low-income and minority households rent versus own their homes, and a large number of elderly residents live in manufactured housing that requires weatherization services.

In addition, the City of Rochester is partnering with the Workforce Housing Coalition of the Greater Seacoast to establish a monthly affordable housing discussion group, which will include a broad range of local and regional stakeholders, as well as exploring a possible Rochester-specific workforce housing charrette.

Actions planned to reduce lead-based paint hazards

The City of Rochester will continue to fund the housing weatherization work of the Community Action Partnership of Strafford County. Given the ages and conditions of many of the homes that receive weatherization assistance, these homes have a higher than average chance of lead-based paint hazard. The City of Rochester will ensure lead-based paint safe practices and/or lead-based paint removal in all other construction-based activities funded, as well. In addition, the City of Rochester will prepare and submit a grant application in FY 2017-2018 requesting federal Lead-Based Paint Hazard Control (LBPHC) Grant Program funding to establish a lead abatement program to remediate identified lead hazards in lower-income housing.

Actions planned to reduce the number of poverty-level families

The City of Rochester will continue to support a wide range of anti-poverty efforts in FY 2017-2018. Educational and vocational activities, such as those supplied by MY-TURN and the Dover Adult Learning Center, will be funded in FY 2017-2018, as the City recognizes the value of investing in education (especially for youth) for advancement out of poverty. In particular, this support will focus on key industries for the southeastern New Hampshire region, such as allied health care professions and advanced composites manufacturing.

In addition, the City of Rochester will continue to fund and maintain the Job Opportunity Benefits (JOB) Loan Program, which provides loans to small businesses to encourage the hiring of lower-income employees. Conditions for receiving a loan require a commitment to creating or retaining a certain number of jobs that are made open to lower-income employees. Such jobs must include the potential for advancement. Recent JOB Loan Program loan recipients have included an optometrist's office, a gymnastics center, and a downtown restaurant.

Actions planned to develop institutional structure

The City of Rochester's Community Development Division plans to work with other City departments (including but not limited to the Office of Economic Development, the Planning Department, the Welfare Office, and the Department of Public Works) to implement the programs and activities outlined in the FY 2017-2018 Annual Action Plan, to identify further program needs within the City, and to research other funding sources for City projects that are not and/or cannot be funded through CDBG funds. For example, during FY 2016-2017, the Community Development Coordinator successfully wrote grants that have funded a downtown farmers' market that provided extra benefits to SNAP recipients, a victim-witness advocacy program to provide services to crime victims, and the historic restoration of a downtown municipal building.

Actions planned to enhance coordination between public and private housing and social service agencies

The Community Development Coordinator will continue to engage in outreach to a broad range of non-profit and private stakeholders to serve as a key point of contact for the City's

community development, low-income economic development, and affordable housing development matters. This will be accomplished, in part, through the Community Development Coordinator's continued active participation in the Balance of State Continuum of Care and the Greater Seacoast Coalition to End Homelessness, as well as partnering with the Workforce Housing Coalition of the Greater Seacoast to establish a monthly affordable housing discussion group, which will include a broad range of local and regional stakeholders.

The City of Rochester also will continue to coordinate with the Rochester Housing Authority to conduct research and analysis into fair housing issues within the City of Rochester as part of the process of drafting a joint Assessment of Fair Housing. The City of Rochester and the Rochester Housing Authority will coordinate on actions to address public housing needs identified, such as fair housing issues, needs specific to residents with disabilities, and needs specific to elderly residents.

Discussion

N/A.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction

Prior year grant funds currently do not exist to be reprogrammed into the FY 2017-2018 Annual Action Plan and subsequent Annual Action Plans. The program income from the Job Opportunity Benefit (JOB) Loan Program is continually reinvested back into the JOB Loan Program.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	0
5. The amount of income from float-funded activities	0
Total Program Income	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	82.0%

Discussion

N/A.

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Resolution Accepting Safe Schools Healthy Students (SSHS) Grant and Authorizing Supplemental Appropriation to the Recreation Department in the Amount of \$5,000.00

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept a SSHS Grant from the New Hampshire Department of Education in the amount of Five Thousand Dollars (\$5,000.00) in connection with the Teen Travel Camp.

That the sum of Five Thousand Dollars (\$5,000.00) be, and hereby is, appropriated as a supplemental appropriation to the Recreation Department for the purpose of providing funds necessary to pay costs and/or expenditures with respect Team Travel Camp. The entire amount of the supplemental appropriation shall be derived from the SSHS Grant.

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 account(s) as necessary to which said sums shall be recorded.

CC FY17 04-04 AB 153

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3/30/17

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.

CC FY 17 AB 153

AGENDA SUBJECT	Rochester Recreation Teen Travel Camp
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COUNCIL ACTION ITEM <input checked="" type="checkbox"/>	FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
INFORMATION ONLY <input type="checkbox"/>	* IF YES ATTACH A FUNDING RESOLUTION FORM
RESOLUTION REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	FUNDING RESOLUTION FORM? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

AGENDA DATE	4/4/17		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	3/2/17		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signed by Blaine Cox on behalf of the City Manager
CITY MANAGER	Signed by Roland Connors on behalf of the Deputy City Manager

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Federal Grant
ACCOUNT NUMBER	61114020-533000-165xx
AMOUNT	\$5,000
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

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SUMMARY STATEMENT

For the third year, the Rochester Recreation Department is collaborating with the Rochester School District's Safe Schools Healthy Students Grant to create a Teen Travel Camp. The City Manager has approved this agreement between the School Department and Recreation Department. This collaboration has already been approved by the NH Department of Education. The recreation department will be providing a one day a week, eight week teen travel camp this summer for youth ages 14-16. The school department's SSHS Grant will be covering the cost of transportation and attraction admissions totaling \$5,000. Currently the recreation department has placed reservations with bus companies and local attractions (water parks, baseball game, fishing trip) and has received all necessary invoices for this summer's trips. The recreation department would like direct access to the \$5,000 from the SSHS Grant so we can complete payment for the travel and admissions costs associated with Teen Travel Camp.

RECOMMENDED ACTION

Council Approval.

AGENDA BILL - FUNDING RESOLUTION**EXHIBIT**

Project Name: Rochester Recreation Teen Travel Camp

Date: 03/02/2017 Fiscal Year: FY16

Fund (select):

GF ☐ Water ☐ Sewer ☐ Arena ☐

CIP ☐ Water CIP ☐ Sewer CIP ☐ Arena CIP ☐

Special Revenue ☒

Fund Type: Annual Lapsing ☐ Multi-year Non-Lapsing ☒

Request Type: De-authorization ☐ Supplemental ☐

Change of Funding Source ☐

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	61114020	533000	165xx	5,000.00	-	-
2				-	-	-
3				-	-	-
4				-	-	-
5				-	-	-
6				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	6111003	402179	165xx	5,000.00	-	-
2				-	-	-
3				-	-	-
4				-	-	-
5				-	-	-
6				-	-	-

DUNS # 026001619

CFDA # 16.54

Grant # 026001619

Grant Period: From 06/01/2017
To 09/01/2017

If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced ☐

Funds will be returned ☐



3/30/17

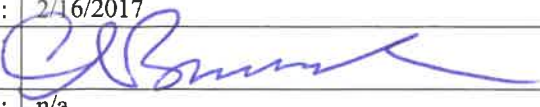
City of Rochester Grant ≤ \$10,000 Application

City Manager Approval

CITY OF
Received
FEB 17 2017
City Manager
ROCHESTER

GRANT SUBJECT & AMOUNT:

Safe Schools Healthy Students Teen Travel Camp \$5000

TODAY'S DATE:	2/16/2017
DEPT. HEAD SIGNATURE	
APPLICATION DEADLINE:	n/a
ATTACHMENTS	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

COMMITTEE SIGN-OFF

COMMITTEE:	
CHAIR PERSON:	

ADMINISTRATIVE APPROVALS

CHIEF FINANCIAL OFFICER:	
CITY MANAGER:	

MATCHING FUNDS BUDGET INFORMATION

SOURCE OF MATCHING FUNDS (if required):	No matching funds require.
SOURCE ACCOUNT NUMBER:	n/a
MATCH AMOUNT:	n/a
APPROPRIATION REQUIRED No	Grants requiring City financial participation – funds must already be appropriated as part of existing budget.

LEGAL AUTHORITY

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SUMMARY STATEMENT

The Rochester Recreation Department is collaborating with the Rochester School District's Safe Schools Healthy Students Grant to continue support of our Teen Travel Camp. This collaboration has already been approved by the NH Department of Education. The recreation department will continue to provide a one day a week, eight week teen travel camp this summer for youth ages 14-16. The school department's SSHS Grant will be covering the cost of transportation and attraction admissions totaling \$5,000. The recreation department would like direct access to the \$5,000 from the SSHS Grant so we can pay for the travel and admissions costs associated with Teen Travel Camp.

RECOMMENDED ACTION

Accept these funds.

City of Rochester School Department

Mr. Michael Hopkins
Superintendent of Schools
E-mail: hopkins.m@rochesterschools.com

Mr. Kyle Repucci
Assistant Superintendent of Schools
E-mail: Repucci.k@rochesterschools.com

Ms. Linda Casey
Business Administrator
E-mail: casey.l@rochesterschools.com

Mrs. Christiane Allison
Director of Student Services
E-mail: allison.c@rochesterschools.com

Office of the Superintendent
150 Wakefield Street
Suite #8
Rochester, NH 03867-1348
(603) 332-3678
FAX: (603) 335-7367



Contract Date: February 2017.



This agreement is made between the SAU #54, Rochester School Department and **The Rochester Recreation Department.** This agreement is to support the NH Community for Children: Safe Schools/Healthy Students Grant.

Roles and Responsibilities:

At the request of the School District, Lauren Krans, Assistant Director from the Rochester Recreation Department agrees to provide the following:

Youth Summer Program

Rochester Recreation Teen Travel Camp is a one day a week, eight week program for Rochester teens ages 14-16 years old. Each week, staff will chaperone campers on a bus trip to a local attractions where participants will take part in a designated activity. This program will emphasize *"Physical and Social Engagement"* through exploration of fun, healthy, accessible activities in Rochester and surrounding communities. Please see Camp details attached.

Method of Payment: Contract Dates: July 1st, 2017 – September 29th, 2017.

Upon invoice, the cost of the described service will be \$5,000 which will pay for travel to and from local outdoor attractions, as well as admission fees. The total of all invoices for the Purchase of Educational Services should not exceed **\$5,000.**

Term and Termination: Changes to the schedule and format may occur if mutually agreed upon by both parties. The District reserves the right to terminate this contract at any point that it deems the Contractor is not fulfilling the outlined expectations in timely and/or professional manner.

Mike Hopkins, Superintendent of Schools, SAU#54

Daniel Fitzpatrick, City Manager

Date

FEB 17 2017

Date

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Resolution Adopting the Land Trust Alliance Standards and Practices

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

WHEREAS, that a Land & Community Heritage Investment Program Grant (“LCHIP Grant”) grant in the amount of Eighteen Thousand Seven Hundred and Two Dollars (\$18,702) awarded to the City of Rochester has been accepted by the City of Rochester;

WHEREAS, the City of Rochester has reviewed *Land Trust Standards and Practices*, first published by the Land Trust Alliance in 1989, and with the most recent revision effective February 3, 2017;

WHEREAS, that adoption of the *Land Trust Standards and Practices*, published by the Land Trust Alliance in 2004, is required in order to receive the LCHIP Grant;

WHEREAS, the City of Rochester agrees that *Land Trust Standards and Practices* are the ethical and technical guidelines for the responsible operation of a land trust;

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Rochester hereby adopts the *Land Trust Standards and Practices* as guidelines for the City’s operations, especially as related to the maintenance and upkeep of the City Hall Annex building, and commits to implementing the Standards as guidelines for the City’s operations. **CC FY 17 AB 137**

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3/30/17

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

AB 137 - Adoption of Land Trust Alliance Standards and Practices - LCHIP Grant

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☐ NO ☒
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	Tuesday, April 4, 2017		
DEPT. HEAD SIGNATURE	Karen Pollard, on file		
DATE SUBMITTED	3/10/2017		
ATTACHMENTS	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	28

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signed by Blaine Cox on behalf of the City Manager
CITY MANAGER	Signed by Roland Connors on behalf of the Deputy City Manager

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	N/A
SOURCE OF FUNDS	
ACCOUNT NUMBER	
AMOUNT	
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

LEGAL AUTHORITY

City Charter.

SUMMARY STATEMENT

The City of Rochester was awarded a Land & Community Heritage Investment Program (LCHIP) grant to fund historic restoration work on the City Hall Annex building. This grant was accepted at the January 3, 2017 City Council meeting. The LCHIP program requires that the City of Rochester adopt the Land Trust Alliance Standards and Practices (LTA Standards and Practices) as a condition of receiving the award. Most if not all of the standards in the LTA standards and practices are already standards that the City of Rochester has implemented in its policies as a municipal entity.

The LTA Standards and Practices are attached to this agenda bill for reference.

RECOMMENDED ACTION

Adopt the Land Trust Alliance Standards and Practices as required to accept LCHIP grant funds.

LAND TRUST

Standards and Practices

Ethical and Technical Guidelines for the
Responsible Operation of a Land Trust

Introduction

Land Trust Standards and Practices are the ethical and technical guidelines for the responsible operation of a land trust. The Land Trust Alliance drafted the first Standards in 1989 at the urging of land trusts and to affirm certain best practices as the surest way to secure lasting conservation. To maintain the land trust community's strength, credibility and effectiveness, the Standards were updated in 1993, 2001 and 2004. In preparing this 2017 update, an advisory team, comprised of land trust professionals from across the country, reviewed and discussed more than 1,600 comments from conservationists throughout the United States. These many voices were an invaluable asset throughout the revision process.

While this document is a publication of the Land Trust Alliance, the Standards are a collective product of the land trust community. The advisory team was as diverse in perspective as the comments the team reviewed. Unanimity was not necessarily achieved on each standard or practice, but this document reflects the expressed values and recommendations of the overall land trust community.

The nation's more than 1,300 nonprofit land trusts have conserved 56 million acres of wildlife habitat, farms, ranches, forests, watersheds, recreation areas and other open spaces as of 2015. The continued success of land trusts depends on public confidence in—and support of—our community as we build conservation programs that stand the test of time. It is, therefore, every land trust's responsibility to uphold this public confidence and ensure the permanence of its conservation efforts. Implementing the Standards positions a land trust to achieve these goals and, if it so wishes, to seek insurance through Terrafirma and pursue accreditation through the Land Trust Accreditation Commission. (Accreditation indicator elements are marked with ●; Terrafirma enrollment prerequisites are denoted with ■; Elements for both are represented with ▲.)

Each member of the Land Trust Alliance must adopt the Standards as guiding principles for its operations, pledging a commitment to uphold the public confidence and the credibility of the land trust community as a whole. (See the board adoption resolution on page 2.) It is important to note that while the Standards are thorough, they are not exhaustive. There will be times when the Standards do not make clear a land trust's best path forward. In these moments, the land trust's board should exercise its best judgment as informed by the spirit of these Standards.

Land trusts are a respected and integral part of our nation's land conservation work. Together, we must support our peers and hold ourselves to the highest standards as we continue to conserve the places we need and love.

Board Adoption Resolution

The Land Trust Alliance requires that all land trust members adopt *Land Trust Standards and Practices* as their guiding principles. Some public or private funders also ask for such a statement. Here is the board resolution.

WHEREAS, the [land trust] has reviewed *Land Trust Standards and Practices* (“the Standards”), first published by the Land Trust Alliance in 1989, and with the most recent revision effective February 3, 2017; and,

WHEREAS, the [land trust] agrees that the Standards are the ethical and technical guidelines for the responsible operation of a land trust;

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Directors of the [land trust] hereby adopts and commits to implementing the Standards as guidelines for the organization’s operations.

_____ board meeting date when approved

STANDARD 1

Ethics, Mission and Community Engagement

Land trusts maintain high ethical standards and have a mission committed to conservation, community service and public benefit.

PRACTICES**A. Ethics**

1. Adopt a written code of ethics and/or values statement and adhere to it in implementing the land trust's mission, in its governance and in its operations
2. Adopt a written whistleblower policy that protects individuals who come forward with information on illegal practices or unethical behavior
- 3. Do not knowingly participate in transactions that are potentially fraudulent or abusive

B. Mission, Planning and Evaluation

1. Adopt a mission that advances conservation and serves the public interest
- 2. Establish strategic goals for implementing the mission, and then review and update them, as needed, at least once every five years
 - a. Revisit the mission during the strategic review to confirm it is relevant
3. Review programs and activities at least annually to ensure they are advancing the strategic goals and make adjustments, as appropriate

C. Community Engagement

1. Develop an inclusive, welcoming organizational culture that respects diversity
2. Seek to engage people who are broadly representative of the community in which the land trust works and foster opportunities to connect them with the land
3. Develop an understanding of the land trust's community, and communicate the land trust's work, services and impact in a manner that resonates with and engages that community
4. Build relationships with community leaders and other stakeholders in the land trust's community

STANDARD 2

Compliance with Laws

Land trusts fulfill their legal requirements as nonprofit tax-exempt organizations and comply with all laws.

PRACTICES**A. Compliance with Laws**

- 1. Do not knowingly conduct operations in violation of law

B. Nonprofit Incorporation and Bylaws

- ▲ 1. Incorporate or organize according to the requirements of state law and maintain legal status
- ▲ 2. Operate in accordance with established bylaws
- 3. Review the bylaws at least once every five years to ensure consistency with current operations, the articles of incorporation and state law

C. Federal Tax Exemption

- 1. Maintain status as a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code (IRC)
 - ▲ a. File a complete and accurate annual information return (Form 990 or equivalent) with the Internal Revenue Service (IRS)
 - ▲ b. Do not knowingly engage in prohibited activities, such as private inurement or impermissible private benefit
 - c. Comply with federal lobbying limitations and reporting requirements
 - d. Do not engage in political campaigns on behalf of or in opposition to any candidate for public office

STANDARD 3

Board Accountability

Land trust boards act ethically in conducting the affairs of the organization and carry out their legal and financial responsibilities as required by law.

PRACTICES**A. Board Responsibility**

1. Individual board members are informed of and understand their role and their responsibilities as nonprofit board members, including their legal and fiduciary duties
- 2. The board provides oversight of the land trust's finances and operations by:
 - a. Reviewing and approving an annual budget
 - ▲ b. Working to ensure that sufficient financial resources are available
 - c. Receiving and reviewing financial reports and statements in a form and with a frequency appropriate for the scale of the land trust's financial activity
 - d. Reviewing the externally prepared financial audit, review or compilation
 - e. Adopting written policies or procedures for the responsible and prudent investment, management and use of financial assets
- 3. The board hires, oversees and evaluates, at least annually, the performance of any executive director (or chief staff person)
4. The board may delegate decision-making and management functions to committees, provided that committees have clearly defined roles and report to the board or staff

B. Board Composition and Structure

- 1. Have a board of sufficient size, skills, backgrounds and experiences to conduct its work effectively
2. Have a board substantially composed of independent members to reduce risk arising from conflicts of interest
- 3. Have a board development process that includes procedures for recruiting and training board members
4. Ensure the board's presiding officer and treasurer are not the same individual
5. If a staff member serves on the board, clearly define the staff role and limit the board member role accordingly to ensure separation of duties and avoid undue influence
 - a. No staff member serves as the board's presiding officer or treasurer

C. Board Governance

1. Provide board members with written expectations for their service on the board
- 2. The board meets a minimum of three times per year and maintains adopted minutes of each meeting
- 3. Provide board members with sufficient and timely informational materials prior to each meeting to make informed decisions
4. Board members evaluate their performance annually as a group and as individuals at least once every three years
5. Adopt procedures for removing board members who are not fulfilling their responsibilities
6. Have governing documents that contain policies and procedures (such as provisions for a quorum and adequate meeting notices) to encourage broad participation and to prevent a minority of board members from acting for the land trust without proper delegation of authority

D. Board Approval of Transactions

- 1. The board reviews and approves every land and conservation easement transaction
 - a. However, the board may delegate decision-making authority on transactions if:
 - i. It establishes written policies or has bylaws provisions that define the limits to the authority given to the delegated entity
 - ii. The delegated entity provides timely notification in writing to the full board of any completed transactions

STANDARD 4

Conflicts of Interest

Land trusts have policies and procedures to avoid or manage real or perceived conflicts of interest.

PRACTICES**A. Dealing with Conflicts of Interest**

- 1. Adopt a written conflict of interest policy that addresses, for all insiders, how conflicts are identified and avoided or managed
- 2. Document the disclosure and management of actual and potential conflicts
- 3. When engaging in any transaction with an insider,
 - a. Follow the conflict of interest policy
 - b. Contemporaneously document that there is no private inurement

B. Payments to Board Members

- 1. Do not financially compensate board members for board service, except for reimbursement of expenses
- 2. If, in limited circumstances, the land trust compensates a board member for professional services that would otherwise be contracted out,
 - a. Document the circumstances surrounding the decision to do so
 - b. Document how the land trust uses appropriate comparability data to determine the amount to be paid and to confirm that there is no private inurement
 - c. Do not compensate the board's presiding officer or treasurer for professional services
- 3. Do not provide loans to directors, officers or trustees

C. Land and Conservation Easement Transactions with Insiders

- 1. When engaging in land and conservation easement transactions with insiders,
 - a. Follow all transaction policies and procedures
 - b. For purchases from and sales of property to insiders, obtain an independent appraisal by a qualified appraiser to justify the purchase or sales price

STANDARD 5

Fundraising

Land trusts conduct fundraising activities in a lawful, ethical and responsible manner.

PRACTICES**A. Legal and Ethical Practices**

1. Conduct an analysis of state charitable solicitation laws and register where the land trust determines it is appropriate
2. Do not compensate internal or external fundraisers based on a commission or a percentage of the amount raised

B. Accountability to Donors

1. Provide accurate solicitation materials and other communications to donors and the public
- 2. Provide timely written acknowledgment of all gifts, including land and conservation easements, in keeping with IRS charitable contribution substantiation requirements
- 3. Maintain financial and other systems to document and comply with any donor restrictions on gifts
4. Have a written policy or procedure to ensure donor privacy concerns are honored

C. Fundraising Plan

1. Develop and implement a fundraising plan or program appropriate to the land trust's size and scope to secure adequate support for its activities

D. Non-conservation Real Property for Resale

1. When acquiring non-conservation real property with the intent of selling it to advance the land trust's mission,
 - a. Obtain a written acknowledgement from any donor of the land trust's intent to sell before accepting the property
 - b. Follow applicable transaction policies and procedures
 - c. Maintain the property while in the land trust's ownership in a manner that retains the land trust's public credibility, manages community expectations and minimizes risk

STANDARD 6

Financial Oversight

Land trusts are responsible and accountable for how they manage their finances and assets.

PRACTICES**A. Fiscal Health**

1. Develop an annual budget that reflects the land trust's annual programs and activities
- 2. Develop and implement a strategy to address any deficit-spending trends
- 3. Assess the nature and variability of revenue and seek to diversify funding sources
- 4. Build and maintain sufficient operating reserves to sustain operations
- ▲ 5. Build and maintain dedicated or restricted funds sufficient to cover the long-term costs of stewarding and defending the land trust's land and conservation easements
 - ▲ a. If funds are insufficient, adopt a plan to secure these funds and a policy committing the funds to this purpose

B. Financial Records

1. Keep financial records in accordance with Generally Accepted Accounting Principles (GAAP) or Other Comprehensive Basis of Accounting (OCBOA)

C. External Financial Evaluation

- 1. Obtain an annual financial audit, review or compilation by an independent certified public accountant or a qualified accounting professional, in a manner appropriate for the scale of the land trust

D. Written Internal Controls

- 1. Establish written internal controls and accounting procedures, including segregation of duties, in a form appropriate for the scale of the land trust, to prevent the misuse or loss of funds

E. Risk Management and Insurance

1. Routinely assess and manage risks so that they do not jeopardize the land trust's financial health and its ability to carry out its mission and legal responsibilities
- 2. Carry general liability (■), directors and officers liability, property and other insurance, all as appropriate to the land trust's risk exposure or as required by law

STANDARD 7

Human Resources

Land trusts have sufficient skilled personnel to carry out their programs, whether volunteers, staff and/or consultants/contractors.

PRACTICES**A. Capacity**

1. Periodically evaluate whether the land trust has sufficient volunteers, staff and/or consultants/contractors to achieve its strategic goals and carry out its programs, and then add capacity as needed

B. Volunteers

1. Provide volunteers with training, supervision and recognition

C. Consultants or Contractors

1. Clearly define relationships with consultants or contractors, ensure they are consistent with federal and state law and document them in a written contract, as appropriate

D. Transition Planning

1. Develop a written process or plan to provide for continuity in the leadership and management of the land trust's functions

E. Staff

1. Have a written job description for each staff member and conduct periodic performance reviews
2. Document the lines of authority, communication and responsibility between board and staff
3. Ensure staff have appropriate training and experience for their responsibilities and/or opportunities to gain the necessary knowledge and skills
4. Adopt written personnel policies that conform to federal and state law
5. Provide fair and equitable compensation and benefits

STANDARD 8

Evaluating and Selecting Conservation Projects

Land trusts carefully evaluate and select their conservation projects.

PRACTICES**A. Strategic Conservation Planning**

1. Identify specific conservation priorities consistent with the land trust's mission and goals

B. Project Selection Criteria and Public Benefit

1. Develop and implement a written process to select land and conservation easement projects
- 2. Develop and apply written project-selection criteria that are consistent with the land trust's conservation priorities
3. Document the public benefit of every land and conservation easement project

C. Project Evaluation

- 1. Visually inspect properties before buying or accepting donations of conservation land or conservation easements to determine and document whether:
 - a. There are important conservation values on the property
 - b. The project meets the land trust's project-selection criteria
2. Evaluate potential threats to the conservation values on the property and structure the project to best protect those conservation values
3. Evaluate any current or potential risks associated with the project, including to the land trust's reputation or to the land trust community, and modify or decline the project if the risks outweigh the benefits

D. Project Planning

1. Individually plan all land and conservation easement projects so that:
 - a. The land trust identifies the best available conservation strategy for the property
 - b. The property's important conservation values are protected
 - c. The project furthers the land trust's mission and goals
2. Assess the stewardship implications of each project and the land trust's capacity to meet those obligations

E. Partnership Documentation

1. When engaging in a partnership on a joint acquisition or long-term stewardship project or when co-holding conservation easements, create written agreements to clarify:
 - a. The goals of the project
 - b. The roles and responsibilities of each party
 - c. Legal and financial arrangements
 - d. Communications to the public and between parties

STANDARD 9

Ensuring Sound Transactions

Land trusts work diligently to see that every land and conservation easement transaction is legally, ethically and technically sound.

PRACTICES**A. Legal Review and Technical Expertise**

1. Obtain a legal review of every land and conservation easement transaction, appropriate to its complexity, by an attorney experienced in real estate law
2. As dictated by the project, secure appropriate technical expertise, such as in financial, real estate, tax, scientific and land and water management matters

B. Legal and Financial Advice

1. Do not give individualized legal, financial or tax advice when providing transaction-related information
2. Recommend in writing that each party to a land or conservation easement transaction obtain independent legal, financial and tax advice

C. Environmental Due Diligence

1. For every land and conservation easement transaction, conduct or obtain a preliminary environmental investigation, transaction screen or Phase I assessment to identify whether there are any conditions that pose environmental risks, and take steps to address any significant concerns

D. Determining Property Boundaries

1. Determine both the legal description and physical boundaries of each property or conservation easement
- 2. If a conservation easement contains restrictions or permitted rights that are specific to certain zones or areas within the property, include the locations of these areas in the easement document so that they can be identified in the field

E. Conservation Easement Drafting

- 1. For every conservation easement,
 - a. Individually tailor it to the specific property
 - b. Identify the conservation values being protected
 - c. Allow only uses and permitted rights that are not inconsistent with the conservation purposes and that will not significantly impair the protected conservation values
 - d. Avoid restrictions and permitted rights that the land trust cannot monitor and enforce
 - e. Include all necessary and appropriate provisions to ensure it is legally enforceable
- 2. Review, on the land trust's own behalf, each potentially tax-deductible conservation easement for consistency with the Treasury Department regulations (U.S.C. §1.170A-14), especially the conservation purposes test of IRC §170(h)

F. Title Investigation and Recording

- 1. Prior to closing and preferably early in the process, have a title company or attorney investigate title for each property or conservation easement the land trust intends to acquire
 - a. Update the title at or just prior to closing
- 2. Evaluate the title exceptions and document how the land trust addressed mortgages, liens, severed mineral rights and other encumbrances prior to closing so that they will not result in extinguishment of the conservation easement or significantly undermine the property's important conservation values
- 3. Promptly record land and conservation easement transaction documents at the appropriate records office

G. Recordkeeping

- ▲ 1. Adopt a written records policy that governs how and when organization and transaction records are created, collected, retained, stored and destroyed
- 2. Keep originals of all documents essential to the defense of each real property transaction in a secure manner and protected from damage or loss
- 3. Create and keep copies of these documents in a manner such that both originals and copies are not destroyed in a single calamity

H. Purchasing Land or Conservation Easements

- 1. When buying land, conservation easements or other real property interests, obtain an independent appraisal by a qualified appraiser in advance of closing to support the purchase price
 - a. However, a letter of opinion from a qualified real estate professional may be obtained in the limited circumstances when:
 - i. A property has a very low economic value
 - ii. A full appraisal is not feasible before a public auction
 - iii. Or the amount paid is significantly below market value
- 2. In limited circumstances where acquiring land, conservation easements or other real property interests above the appraised value is warranted, contemporaneously document:
 - a. The justification for the purchase price
 - b. That there is no private inurement or impermissible private benefit

I. Selling or Transferring Land or Conservation Easements

- 1. When selling land, conservation easements or other real property interests,
 - a. Establish protections as appropriate to the property
 - b. If the sale is to a party other than another tax-exempt organization or public agency, obtain an independent appraisal by a qualified appraiser or a letter of opinion from a qualified real estate professional to determine the value of the asset and to support the selling price
 - c. Select buyers in a manner that avoids any appearance of impropriety
- 2. When selling or transferring conservation land or conservation easements to another tax-exempt organization or public agency, consider whether the new holder can fulfill the long-term stewardship and enforcement responsibilities

STANDARD 10

Tax Benefits and Appraisals

Land trusts work diligently to see that every charitable gift of land or conservation easement meets federal and state tax law requirements, to avoid fraudulent or abusive transactions and to uphold public confidence in land conservation.

PRACTICES**A. Landowner Notification**

- 1. Inform potential land or conservation easement donors who may claim a federal or state income tax deduction (or state tax credit), in writing and early in project discussions, that:
 - a. The project must meet the requirements of IRC §170 and the accompanying Treasury Department regulations and any other federal or state requirements
 - b. The donor is responsible for any determination of the value of the donation
 - c. The Treasury Department regulations require the donor to obtain a qualified appraisal prepared by a qualified appraiser for gifts of property valued at more than \$5,000
 - d. Prior to making the decision to sign IRS Form 8283, the land trust will request a copy of the completed appraisal
 - e. The land trust is not providing individualized legal or tax advice
- 2. Do not make assurances as to:
 - a. Whether a particular land or conservation easement donation will be deductible
 - b. What monetary value of the gift the IRS and/or state will accept
 - c. What the resulting tax benefits of the deduction or credit will be, if any

B. Legal Requirements: Land Trust Responsibilities

- 1. If the land trust holds federally tax-deductible conservation easements, it meets the requirements for a qualified organization under IRC §170(h)
- 2. Sign the Form 8283 only if the information in Section B, Part I, "Information on Donated Property," is complete and is an accurate representation of the gift
 - a. Refuse to sign the Form 8283 if the land trust believes no gift has been made or the property has not been accurately described
- 3. File IRS Form 8282 when conveying a donated real property interest within three years of the date the land trust received the property

C. Avoiding Fraudulent or Abusive Transactions

1. Review, on the land trust's own behalf, each transaction for consistency with federal and state income tax deduction or credit requirements
- 2. Evaluate the Form 8283 and any appraisal to determine whether the land trust has substantial concerns about the appraised value or the appraisal
- 3. Discuss substantial concerns about the appraisal, the appraised value or other terms of the transaction with legal counsel and take appropriate action, such as:
 - a. Documenting that the land trust has shared those concerns with the donor
 - b. Seeking additional substantiation of value
 - c. Withdrawing from the transaction prior to closing
 - d. Or refusing to sign the Form 8283
- 4. When engaging in transactions with pass-through entities of unrelated parties, particularly those offered or assembled by a third party or described as a syndication by the IRS,
 - a. Require a copy of the appraisal prior to closing
 - b. Decline to participate in the transaction if the appraisal indicates an increase in value of more than 2.5 times the basis in the property within 36 months of the pass-through entity's acquisition of the property, the value of the donation is \$1 million or greater and the terms of the transaction do not satisfy the Land Trust Alliance Tax Shelter Advisory

STANDARD 11

Conservation Easement Stewardship

Land trusts have a program of responsible stewardship for their conservation easements.

PRACTICES**A. Funding Conservation Easement Stewardship**

1. Estimate the long-term stewardship and enforcement expenses of each conservation easement transaction
2. Track stewardship and enforcement costs

B. Baseline Documentation Report

- 1. For each conservation easement, have a baseline documentation report (■), with written descriptions, maps and photographs, that documents:
 - a. The conservation values protected by the easement
 - b. The relevant conditions of the property as necessary to monitor and enforce the easement
- 2. Prepare the report prior to closing and have it signed by the landowner and land trust at or prior to closing
 - a. In the event that seasonal conditions prevent the completion of a full baseline documentation report by closing, the landowner and land trust sign a schedule for finalizing the full report and an acknowledgement of interim data [that for donations and bargain sales meets Treasury Regulation §1.170A-14(g)(5)(i)] at closing
- 3. When there are significant changes to the land or the conservation easement (such as a result of an amendment or the exercise of a permitted right), document those changes in an appropriate manner, such as through monitoring reports, a baseline supplement or current conditions report

C. Conservation Easement Monitoring

1. Adopt a written policy and/or procedure for monitoring conservation easements that establishes consistent monitoring protocols and recordkeeping procedures
- ▲ 2. Monitor each conservation easement property at least once per calendar year
 - ▲ a. If the land trust uses aerial monitoring, conduct on-the-ground monitoring at least once every five years
 - ▲ b. Promptly document the annual monitoring activities for each conservation easement

D. Landowner Relationships

1. Maintain regular contact with owners of conservation easement properties to maintain relationships and avoid potential easement conflicts
2. Establish systems to track changes in land ownership
3. When the property changes hands, attempt to meet with the new owner or property manager and provide information in writing about the conservation easement and the land trust's stewardship policies and procedures

E. Conservation Easement Enforcement

- 1. Adopt a written policy and develop written procedures for documenting and responding to potential conservation easement violations
- 2. Investigate potential violations in a timely manner and promptly document all actions taken
3. Involve legal counsel as appropriate to the severity of the violation and the nature of the proposed resolution

F. Approvals and Permitted Rights

1. Respond to landowner required notices or requests for interpretation or approvals in a timely and consistent manner, as specified in the conservation easement deed or in a written procedure
2. Establish written procedures to guide the land trust's decision-making if using discretionary approvals or if conservation easement deeds contain such clauses
- 3. Maintain a permanent record of all notices, approvals, denials, interpretations and the exercise of any significant permitted rights

G. Contingency Strategy

1. Take reasonable steps to provide for the disposition of conservation easements in the event the land trust ceases to exist or can no longer steward and administer them

H. Amendments

- 1. Adopt and follow a written policy or procedure addressing conservation easement amendments that is consistent with the Land Trust Alliance Amendment Principles
- 2. Evaluate all conservation easement amendment proposals with due diligence sufficient to satisfy the Amendment Principles
- 3. If an amendment is used to adjust conservation easement boundaries (such as to remedy disputes or encroachment) and results in a *de minimis* extinguishment, document how the land trust's actions address the terms of J.1. below

I. Condemnation

1. If a conservation easement is threatened with condemnation,
 - a. Take steps to avoid or mitigate harm to conservation values and document the actions taken
 - b. Have or obtain appropriate documentation of the percentage of the full value of the property represented by the conservation easement
 - c. Document the land trust's attempts to receive its proportional share of the proceeds and use any proceeds in a manner consistent with the conservation easement deed

J. Partial or Full Extinguishment

- 1. In the rare case that it is necessary to extinguish a conservation easement, in whole or in part,
 - a. Follow the terms of the conservation easement with respect to taking appropriate action, and obtain judicial or regulatory review when required by law or specified in the easement deed
 - b. Ensure there is no private inurement or impermissible private benefit
 - c. Take steps to avoid or mitigate harm to conservation values and/or use any proceeds in a manner consistent with the conservation easement deed
 - d. Consider the land trust's actions in the context of its reputation and the impact on the land conservation community at large

STANDARD 12

Fee Land Stewardship

Land trusts have a program of responsible stewardship for the land held in fee for conservation purposes.

PRACTICES

A. Funding Land Stewardship

1. Determine the immediate financial and management implications of each conservation property acquisition and estimate the long-term implications
2. Anticipate and track costs associated with long-term land management, stewardship and enforcement of conservation properties

B. Land Management and Stewardship

- 1. Develop a written land management plan for each conservation property (■) within 12 months after acquiring the land to:
 - a. Identify the property's conservation values, including any significant cultural and natural features or those that have significant community value
 - b. Identify the overall management goals for the property
 - c. Identify activities to achieve the goals and to reduce any risks or threats to the conservation values
 - d. Specify the uses that are appropriate for the property, in keeping with the property's conservation values, any restrictions and donor or funder requirements
 - i. Provide public access opportunities as appropriate to the property and the land trust's mission
- 2. Manage each conservation property in accordance with its management plan, and review and update the plan as necessary
- 3. Perform administrative duties (such as paying insurance, filing required forms, keeping records) in a timely and responsible manner
- 4. Maintain the property in a manner that retains the land trust's public credibility, manages community expectations and minimizes risk

C. Inspecting Land Trust Properties

1. Determine the boundaries of land trust properties and physically mark them to the extent possible or necessary
- 2. Inspect properties at least once per calendar year for potential management problems and promptly document the inspection
- 3. Address management problems, including encroachments, trespass and other ownership challenges, in an appropriate and timely manner and document the actions taken

D. Contingency Strategy

1. Take reasonable steps to provide for the continuing protection of conservation properties in the event the land trust ceases to exist or can no longer own or manage them

E. Condemnation

1. If a conservation property is threatened with condemnation, take steps to avoid or mitigate harm to conservation values and document the actions taken

DEFINITIONS OF KEY TERMS

Amendment Principles: An amendment should meet all of the following: (1) clearly serve the public interest and be consistent with the land trust's mission; (2) comply with all applicable federal, state and local laws; (3) not jeopardize the land trust's tax-exempt status or status as a charitable organization under federal law; (4) not result in private inurement or confer impermissible private benefit; (5) be consistent with the conservation purpose(s) and intent of the easement; (6) be consistent with the documented intent of the donor, grantor and any funding source; and (7) have a net beneficial or neutral effect on the relevant conservation values protected by the easement.

Capacity: The ability to perform all the actions required to acquire and manage conservation land and manage other programs by having adequate human and financial resources and organizational systems in place.

Conflict of interest: A conflict of interest arises when a person in a position of authority in an organization, such as a director, officer, manager or other "insider," is in a position, or perceived to be in a position, to be able to benefit personally (or to create a benefit to a family member or other organization with which he or she is associated) from a decision he or she could make.

Conservation values: The key values on a site that are the focus of protection efforts. Important conservation values are determined during property evaluation and project planning.

Form 990: Most tax-exempt organizations are required to file an annual return with the IRS. Which form of the Form 990 (Form 990-N, Form 990-EZ or full Form 990) a land trust must file depends on its financial activities.

GAAP: The Federal Accounting Standards Board (FASB) issues Generally Accepted Accounting Principles (GAAP). FASB's guidance for nonprofit organizations can be found in ASU 2016-14, Not-for-Profit Entities (Topic 958): "Presentation of Financial Statements of Not-for-Profit Entities."

Impermissible private benefit: Occurs when a tax-exempt organization provides more than an "incidental" benefit to a non-insider.

Independent appraisal: An independent appraisal prepared in compliance with the Uniform Standards of Professional Appraisal Practice by a state-licensed or state-certified appraiser who has verifiable conservation easement or conservation real estate experience.

Independent board member: Per the Independent Sector, independent members should not: (1) be compensated by the organization as employees or independent contractors; (2) have their compensation determined by individuals who are compensated by the organization; (3) receive, directly or indirectly, material financial benefits from the organization except as a member of the charitable class served by the organization; or (4) be related to anyone described above (as a spouse, sibling, parent or child) or reside with any person so described.

Insiders: Board and staff members, substantial contributors, parties related to the above, those who have an ability to influence decisions of the organization and those with access to information not available to the general public. The IRS generally considers “insiders” or disqualified persons under IRC Section 4958 to be persons who, at any time during the five-year period ending on the date of the transaction in question, were in a position to exercise substantial influence over the affairs of the organization. “Insiders” generally include: board members, key staff, substantial contributors [see IRC Section 507(d)(2)], parties related to the above and 35-percent controlled entities. While these are strict definitions within the tax code, land trusts are advised to take an even more proactive approach to the potential damage that conflicts of interest may cause an organization and also include in the definition of “insiders” all staff members and those with access to information not available to the general public (such as certain volunteers). Related parties is defined by the IRS to include spouse, brothers and sisters, spouses of brothers and sisters, ancestors, children, grandchildren, great-grandchildren and spouses of children, grandchildren and great-grandchildren.

IRC: Internal Revenue Code.

Land trust: A nonprofit organization that, as all or part of its mission, actively works to conserve land by acquiring land or conservation easements (or assisting with their acquisition) and/or stewarding/managing land or conservation easements.

Letter of opinion: A written estimation of a property’s value, most often prepared by a qualified real estate professional. A letter of opinion may be used instead of an independent appraisal prepared by a qualified appraiser when the economic value of the property is so low as to negate concerns about private inurement or private benefit, when a full appraisal is not feasible before a public auction or when the amount paid is significantly below the market value of the property. (A letter of opinion is not sufficient in the case of transactions with insiders.) An appraiser may call this document a Restricted Use Appraisal Report.

OCBOA: Other Comprehensive Basis of Accounting is the term used for a comprehensive basis of accounting other than generally accepted accounting principles (GAAP).

Pass-through entity: Pass-through entities include sole proprietorships, partnerships, LLCs and S corporations. Unlike traditional C corporations, pass-through entities do not pay income tax. Instead, income, losses and deductions pass through to the shareholders in proportion to their ownership interest. For purposes of the Standards, sole proprietorships consisting by definition of only one person are not included in this definition.

Phase I assessment: A formal investigation conducted by a qualified environmental consultant or engineer into the presence or absence of hazardous materials on or near a property that satisfies the “all appropriate inquiries” rule of the Environmental Protection Agency.

Policy: A written, board-adopted document specifying a course of action to guide and determine present and future decisions.

Private inurement: When the net earnings of a tax-exempt organization come to the benefit of any private shareholder or individual. Federal tax-exempt law requires that “no part of . . . [a tax-exempt organization’s] net earnings [may] inure to the benefit of any private shareholder or individual.” An action in which a person who is an “insider” to the tax-exempt organization, such as a director or an officer, derives a benefit from the organization without giving something of at least equal value in return. The IRS prohibition on inurement is absolute. The IRS also imposes penalties on directors, officers, key employees and other insiders who engage in transactions that confer an excess benefit on the individual (“excess benefit transactions”).

Tax Shelter Advisory: Refers to the advisory first issued by the Land Trust Alliance in 2015 on tax shelters using conservation for potentially abusive federal income tax deductions. The Advisory includes recommendations to maintain public confidence and cautionary measures land trusts should take to avoid tax shelter transactions. www.lta.org/tax-shelter-advisory

ACKNOWLEDGEMENTS

The Land Trust Alliance extends its sincere appreciation to the members of the 2017 Standards Advisory Team and Core Team and to the hundreds of land conservationists across the country who participated in the development of the 2017 revisions. The Land Trust Alliance also gratefully acknowledges the individuals involved in establishing the Standards in 1989 and revising them in 1993, 2001 and 2004.

Standards Advisory Team

- **Jane Calvin**, Executive Director, Lowell Parks & Conservation Trust* (MA)
- **Dan Cline**, Attorney, Conservancy Law PLC (MI) and Land Trust Accreditation Commissioner
- **Paul Doscher**, Board Chair, Piscataquog Land Conservancy (NH)
- **Ann Johnston**, Land Acquisition Program Manager, Sonoma Land Trust* (CA)
- **Andy Loza**, Executive Director, Pennsylvania Land Trust Association
- **Connie Manes**, Executive Director, Kent Land Trust* (CT) and Land Trust Alliance Circuit Rider
- **Ginny Moore**, Attorney, GKM Consulting LLC, (KS) and Midwest Field Representative, The Conservation Fund*
- **George Olsen**, Board President, Montana Land Reliance* and Board Member, Land Trust Alliance
- **Emily Parish**, Vice President of Conservation, Land Trust for Tennessee*
- **Melanie Pavlas**, Executive Director, Pines and Prairies Land Trust* (TX)
- **Harry Pollack**, General Counsel, Save the Redwoods League* (CA)
- **Rick Remington**, Conservation Director, West Wisconsin Land Trust*
- **Katrina Shindledecker**, Director of Land Conservation, Hudson Highlands Land Trust* (NY)
- **Shane Wellendorf**, Conservation Coordinator, Tall Timbers Research Station and Land Conservancy* (FL)

* Accredited land trust

Standards Core Team

- **Sylvia Bates**, Director of Standards and Educational Services, Land Trust Alliance
- **Melissa Kalvestrand**, Associate Director for Reviews, Land Trust Accreditation Commission
- **Anne Murphy**, Commissioner, Land Trust Accreditation Commission
- **MaryKay O'Donnell**, Midwest Senior Program Manager, Land Trust Alliance
- **Judith Stockdale**, Board Member, Land Trust Alliance
- **Tammara Van Ryn**, Executive Director, Land Trust Accreditation Commission

The Land Trust Alliance wishes to thank all the individual, foundation and corporate supporters of *Together: A Campaign for the Land* who helped make the 2017 revisions possible.

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The Land Trust Alliance's mission is to save the places people love by strengthening land conservation across America.

Founded in 1982, the Land Trust Alliance is a national land conservation organization that works to save the places people love and need by strengthening land conservation across America. The Alliance represents more than 1,000 member land trusts supported by more than 100,000 volunteers and 5 million members nationwide. The Alliance is based in Washington, D.C. and operates several regional offices. More information about the Alliance is available at www.landtrustalliance.org.

The Land Trust Alliance provides resources to assist land trusts in implementing *Land Trust Standards and Practices*. General information on the Standards and on Alliance publications and training programs related to their implementation can be found at www.landtrustalliance.org. Alliance member land trusts and partners can find additional technical information and sample documents on The Learning Center at <http://tlc.lta.org>.



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Resolution Accepting Governor's Commission Alcohol Fund Grant and Authorizing Supplemental Appropriation to the Police Department in the Amount of \$25,170.00

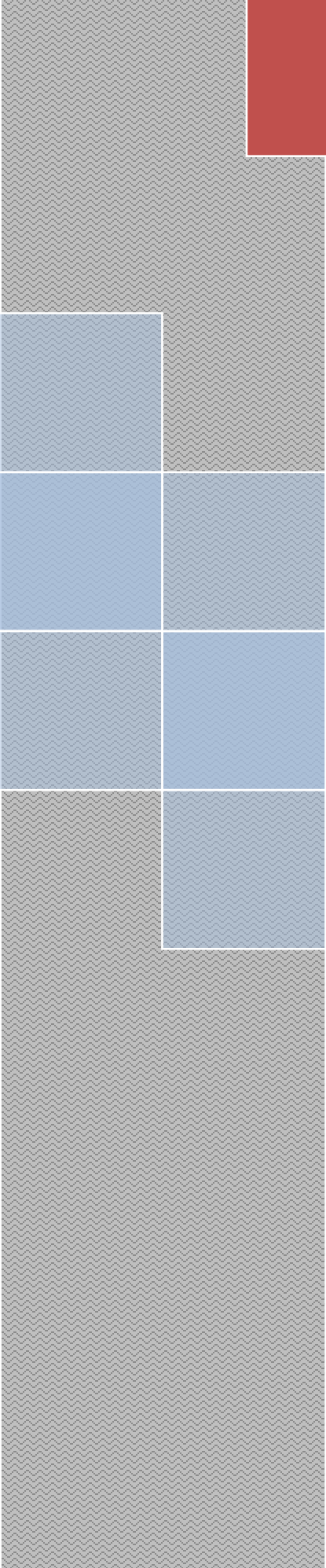
BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF ROCHESTER, AS FOLLOWS:

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept a Governor's Commission Alcohol Fund Grant in the amount of Twenty Five Thousand One Hundred Seventy Dollars (\$25,170.00) in connection with the New Hampshire Juvenile Court Diversion Network.

That the sum of Twenty Five Thousand One Hundred Seventy Dollars (\$25,170.00) be, and hereby is, appropriated as a supplemental appropriation to the Police Department for the purpose of providing funds necessary to pay costs and/or expenditures with respect to entering into a two year contract with the New Hampshire Juvenile Court Diversion Network to provide youth activities for the community's 14-16 year old population. The sum will be divided over the two year contract with Thirteen Thousand Five Hundred Dollars (\$13,500.00) being spent in Fiscal Year 2017 and Eleven Thousand Six Hundred Seventy Dollars (\$11,670.00) being spent in Fiscal Year 2018. The entire amount of the supplemental appropriation shall be derived from the Governor's Commission Alcohol Fund Grant.

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 account(s) as necessary to which said sums shall be recorded.

CC FY17 04-04 AB 155



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3/30/17

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.

AB 155

AGENDA SUBJECT

Seeking permission from Council to enter into a subcontract with the NH Juvenile Court Diversion Network and to accept the funding.

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☒ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	April 4, 2017 meeting		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	3/7/17		
ATTACHMENTS	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	8

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signed by Blaine Cox on behalf of City Manager
CITY MANAGER	Signed by Roland Connors on behalf of Deputy City Manager

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	State Governor's Commission Alcohol Fund Grant
ACCOUNT NUMBER	TBD
AMOUNT	\$25,170.00
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Seeking permission from Council to enter into a two-year subcontract with the NH Juvenile Court Diversion Network and to accept funding in the amount of \$25,170.00.

FY 17 funding - \$13,500

FY18 funding - \$11,670

The passing of Senate Bill 533 allocated funds to assist Accredited Juvenile Court Diversion Programs in broadening outreach efforts. The City of Rochester's Juvenile Court Diversion program is one of 16 programs in the State actively serving youth. The State is looking to provide programs with the needed resources to help conduct outreach activities to area law enforcement. We will share results of recidivism and study effectiveness to help develop much-needed programming in Strafford County.

We will use this funding for prevention programming during the Summer Teen Travel Camp; an extension of the Rochester Teen Night program. Summer Teen Travel camp is currently funded via a Safe Schools Healthy Students grant. Those funds are due to expire.

Access to these funds being sought through this subcontracted partnership are significant for covering the cost of youth activities and expenses incurred in providing a unique opportunity not afforded anywhere in our community for the 14-16 year old population, which puts them at risk during the summer months for delinquency and substance use.

Our Diversion program will utilize an evidence-based practice known as SBIRT to enhance already existing practices to identify and address alcohol and other drug misuse early on. These funds will be used to help strengthen existing Teen Programming and allow for our Juvenile Diversion program to participate in data collection that is already being done at the State level, such data to be used in national conversations on the use of SBIRT in juvenile justice. NH is one of the first States to participate in this level of screening and intervention.

RECOMMENDED ACTION

Allow the Police Department to accept the funds awarded to us through the NH Juvenile Court Diversion Network.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Seeking permission from Council to enter into a subcontract with the NH Juvenile Court Diversion Network and to accept the funding.

Date: 3/7/17

Fiscal Year: FY17

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	TBD	TBD	TBD	-	\$25,170.00	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD	TBD	-	\$25,170.00	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # 07-989-9350

CFDA # N/A

Grant # SS-2017-BDAS-03-COURT

Grant Period: From 11/18/2016
To 06/30/2018

If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced ☐Funds will be returned ☐

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3/30/17

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.

AB 155

AGENDA SUBJECT

Seeking permission from Council to enter into a subcontract with the NH Juvenile Court Diversion Network and to accept the funding.

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☒ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	April 4, 2017 meeting		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	3/7/17		
ATTACHMENTS	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	8

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	Signed by Blaine Cox on behalf of City Manager
CITY MANAGER	Signed by Roland Connors on behalf of Deputy City Manager

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	State Governor's Commission Alcohol Fund Grant
ACCOUNT NUMBER	TBD
AMOUNT	\$25,170.00
APPROPRIATION REQUIRED	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

LEGAL AUTHORITY

Council action required.

SUMMARY STATEMENT

Seeking permission from Council to enter into a two-year subcontract with the NH Juvenile Court Diversion Network and to accept funding in the amount of \$25,170.00.

FY 17 funding - \$13,500

FY18 funding - \$11,670

The passing of Senate Bill 533 allocated funds to assist Accredited Juvenile Court Diversion Programs in broadening outreach efforts. The City of Rochester's Juvenile Court Diversion program is one of 16 programs in the State actively serving youth. The State is looking to provide programs with the needed resources to help conduct outreach activities to area law enforcement. We will share results of recidivism and study effectiveness to help develop much-needed programming in Strafford County.

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Access to these funds being sought through this subcontracted partnership are significant for covering the cost of youth activities and expenses incurred in providing a unique opportunity not afforded anywhere in our community for the 14-16 year old population, which puts them at risk during the summer months for delinquency and substance use.

Our Diversion program will utilize an evidence-based practice known as SBIRT to enhance already existing practices to identify and address alcohol and other drug misuse early on. These funds will be used to help strengthen existing Teen Programming and allow for our Juvenile Diversion program to participate in data collection that is already being done at the State level, such data to be used in national conversations on the use of SBIRT in juvenile justice. NH is one of the first States to participate in this level of screening and intervention.

RECOMMENDED ACTION

Allow the Police Department to accept the funds awarded to us through the NH Juvenile Court Diversion Network.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Seeking permission from Council to enter into a subcontract with the NH Juvenile Court Diversion Network and to accept the funding.

Date: 3/7/17

Fiscal Year: FY17

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	TBD	TBD	TBD	-	\$25,170.00 -	-
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD	TBD	-	\$25,170.00 -	-
2				-	-	-
3				-	-	-
4				-	-	-

DUNS # 07-989-9350

CFDA # N/A

Grant # SS-2017-BDAS-03-COURT

Grant Period: From 11/18/2016
To 06/30/2018

If de-authorizing Grant Funding appropriations: (select one)

Reimbursement Request will be reduced ☐Funds will be returned ☐

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RESOLUTION
APPROVING A NEW HAMPSHIRE MUNICIPAL TECHNICAL ASSISTANCE GRANT
APPLICATION TO PLAN NH

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

I. That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, approve the submission of a grant application in an amount up to \$12,500.00, including \$2,500 in local cash matching funds, to Plan NH in order to fund a consultant to study the impact of the City of Rochester's current zoning ordinances on downtown development and how the current ordinances can be revised to increase density in the downtown region and encourage a wider variety and more affordable housing developments.

CC FY 17 04-04 AB 157

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3/30/17

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

NH Municipal Technical Assistance Grant Application

COUNCIL ACTION ITEM ☒
INFORMATION ONLY ☐FUNDING REQUIRED? YES ☒ NO ☐
* IF YES ATTACH A FUNDING RESOLUTION FORMRESOLUTION REQUIRED? YES ☒ NO ☐FUNDING RESOLUTION FORM? YES ☒ NO ☐

AGENDA DATE	April 4, 2017		
DEPT. HEAD SIGNATURE	Karen Pollard, on file		
DATE SUBMITTED	March 30, 2017		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	Plan NH
ACCOUNT NUMBER	TBD
AMOUNT	\$10,000 (Plan NH) / \$2,500 (local match)
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Charter, Section 4.

SUMMARY STATEMENT

This grant application requests funds, through Plan NH's Municipal Technical Assistance Grant program, to fund a consultant to study the impact of the City of Rochester's current zoning ordinances on downtown development and how the current ordinances can be revised to increase density in the downtown region and encourage a wider variety and more affordable housing developments. A 25% cash match is required. The deadline for the application is April 5, 2017.

RECOMMENDED ACTION

Approve the submittal of a grant application requesting funding in the amount of \$12,500 (\$10,000 grant / \$2,500 cash match).

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	NEW			-	-	-
2				-	-	-
3				-	-	-
4				-	-	-

Appropriation

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD		-	10,000 -	2,500 -
2				-	-	-
3				-	-	-
4				-	-	-

Revenue

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1	TBD	TBD		-	10,000 -	2,500 -
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