



**Regular City Council Meeting  
March 3, 2020  
Council Chambers  
7:00 PM**

- 1. Call to Order**
- 2. Opening Prayer**
- 3. Pledge of Allegiance**
- 4. Roll Call**
- 5. Acceptance of Minutes**
  - 5.1 Regular City Council Meeting: February 4, 2020  
*consideration for approval***
- 6. Communications from the City Manager**
  - 6.1 Employee of the Month Award**
  - 6.2 City Manager's Report**
  - 6.3 No-Fee ID Waiver and Policy**
- 7. Communications from the Mayor**
  - 7.1. 2020 Census Information**
- 8. Presentation of Petitions and Council Correspondence**
  - 8.1. Proposed Amendment to Chapter 223.15 of the General Ordinances of the City of Rochester**
- 9. Nominations, Appointments, Resignations, and Elections**
  - 9.1. *Appointment:* Jennifer Mutolo – Supervisor of the Checklist Ward 2**

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**9.2. Appointment:** Thomas G. Evans – Selectman Ward 3

**10. Reports of Committees**

**10.1 Appointments Committee**

**10.1.1 Appointment:** Jamie Kinsley – Arts & Culture Commission (new member) term to expire 7/12/2020

**10.1.2 Appointment:** Peter Bruckner – Planning Board Alternate (new member) term to expire 1/2/2022

**10.1.3 Appointment:** Sarah Elizabeth Duclus – Arts & Culture Commission (new member) term to expire 7/1/2020

**10.1.4 Reappointment:** Whitney Belton – Rochester Economic Development Commission term to expire 1/2/2023

**10.1.5 Reappointment:** Daniel Nickerson – Conservation Commission, term to expire 1/2/2023

**10.1.6 Reappointment:** Pamela Hubbard – Library Trustee Ward 5, term to expire 1/2/2023

**10.1.7 Reappointment:** Paul T. Roberts – Recreation & Arena Commission, term to expire 1/2/2023

**10.1.8 Reappointment:** Joan C. Strogen – Recreation & Arena Commission, term to expire 1/2/2023

**10.1.9 Reappointment:** Mark Collopy – Planning Board, term to expire 1/2/2023

**10.2 Community Development Committee**

**10.3 Fidelity Committee**

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## 10.4 Finance Committee

- 10.4.1 Resolution Authorizing Waiver of Municipal Registration Fees for Applicants Qualifying under RSA 261:86 Special Number Plates for Certain Veterans *first reading, consideration for second reading and adoption*
- 10.4.2 **Committee Recommendation:** To use Unexpected Appropriations in the Police Department FY20 budget for purchase of office furnishings in the Detective Division in an amount of \$51,000 *motion to approve*
- 10.4.3 Resolution Authorizing Supplemental Appropriation in the Amount of \$100,000 to the Assessing Department's FY20 Operating Budget for the Purchase of Assessing Software *first reading and refer to public hearing*

## 10.5 Public Safety

- 10.5.1 **Committee Recommendation:** To install 2 "chevron" signs at the corner near the driveway of 161 Chesley Hill Road at the discretion of DPW *consideration for approval*
- 10.5.2 **Committee Recommendation:** To place a "left turn yield on green" sign on the mast arm facing Old Dover Road *consideration for approval*
- 10.5.3 **Committee Recommendation:** To install overhead streetlights and crosswalk signs with rectangular rapid flashing beacons at the North Main Street Crosswalk in an amount of \$50,000 *consideration for approval*
- 10.5.4 **Committee Recommendation:** To place a "no parking here to corner" sign at the corner of South Main Street in front of the China Palace

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at the discretion of DPW *consideration for approval*

**10.6 Public Works**

**11. Old Business**

- 11.1 Resolution Authorizing the Rochester Police Department (RPD) to accept a \$27,693.00 United States Department of Justice (USDOJ) Justice Assistance Grant (JAG) *first reading, consideration for second reading and adoption***

**12. Consent Calendar**

- 12.1 Resolution Deauthorizing \$8,841.90 in funding related to the FY2020 Granite Shield Grant Funds *first reading, consideration for second reading and adoption***

**13. New Business**

- 13.1 Resolution Granting Community Revitalization Tax Relief to the Property Located at 28 North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project *first reading and refer to public hearing***
- 13.2 Resolution Authorizing Acceptance of Granite Shield 2020 Substance Abuse Reduction Initiative Grant in the amount of \$15,000.00 and Supplemental Appropriation in Connection Therewith *first reading, consideration for second reading and adoption***
- 13.3 Resolution Authorization Supplemental Appropriation in the Amount of \$10,000.00 to the Recreation Department General Donation Fund *first reading, consideration for second reading and adoption***
- 13.4 Resolution Accepting Donation from St. Anselm College to the Recreation and Arena Department and Supplemental Appropriation in the Amount of \$500.00 *first reading, consideration for second reading and adoption***

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- 13.5 Resolution Authorizing the Acceptance of a \$5,500 Grant by the Rochester Police Department (RPD) and Supplemental Appropriation in Connection Therewith *first reading, consideration for second reading and adoption***
- 13.6 Resolution Authorizing Acceptance and Appropriation of Victims of Crime Act (VOCA) Grant Award for FY 2021 *first reading, consideration for second reading and adoption***
- 13.7 Resolution Authorizing Transfer from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund in the amount of \$1,664,787.00 *first reading and refer to a public hearing***
- 13.8 Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 to the Department of Public Works (DPW) Sewer Capital Improvements Plan (CIP) Fund for NPDES Permit Technical and Legal Assistance in an amount not to exceed \$300,000 *first reading and refer to public hearing***
- 13.9 Resolution Authorizing the Issuance of Refunding Bonds in Accordance with RSA 33:3-d *first reading and refer to public hearing***
- 14. Other**
- 15. Non-Public/Non-Meeting**
  - 15.1 Non-Public Session – Land, RSA 91-A:3, II (d)**
- 16. Adjournment**

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**Regular City Council Meeting  
February 4, 2020  
Council Chambers  
7:00 PM**

**COUNCILORS PRESENT**

Councilor Abbott  
Councilor Belken  
Councilor Bogan  
Councilor Gray  
Councilor Hainey  
Councilor Hamman  
Councilor Hutchinson  
Councilor Lachance  
Councilor Lachapelle  
Councilor Rice  
Councilor Walker  
Deputy Mayor Lauterborn  
Mayor McCarley

**OTHERS PRESENT**

Blaine Cox, City Manager  
Katie Ambrose, Deputy City Manager  
Terence O'Rourke, City Attorney  
Fire Chief Klose  
Samuel Morrill, Firefighter  
Commissioner Nourse

**COUNCILORS EXCUSED/ABSENT**

Councilor Abbott

**Minutes**

**1. Call to Order**

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

**2. Opening Prayer**

Mayor McCarley called for a moment of silence.

**3. Pledge of Allegiance**

Mayor McCarley led the Pledge of Allegiance.

**4. Roll Call**

Kelly Walters, City Clerk, took a roll call. All Council members were present.

## **5. Acceptance of Minutes**

### **5.1 Regular City Council Meeting: January 4, 2020 *consideration for approval***

Councilor Walker **MOVED** to **ACCEPT** the Regular City Council meeting minutes of January 4, 2020. Councilor Lachapelle 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 Cox invited Mark Klose, Fire Chief and Samuel Morrill, Firefighter to come forward. City Manager Cox said Mr. Morrill saved the City thousands of dollars by organizing and constructing a “gear dryer” in order to reduce the exposure to containments and carcinogens to all firefighters. City Manager Cox said Mr. Morrill has been selected as the Employee of the Month for February.

### **6.2 City Manager’s Report**

City Manager Cox announced the following vacancies to the local City’s Boards and Commissions:

- **Arts & Culture Commission**
  - 1 Vacancy (Education Community Representative)  
*Applicant Pending*
- **Board of Assessors**
  - 1 Vacancy (Regular Position)
- **Conservation Commission**
  - 1 Alternate Member
- **Historic District Commission**
  - 1 Alternate Position
- **Planning Board**
  - 1 Vacancy (Regular Member) *Pending Applicants*
  - 2 Alternate Vacancies
- **Recreation and Arena Commission**
  - 1 Vacancy
- **Strafford Regional Planning Commission**
  - 1 Vacancy
- **Trustees of the Trust Fund**
  - 2 Regular Positions
- **Zoning Board of Adjustment**



- 1 Vacancy *Pending Applicants*
- 1 Alternate Vacancy

The City Manager's Report is as follows:

**Contracts and Documents Executed Since Last Month:**

- **City Manager's Office**
  - City Council Chambers Rental Agreement – Sole City Dance
- **Department of Public Works**
  - DHHS Lease Extension amendment
  - Hoyle Tanner – Portland Street Culvert replacement project amendment
  - Hutter Construction – notice to proceed – DPW Facility
  - Methuen Construction Change Order 1 – WWTP Biosolids & Carbon Storage facility project
  - Old Landfill Groundwater Permit Management Contract
  - Wright Pierce – Water Plant Attenuation Tank Design Proposal
  - Weston Sampson Temporary Engineering Assistance Amendment 3
  - Wastewater Treatment Facility Septage Receiving Facility Contract
  - Wastewater Treatment Facility Water System Upgrade Contract
  - Apex Construction River Street Pump Station Notice to Proceed
- **Economic Development Department**
  - CDBG – Cap Weatherization – heater furnace replacement for 5 manufactured homes
  - CDBG – Cap Weatherization – replace oil heater with propane heater
  - CDBG – Cap Weatherization – 3 single family homes weatherization review
  - CDBG – Cap Weatherization – weatherization retrofit for manufactured home
  - Dirigo Contract Proposal – Owner Project Management for LDI Project
  - CDBG – Environmental Phase I Review & Update - Consent for Access to Scenic Theater and Salinger Buildings
  - NEP Marketing Contract
  - Prep Partners P&S GSBP Land Purchase
- **Finance Department**

- Town of Milton MOU
- **Legal Department**
  - Sale of 0 Dora Dr – proceeds to owner
  - Letter of Support – Woodsville Rochester Hydro Associates
- **Planning**
  - Downtown Master Plan Chapter – Contract Extension
- **Recreation & Arena Department**
  - Ice Rates 2020-2021
  - Program Fee Adjustment

**Other Documents:**

- State of NH – Department of Transportation – Rt. 11 left turn lane project from Two Rod Rd to Farmington town line

**Computer Lease/Purchase or Tuition Reimbursement Requests:**

- Deluca, A - Police

**Standard Reports:**

- Monthly Overnight Travel Summary
- Permission & Permits Issued
- Personnel Action Report Summary

Councilor Lauterborn questioned the proposed new fee schedule, for the Recreation Department, as outlined on page 72 of the City Council packet. She said it seems that residents and non-residents are being charged the same fee for all activities. She questions if Rochester residents, exclusively, are permitted to attend such activities. If activities are open to non-residents should the price for Rochester residents be reduced? Councilor Gray pointed out that some of the fees have an asterisk next to them; however, the asterisks are not referenced anywhere on the page. City Manager Cox agreed to check into the matter and report back to the City Council.

Councilor Lauterborn referred to the Ice Rates for 2020-2021 found on page 70 of the City Council packet. She said it states the following: "The Arena Fund is a special revenue fund that must generate revenues that are sufficient to sustain the annual operating cost". Councilor Lauterborn recalled that it was discovered a few years ago that this is not the case and the City Council did chose, at one time, to subsidize this account. City Manager Cox agreed and said it was changed to a special revenue funding with the understanding that the General Fund would only be utilized to support CIP projects and the Arena operating budget would remain self-supporting.

Councilor Lauterborn suggested that the City might want to consider

charging an increased fee to non-residents for such activities offered through the Recreation and Arena Departments. City Manager Cox agreed to seek additional information from the Recreation and Arena Director about the matter and report back to the City Council.

Councilor Lauterborn referred to page 74 of the City Council packet. She said this is relative to a notification received from the State about the two-way left turn lane on NH Route 11, starting at the NH 11/Two Rod Road intersection (Tractor Supply Company); however, the notice indicates that construction was to begin in the summer of 2019 and to be completed in the Fall of 2020. She questioned the dates referred to in the letter and if they were correct or not. Commissioner Nourse said the design work had been completed last summer as indicated in the letter and the project is on point to be completed by this Fall. Councilor Lachance said they are essentially using the same lanes (pavement width); however, the lanes would be restriped.

## **7. Communications from the Mayor**

Mayor McCarley announced that Election workers are needed for the Ward 2 polling location. Councilor Gray encouraged City Councilors to assist because their name would not appear on the ballot for this election.

### **7.1 Council Recognitions**

Mayor McCarley invited former City Councilors, Sandra Keans, Ralph Torr, and Raymond Varney to step forward to be recognized. She said there is just about a combined 70 years of elected office amongst the three of these individuals. She said these individuals assisted in many of the City's fundraising and other events such as the Lilac City Family Festival, the Opera House events, and much more. Mayor McCarley thanked each one of them and presented each with a commemorative clock for their dedicated years of service.

## **8. Presentation of Petitions and Council Correspondence**

### **8.1 *Petition: Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Temporary Use Shelters first reading, motion to accept, amend or reject, and referral to Planning Board***

Mayor McCarley thanked Councilor Hutchinson for working on an amendment to provide guidelines regarding the use of a temporary shelter. She noted that if there are to be any changes to this amendment they would need to be made now, prior to sending the document over to the Planning Board.

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

**Amendment to Chapter 275 of the General Ordinances of the City of Rochester Regarding Temporary Use Shelters**

**THE CITY OF ROCHESTER ORDAINS:**

That Chapter 275 of the General Ordinances of the City of Rochester and currently before the Rochester City Council, be amended as follows:

§275-2.2 Definitions shall be amended to add the following definition:

**TEMPORARY USE SHELTER**

A structure whose primary use is for something other than sheltering services which, however, from time to time may provide the same services as a Shelter for no more than fifteen (15) total days between November 1<sup>st</sup> and March 31<sup>st</sup>. Any such use exceeding fifteen (15) days shall result in the facility being reclassified as a Shelter.

Table 18-B shall be amended to add the use Temporary Use Shelter as follows:

Permitted: Highway Commercial Zone

Special Exception: Downtown Commercial Zone (DC), Office Commercial Zone (OC), General Industrial Zone (GI), Recycling Industrial Zone (RI), and Hospital Special Zone (HS)

**These amendments shall take effect upon passage.**

Councilor Lachapelle **MOVED** to **ACCEPT** the Amendment. Councilor Walker seconded the motion.

Councilor Lauterborn asked if the final draft is different than what had been submitted in writing by Councilor Hutchinson (petition). Mayor McCarley replied yes, the Fire Chief and City Attorney made some edits. The revised version is what is being presented to the City Council this evening in the form of an Amendment to the Ordinances. Councilor Lauterborn wished to confirm that the shelter could be open for up to 15 days. Mayor McCarley replied yes.

Councilor Lauterborn noticed that the only request not included in this Amendment is the fact that the warming center application is now limited to certain times of the year. She said rather than an opportunity to be open anytime during the 365 days per year, it has been reduced to days between November 1<sup>st</sup> and March 31<sup>st</sup>. City Attorney O'Rourke said that is correct. The applications could be accepted for no more than fifteen (15) total days between November 1<sup>st</sup> and March 31<sup>st</sup>. Any such use exceeding fifteen (15) days shall result in the facility being reclassified as a Shelter.

Councilor Abbott questioned if the temporary warming center would only be permitted in the Highway Commercial Zones. Attorney O'Rourke said that essentially, this is a "new" use classification in the ordinances and it is in-line with what the City currently allows for any homeless shelter. The warming center would also be allowed in other zones by way of submitting an application for a special exception. Once a special exemption is granted one time, it can easily be obtained again.

Councilor Lachance asked Councilor Hutchinson a question regarding the limit of fifteen days per season. He asked if fifteen days would be enough time per season to open up a temporary warming center. Councilor Hutchinson replied fifteen days is enough at one time; however, it does not seem to be enough for an entire season. This is a good compromise to get an amendment passed as part of a first step. He added, that it is hoped that the Amendment could be expanded upon later and the City could do more in the long term. He said additionally, it is hoped that such warming centers could be opened for heat-related emergencies in the summer months as well.

Councilor Rice asked about the time involved with the application approval for an applicant applying to open up a temporary warming center. City Attorney O'Rourke said this would be considered a permit (Special Weather Event Permit) obtained through the City Manager's office/Licensing Board and the turnaround is fairly quick. He said prior to obtaining the permit, an applicant would file paperwork through the Planning Department, which could be obtained prior to any such emergency taking place.

Councilor Gray asked if the applicants would be required to meet the five criteria of the zoning variance. City Attorney O'Rourke replied no, because this would be categorized as a special exception. He added that special exemptions must follow a different set of criteria. Councilor Gray requested to have that information provided to the City Council.

Councilor Lauterborn questioned the language in the ordinances that states if the temporary shelter goes beyond fifteen days, the facility would be reclassified as a warming center. She asked if the meaning "shelter" is from our

City Ordinances or from a State RSA. City Attorney O'Rourke said the City's Zoning Ordinance already defines the classification of a shelter. The City Council briefly discussed the matter. It was determined that once a facility received the special exception to open a warming center it could be utilized each year for up to fifteen days. It was thought that different facilities would take turns hosting the warming center.

Councilor Abbott had questions about the warming centers and the standard requirements that must be met to open such center. Chief Klose said the State Fire Marshal has provided a detailed bulletin with the minimum standards which must be met to open a warming center.

The **MOTION CARRIED** to **ACCEPT** the Amendment. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Lachapelle **MOVED** to refer the Amendment to the Planning Board. Councilor Belken seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

## **9. Nominations, Appointments, Resignations, and Elections**

### **9.1. Resignation: Timothy Roberts – Recreation & Arena Commission**

Councilor Lachance **MOVED** to **ACCEPT** the resignation, with regret, of Timothy Roberts, who served as a member of the Recreation and Arena Commission. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

### **9.2. Resignation: Timothy Murray – Arts & Culture Commission**

Councilor Lachance **MOVED** to **ACCEPT** the resignation, with regret, of Timothy Murray, who served as a member of the Arts and Culture Commission. Councilor Lachapelle seconded the motion. The Motion Carried by a unanimous voice vote.

### **9.3. Mayoral Appointment: Douglas Lachance – Recreation & Arena Commission, Council Representative**

Mayor McCarley nominated Douglas Lachance to be appointed as a City Council Representative to the Recreation and Arena Commission. Councilor Lachapelle **MOVED** that nominations cease and that the Clerk cast one ballot for Mr. Lachance. Councilor Walker seconded the motion. The **MOTION**

**CARRIED** by a unanimous voice vote.

## **10. Reports of Committees**

### **10.1 Community Development Committee**

Councilor Lauterborn said the Committee met twice in January. She said one meeting was focused on the 79-E application of 10 South Main Street, which was an on-site tour. The Committee voted to recommend that the City Council approve the 79-E application for 10 South Main Street and that the full seven-year period requested be granted. This matter will be discussed further under New Business.

Councilor Lauterborn said the other meeting was held to meet with social service agencies. She said last year there were so many social service applicants requesting CDBG funding that the Committee felt it would be better to divide the number of applicants into two meetings. Another meeting is scheduled for February 10, 2020.

### **10.2 CTE Joint Building Committee**

Councilor Gray gave the City Council a brief overview of the CTE Joint Building Committee budget and said there is approximately \$243,000 in contingency funds remaining. The playground equipment is not arriving until spring and will not likely be installed until June. At that time, the Committee is likely to meet in June to wrap up the financial aspect of the project.

Mayor McCarley said the grand opening ceremony was a great success and the building looks amazing.

Councilor Gray mentioned that the CTE Café is now open to the public. Mayor McCarley added that the bank located in the front of the building is also open.

### **10.3 Fidelity Committee**

Councilor Hutchinson announced that the next Fidelity Committee meeting is to be held on Thursday, February 13, 2020, at 6:00 PM, in the Somersworth Middle School. At that meeting, a presentation will be given on LEAD (Law Enforcement Assisted Diversion). He said information about the last meeting can be found in the City Council packet.

### **10.4 Public Safety**

**10.4.1 Committee Recommendation: To have the DPW put up signs purchased by the Crime Line consideration for approval**

Councilor Hamman said that members of the Crime Line have requested to erect about 10 signs throughout the City. Councilor Hamman **MOVED** to **APPROVE** the Committee Recommendation to have the DPW erect signs (Crime Line) which would be purchased by the Crime Line. Councilor Lauterborn questioned what the signs would look like. Councilor Lachapelle said the signs would be approximately 12 inches by 6 to 8 inches. They would list the Crime Line Phone number. Councilor Lauterborn spoke against the motion because she felt the City currently has a proliferation of signs in this community and it does not seem necessary to clutter up the City with more signs. Councilor Lachapelle said that he initially had the same feeling; however, these signs will not be posted solely on their own but posted next to or just beneath existing signs. He added that these signs would be strategically placed in areas of the City where crime is at higher rates. Chief Toussaint agreed with statements made from Councilor Lachapelle. He said the signs would give the Crime Line phone number, and offer rewards, as does the writing on the back of the City's police cruisers. The **MOTION CARRIED** by a majority voice vote.

Councilor Hamman announced that the next meeting is scheduled for February 19, 2020. He added that the new start time for the Public Safety Committee meetings will be at 6:00 PM.

**10.5 Public Works**

**10.5.1 Committee Recommendation: To recommend that the full City Council approve the sidewalks in the East Rochester area for the sidewalk replacement funds consideration for approval**

Councilor Walker **MOVED** to **APPROVE** the Committee Recommendation to approve the sidewalks replacement funds for the coming year which would focus on the East Rochester area. Councilor Belken seconded the motion. Councilor Walker told the Council that the Committee felt that it would be fiscally responsible to focus on one area of the City at a time. He added that next round would focus on Gear Road Gonic (Ward 3). The **MOTION CARRIED** by a unanimous voice vote.

**11. Old Business**

**11.1 Resolution Granting Community Revitalization Tax Relief**



**to the Property Located at 10 South Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project *second reading and consideration for adoption***

Councilor Lachapelle **MOVED** to read the resolution for a second time by title only. Councilor Walker 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 Granting Community Revitalization Tax Relief to the Property Located at 10 South Main Street Under the Provisions of RSA 79-E in Connection with a Proposed Rehabilitation Project**

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

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

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

**Whereas**, the 10 South Main Street, LLC, owner of the so-called 10 South Main Street in downtown Rochester, is desirous of making use of the benefits of RSA Chapter 79-E and it has, therefore, proposed a substantial rehabilitation project with respect to the structure located upon the so-called 10 South Main Street; and

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

**Now, Therefore**, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby make the following findings and determinations with respect to the proposed substantial rehabilitation proposal for the so-called 10 South Main Street property contemplated by the owner's Community Revitalization Tax Relief Application dated December 16, 2019, to wit:

(1) Any tax relief under the provisions of RSA Chapter 79-E or this resolution that is to be accorded with respect to the so-called 10 South Main Street property project shall be accorded only after the property owner grants to the City a covenant pursuant to the provisions of RSA 79-E:8 ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and in accordance with the requirements of RSA 79-E:8; and

(2) The Mayor and City Council find public benefits under RSA 79-E:7 in the proposed revitalization project proposed with respect to the so-called 10 South Main Street property project; and

(3) The proposed substantial rehabilitation project with respect to the aforesaid 10 South Main Street provides the following public benefits to downtown Rochester:

I. It enhances the economic vitality of the downtown;

II. It enhances and improves a structure that is culturally and historically important on a local level, within the context of the City's Historic District and the City center in which the building is located;

III. It promotes development of downtown Rochester, providing for efficiency, safety, and a greater sense of community, consistent with RSA 9-B; and

IV. It increases the availability of residential housing in the urban center.

(4) The specific public benefit is preserved through a covenant under RSA 79-E:8 if the project is implemented consistent with (a) the aforementioned application; (b) compliance with the recommendation to the City Council approved by the Community Development Committee on December 17, 2019; (c) the terms of this resolution; and (d) any other applicable requirements of Chapter 79-E; and

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

**Furthermore**, as a result of making such determinations and findings, and subject to the owner's compliance therewith, and with the provisions of RSA Chapter 79-E, the Mayor and City Council hereby grant the requested tax relief for a period of seven (7) years beginning with the completion of the substantial rehabilitation of the structure upon the so-called 10 South Main Street property.

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Walker asked if the term on this tax relief would be for seven years. Mayor McCarley replied seven years is correct and that is what is being recommended by the Community Development Committee. The **MOTION CARRIED** by a unanimous voice vote.

**11.2 Resolution Authorizing Certain Renumbering on Milton Road *second reading and consideration for adoption***

Councilor Lachapelle **MOVED** to read the resolution for a second time by title only. Councilor Walker 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 Certain Renumbering on Milton Road**

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

That the following addresses on Milton Road will be renumbered as follows:  
66 Milton Road becomes 68 Milton Road

68 Milton Road becomes 70 Milton Road  
70 Milton Road becomes 72 Milton Road

These changes are made in order to be in compliance with the standards articulated by the National Emergency Number Association and RSA 231:133 and 133-a.

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

**11.3 Supplemental Appropriation to the Rochester School Department in the amount of \$1,336,000.00 *Motion to Clarify Prior Authorization***

Councilor Lachapelle **MOVED** to **CLARIFY PRIOR AUTHORIZATION** of this resolution. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley said this motion was needed to clarify the amount of money being authorized as follows:

**Supplemental Appropriation to the Rochester School Department in  
the amount of \$1,336,000.00**

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

That the amount of One Million Three Hundred Thirty Six Thousand Dollars (\$1,336,000.00) is hereby appropriated as a supplemental appropriation to the Rochester School Department for the purpose of paying costs associated with unanticipated special education costs. The funding for this supplemental appropriation shall be derived from the following two sources:

- \$1,038,000.00 from the General Fund Unassigned Fund Balance
- \$298,000.00 from additional anticipated State Education Aid

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

**12. Consent Calendar**

**12.1 Resolution Deauthorizing Bonding Authority in the  
Amount of \$71,420.00 for the City Hall Bathroom  
Renovation Project *first reading, consideration for second  
reading and adoption***

Councilor Lauterborn **MOVED** to **ACCEPT** the Consent Calendar. Councilor Rice seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**Resolution Deauthorizing Bonding Authority in the Amount of  
\$71,420.00 for the City Hall Bathroom Renovation Project**

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

In accordance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter, the Mayor and City Council of the City Rochester, hereby withdraw borrowing authority in the amount of Seventy One Thousand Four Hundred Twenty Dollars (\$71,420.00) from the FY2018 CIP budget and the FY2019 budget for the so-called City Hall Bathroom Renovation Project.

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.

**12.2 Resolution Deauthorizing Bonding Authority in the Amount of \$16,337.87 for the Franklin Street-Adams Street Improvements Project *first reading, consideration for second reading and adoption***

Councilor Lachapelle **MOVED** to read the resolution for a first time by title only. Councilor Walker 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 Bonding Authority in the Amount of \$16,337.87 for the Franklin Street-Adams Street Improvements Project**

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

In accordance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter, the Mayor and City Council of the City Rochester, hereby withdraw borrowing authority in the amount of Sixteen Thousand Three Hundred Thirty Seven and 87/100 Dollars (\$16,337.87) from the General Fund CIP budget for the so-called Franklin Street-Adams Street Improvements Project.

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.

**13. New Business**

**13.1 Resolution Changing Funding Source of \$104,992.77 Appropriated for the Strafford Square Project from Borrowing to New Hampshire Department of Transportation (NHDOT) Grant *first reading, consideration for second reading and adoption***

Councilor Lachapelle **MOVED** to read the resolution for a first time by title only. Councilor Walker 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 Changing Funding Source of \$104, 992.77 Appropriated for the Strafford Square Project from Borrowing to New Hampshire Department of Transportation (NHDOT) Grant**

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

**WHEREAS**, by virtue of various resolutions adopted by the Mayor and City Council of the City of Rochester, the Mayor and City Council appropriated the sum of Five Hundred Thousand Dollars (\$500,000.00) to the FY2015 CIP to fund the so-called Strafford Square Project; and

**WHEREAS**, the Mayor and City Council of the City of Rochester have determined that the best interests of the City are served by changing the funding source for One Hundred Four Thousand Nine Hundred Ninety Two and 77/100 Dollars (\$104,992.77) of the previous appropriation from Borrowing to a NHDOT Grant received by the City;

**NOW THEREFORE**, the Mayor and City Council of the City of Rochester, by adoption of this Resolution, hereby change the funding source for the Strafford Square Project in the amount reference above from Borrowing to NHDOT Grant.

**FURTHER**, in accordance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter, the Mayor and City Council of the City Rochester, hereby withdraw borrowing authority in the amount of One Hundred Four Thousand Nine Hundred Ninety Two and 77/100 Dollars (\$104,992.77).

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Hainey said this project was approved in 2015 and questioned why this took so long to get to this point. Councilor

Walker replied that the State moves slowly on projects of this size. Councilor Rice questioned when the project would be started. Commissioner Nourse said it is hoped that the project/construction would start this year. He added that it is a two-year construction project and gave details of how the project would be divided up into the two years. He said it has been a complex start to the project because there are at least 30 abutters; however, he is hopeful that the project would start in this calendar year.

Councilor Belken asked for clarification if this resolution represents the amount of money that the City is essentially saving on this project due to the grant award from the State. Mayor McCarley replied that is correct. Mayor McCarley called for a vote on the motion. The **MOTION CARRIED** by a unanimous voice vote.

**13.2 Resolution authorizing acceptance of JAG funding in the amount of \$27,693.00 *first reading, consideration for second reading and adoption***

Councilor Lachapelle **MOVED** to read the resolution for a first time by title only. Councilor Walker 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 the Rochester Police Department (RPD) to accept a \$27,693.00 United States Department of Justice (USDJ) Justice Assistance Grant (JAG)**

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

That the RPD is hereby authorized to accept a Twenty Seven Thousand Six Hundred Ninety Three Dollars (\$27,693.00) USDJ JAG Grant which the Council had previously authorized the RPD to apply for.

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.

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

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

Councilor Lachance **MOVED** to **AMEND** the resolution title as follows:

**Resolution Authorizing the Rochester Police Department (RPD) to accept and the City Council to Appropriate to the Police Department Budget a \$27,693.00 United States Department of Justice (USDOJ) Justice Assistance Grant (JAG)**

Councilor Lachapelle seconded the motion. The **MOTION CARRIED** to **AMEND** the title of the Resolution.

Mayor McCarley called for a vote on the motion as amended. The **MOTION CARRIED** as **AMENDED** by a unanimous voice vote. The resolution is amended as follows:

**Resolution Authorizing the Rochester Police Department (RPD) to accept and the City Council to Appropriate to the Police Department Budget a \$27,693.00 United States Department of Justice (USDOJ) Justice Assistance Grant (JAG)**

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

That the RPD is hereby authorized to accept a Twenty Seven Thousand Six Hundred Ninety Three Dollars (\$27,693.00) USDOJ JAG Grant which the Council had previously authorized the RPD to apply for.

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.

**13.3 Resolution Authorizing Acceptance of State Forfeiture Funds in the amount of \$1,348.36 *first reading, consideration for second reading and adoption***

Councilor Lachapelle **MOVED** to read the resolution for a first time by title only. Councilor Walker 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 \$1,348.36 from  
the State of New Hampshire**

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

That One Thousand Three Hundred Forty Eight and 36/100 Dollars (~~\$463.14~~) (\$1,348.36) is hereby accepted from the State of New Hampshire as part of State forfeiture funds due to the Rochester Police Department.

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.

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

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

Councilor Lachance **MOVED** to **AMEND** the resolution as follows:

**Resolution Authorizing Acceptance and City Council to Appropriate to  
the Police Department Budget the Sum of \$1,348.36 from  
the State of New Hampshire**

(~~\$463.14~~) (\$1,348.36)

Councilor Lachapelle seconded the motion. The **MOTION CARRIED** to **AMEND** the Resolution.

Mayor McCarley called for a vote on the motion to adopt as amended. The **MOTION CARRIED** as **AMENDED** by a unanimous voice vote. The resolution as amended is as follows:

**Resolution Authorizing Acceptance and City Council to Appropriate to  
the Police Department Budget the Sum of \$1,348.36 from  
the State of New Hampshire**

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

That One Thousand Three Hundred Forty Eight and 36/100 Dollars (\$1,348.36) is hereby accepted from the State of New Hampshire as part of State forfeiture funds due to the Rochester Police Department.

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.

**13.4 Resolution Authorizing Application for a Victims of Crime Act (VOCA) Continuing Grant Application *first reading, consideration for second reading and adoption***

Councilor Lachapelle **MOVED** to read the resolution for a first time by title only. Councilor Walker 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 APPLICATION FOR A VICTIMS OF CRIME ACT (VOCA) CONTINUING GRANT APPLICATION**

**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, approve the submission by the Legal Department and the Office of Economic and Community Development of a grant application in an amount up to Thirty-Two Thousand Two Hundred Ninety-Five Dollars (\$32,295) to the Victims of Crime Act (VOCA) grant program in order to continue to fund the City of Rochester's victim-witness advocacy program.

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

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

**13.5 Lilac City No-Fee ID Proposal *Motion to direct City Manager to draft policy and procedure***

Councilor Lachapelle **MOVED** to direct the City Manager to draft a policy and procedure for the Lilac City No-Fee ID Proposal. Councilor Walker seconded the motion.

Mayor McCarley said the City Manager has cleared this idea with both the City Clerk and the Welfare Director and it is a possibility. She said the next step is to finalize a draft policy. Councilor Lachapelle asked if this policy/procedure would come back to the City Council for final approval once a draft is ready. City Manager Cox replied no, the policy would be drafted at the desire of the Council and would not necessarily need to come back to the full City Council. Several Councilors felt they would like to see the policy prior to its implementation. Councilor Walker **MOVED** to **TABLE** the motion. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

#### **14. Other**

Councilor Rice thanked the City Manager, Deputy City Manager, and all City staff who participated in the City Council Orientation. He said he learned a lot and was appreciative of the efforts of City staff who took the time to meet with the new Councilors.

Mayor McCarley said City staff and the School Department staff participated in the End 68 Hours of Hunger. It was amazing how much food had been collected and she thanked all of those who participated.

#### **15. Non-Public/Non-Meeting**

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

Councilor Lauterborn **MOVED** to enter the Non-Public Session under Land, RSA 91-A:3,II (d) at 7:50 PM. She added that the City Council would also hold a Non-Meeting, Consultation with Legal Counsel. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous roll call. Councilors Bogan, Rice, Walker, Lachapelle, Lauterborn, Hutchinson, Gray, Hamman, Hainey, Belken, Lachance, and Mayor McCarley voted in favor of the motion.

#### **16. Adjournment**

Councilor Lauterborn **MOVED** to exit the Non-Public Session at 8:40 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Lauterborn **MOVED** to seal the minutes

because disclosure would render the proposed action ineffective. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous roll call. Councilors Gray, Hamman, Hainey, Abbott, Belken, Lachance, Bogan, Rice, Walker, Lachapelle, Lauterborn, Hutchinson, and Mayor McCarley voted in favor of the motion.

Councilor Lachapelle **MOVED** to **ADJOURN** the Regular City Council meeting at 8:41 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC  
City Clerk

**EMPLOYEE OF THE MONTH NOMINATION FORM****EMPLOYEE'S NAME** Kyle Danie**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.**

**SERVICE TO THE COMMUNITY**

**(Example: Volunteering at a blood drive, actively participating in the Adopt-a-Spot Program, chairing or sponsoring programs such as Toys for Tots or the Summer Fun Festival.)**

**Officer Danie has a unique position here in the police department. His main focus as the Community Engagement Officer has been the bridge between the community and the department. The position is constantly evolving opening new doors to Officer Danie. He has become well known in the community, among businesses and within city departments as a problem solver. His involvement in many programs to include Crime Line, Skate with a Cop, Community Coffee, Rochester Housing Authority and Wings and Wheels make him an extremely valuable person in our community.**

**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.)**

**Kyle does not only perform above and beyond in his position, but also goes above and beyond outside his position. He plays a major role within the Rochester Police Benevolent Association, which is a major fundraiser for our community. He is a go to person and coordinator for the annual golf tournament and holiday party for the department. As you know the association donates to many sports teams, charities and scholarships in our community. Without the commitment of Officer Danie we would not have the success we have today.**

**PROFESSIONALISM AND COMMITMENT BEYOND WHAT IS EXPECTED FOR THE EMPLOYEE'S POSITION**

**(Example: He/she gives extra hours to the job when necessary to get the job done.)**

**Officer Danie has played major role in the development of our new Problem Oriented Policing Unit. He has been performing double duty for several months**

now helping justify the existence of the program. Officer Danie has excellent problem solving and customer service skills that make him a huge asset to the unit. He continues to perform his main functions as the Community Engagement Officer, but has been adjusting to meet the needs of developing the unit. He varies hours, works on projects and assists anyone when needed. His dedication to the team and goals of the department make him a huge asset to the city.

For these reasons I would like Officer Danie to be considered for the Employee of the Month Award.

YOUR NAME: \_\_\_\_\_Eric Babine\_\_\_\_\_ DATE: \_\_\_\_\_01-14-2020\_\_\_\_\_

**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.**



2/12 ✓



# *City of Rochester, New Hampshire*

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

## **CITY MANAGER'S REPORT March 3, 2020**

The Employee of the Month is: Kyle Danie, Police Department **P. 33**

Contracts and documents executed since last month:

- Assessing Department
  - CAI Mapping – Tax Map Maintenance Proposal **P. 36**
- City Manager's Office
  - Connectivity Point – Equipment Replacement and Maintenance- updated quotes **P. 37**
  - Memorandum of Understanding - 36 Allen Street – snow dump **P. 38**
- Department of Public Works
  - Bio-solids Dewatering and Carbon Storage Facilities – Change Order 1 **P. 39**
  - Pink Street Water Main Easement & Maintenance Agreement **P. 40**
  - Strafford Square – lot line revision – property exchange **P. 41**
  - Woodman Area Infrastructure Improvements Amendment #2 **P. 43**
- Economic Development/Community Development
  - CDBG Environmental Review CAP Weatherization plumbing repair **P. 44**
  - CDBG Environmental Review CAP Weatherization retrofit **P. 45**
  - CDBG Environmental Review CAP Weatherization heating system replacement **P. 46**
  - Victims of Crime Act Assistance (VOCA) grant application – Part-time Victims Witness Advocate **P. 47**
- Finance Department
  - Bond Counsel Engagement Letter **P. 48**
  - Colonial Pines Engagement Letter **P. 49**
  - PFM Financial Advisors Engagement Letter **P. 50**
- Fire Department
  - Ladder 1 Repairs information **P. 51**
- Information Technology
  - Atlantic Broadband – Dark Fiber IRU Addendum One **P. 53**
  - Atlantic Broadband – Static IP for WWTP Headworks **P. 54**
- Planning
  - Certified Local Government Grant –Historic Survey Downtown Commercial Overlay **P. 55**

The following standard reports have been enclosed:

- Monthly Overnight Travel Summary - none
- Permission & Permits Issued **P. 56**
- Personnel Action Report Summary **P. 57**



## *City of Rochester, New Hampshire*

ASSESSING DEPARTMENT

19 Wakefield Street, Rochester, NH 03867

(603) 332-5109    [Assessor@rochester.net](mailto:Assessor@rochester.net)

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

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### MEMORANDUM

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**TO:** Blaine Cox, City Manager  
Katie Ambose, Deputy City Manager/Director of Finance & Administration

**FROM:** Jonathan Rice, Chief Assessor

**DATE:** February 26, 2020

**SUBJECT:** Tax Map Maintenance Proposal FY21

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Please see attached Tax Map Maintenance Proposal from CAI for 2020-2021. I have reviewed the terms of the agreement which are unchanged and noted an increase in the cost of \$300 from the prior fiscal year (from \$9,300 to \$9,600). This cost increase appears to be reasonable.

I recommend the CM sign the proposal at his earliest convenience.

Thank you,

Jonathan Rice, Chief Assessor



02/27/2020



*City of Rochester, New Hampshire*  
OFFICE OF THE CITY MANAGER  
31 Wakefield Street • Rochester, NH 03867  
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MEMO

February 6, 2020

TO: Katie Ambrose, Deputy City Manager/Finance Director

CC: Blaine M. Cox, City Manager

FROM: Samantha Rodgerson, Senior Executive Assistant

**RECEIVED**  
FEB 11 2020  
City Manager's Office  
City of Rochester

RE: Connectivity Point Contract – Council Chambers Audio Maintenance Phase I and II - Hardware and Installation Contracts

Attached are the Scope of Work and two updated quotes from Connectivity Point to provide the City of Rochester with installation and setup of new audio maintenance assistance and equipment needs in City Hall Council Chambers for the Government Channel. We received quotes back in November of 2018, however there had been some adjustments to the equipment needed, so new quotes were obtained.

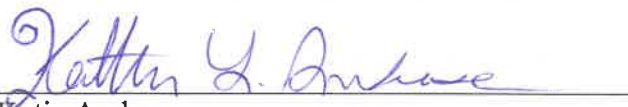
This includes all material, labor and shipping costs. The amount of this project was included as part of the CIP projects within the City Manager's budget.

CIP Item for Recording Broadcast Equipment Account #: **15011000-773800-18502**  
PO's have already been obtained:

- PO #4250 in the amount of \$4,403.35 was approved for the original quote in November 2018, however the new amount has been reduced to \$4,213.81.
- PO #4251 was approved in the amount of \$4,480 was approved for the original quote in November 2018, this amount has remained unchanged.

Please sign the attached contract authorizations in order to proceed and get scheduled before the end of the fiscal year.

Authorization to proceed:

  
Katie Ambrose  
Deputy City Manager / Finance Director



*City of Rochester, New Hampshire*  
OFFICE OF THE CITY MANAGER  
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02/27/2020



MEMO

February 11, 2020

TO: Blaine M. Cox, City Manager

CC: Peter Nourse, Director of City Services

FROM: Samantha Rodgers, Senior Executive Assistant

RE: Snow Dump Memorandum of Understanding – 36 Allen Street

**RECEIVED**  
FEB 11 2020  
City Manager's Office  
City of Rochester

The attached Memorandum of Understanding (MOU) gives the City formal authorization to utilize property located at 36 Allen Street for a snow dump during winter months. This has been authorized and signed off on by the owner of the parcel and will remain in effect for a period of five (5) years, automatically renewing for a period of one (1) year thereafter, unless terminated by either party 90 days prior to the expiration of any given term.



City of Rochester, New Hampshire  
PUBLIC WORKS DEPARTMENT  
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02/27/2020



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## INTEROFFICE MEMORANDUM

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**TO:** BLAINE COX, CITY MANAGER  
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

**FROM:** LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

**DATE:** February 10, 2020

**SUBJECT:** Methuen Construction Change Order #1  
Bio Solids Dewatering and Carbon Storage Facilities  
Amount \$125,255.00

**CC:** Michael S. Bezanson, PE City Engineer  
Peter C. Nourse, PE, Director of City Services

**RECEIVED**

FEB 13 2020

City Manager's Office  
City of Rochester

Attached please find (5) five copies of the Methuen Construction Change Order #1. This was previously executed by the City Manager and the purchase order was completed. Editing and additional documentation of scope was required per request of NHDES CWSRF. This change is necessary for additional cost associated with additional H-Pilings required for the project. There is an additional 1927 feet of h-piles required at the bid price of \$65 per foot. Also included is a time extension for substantial completion. Date was 12/18/2020 for base bid and 1/29/21 for bid alternate. The new date for substantial completion is 1/7/21 for base bid work and 2/18/21 for bid alternate work.

The Funds **have been encumbered** for this change in the following account line as budgeted for this project:

55026020-771000-17546 \$1,392.28  
55026020-772000-20571 \$123862.72

If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution

*Katie L. Ambrose*

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)



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RECEIVED  
FEB 24 2020  
City Manager's Office  
City of Rochester

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## INTEROFFICE MEMORANDUM

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**TO:** Blaine Cox, City Manager  
**FROM:** Timothy S. Goldthwaite, PE, Assistant City Engineer *TSG*  
**DATE:** February 20, 2020  
**SUBJECT:** Pink Street\_Water Main Easement & Maintenance Agreement  
  
**CC:** Michael S. Bezanson, PE City Engineer  
Peter C. Nourse, PE, Director of City Services  
Terence O'Rourke, City Attorney

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Attached please find (1) one copy of the Recorded Water Line Easement Plan (SCRD #12063) and the accompanying "Water Main Easement and Agreement". The water line is "Private" and was installed last December by SUR, Inc and inspected by DPW. A portion of this water line lies within the Pink St right-of-way.

The "Private" water line serves 2 newly approved subdivided lots (12 & 14 Pink St) from the adjacent Chestnut Hill MH Park as well as 15 Pink St being an existing lot of record. Terence has reviewed the "Water Main Easement and Agreement" document and has approved it for your signature.

If you have any questions, please give me a call.

Thank You



## City of Rochester, New Hampshire

### PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

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

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### INTEROFFICE MEMORANDUM

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**TO:** Blaine Cox, City Manager  
Deputy City Manager/Finance Director

**FROM:** Peter C. Nourse, Director of City Services

**DATE:** 9 February, 2019

**SUBJECT:** **Strafford Square Roundabout Project: Lot Line Revision**  
**Application: Lots 121-305, 306, 307 Property Exchange**

**CC:** Michael Bezanson, PE City Engineer

**RECEIVED**  
**FEB 11 2020**  
City Manager's Office  
City of Rochester

---

Please see attached Lot Line Revision Application. This document requires your signature. This action is required as part of the right-of-way stage of this project.

Three lots which abut each other will exchange property in this lot line revision. Refer to enclosed Stantec memo. The lots are:

305; 3 Walnut St. - private

307; 184 North Main St. - private

306: City-owned.

In short, the City requires a portion of Lot 307 for roadway of the roundabout. A smaller portion of Lot 306 will be ceded to Lot 307 in exchange. Lot 305 requires property from lot 307 to ensure the existing building on 305 is completely on lot 305; it is currently not. The City requires a small portion of Lot 305 for the roadway of the roundabout. In exchange a small part of Lot 306 will be exchanged to Lot 305.



## *City of Rochester, New Hampshire*

### PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

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This application has been coordinated with the Planning Department.

Enclosure:

Lot Line Revision Application

Stantec Memo: 1/28/20





City of Rochester, New Hampshire  
PUBLIC WORKS DEPARTMENT  
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(603) 332-4096  
[www.RochesterNH.net](http://www.RochesterNH.net)

02/27/2020



RECEIVED  
FEB 25 2020  
City Manager's Office  
City of Rochester

## INTEROFFICE MEMORANDUM

**TO:** BLAINE COX, CITY MANAGER  
KATIE AMBROSE, DEPUTY CITY MANAGER/DIRECTOR OF FINANCE & ADMIN

**FROM:** LISA J. CLARK, ADMINISTRATIVE SUPERVISOR *LJC*

**DATE:** February 24, 2020

**SUBJECT:** Wright - Pierce Engineers –  
Woodman Area Infrastructure Improvements Project  
Design Amendment #2 Amount \$54,000

**CC:** Michael S. Bezanson, PE City Engineer  
Peter C. Nourse, PE, Director of City Services

Attached please find (1) one copy of the Wright Pierce Engineers Amendment #2 for the Woodman Area Improvements Project.

This amendment is for additional design efforts for stormwater modeling and for additional survey and design around the William Allen School. This amendment is for all design work through bidding.

The funds are available in the following accounts:

15013010-771000-16533	\$3,366.15
15013010-771000-20538	\$14,633.85
55016010-771000-16533	\$2,420.67
55016010-771000-20538	\$15,579.33
55026020-771000-16533	\$3,364.16
55026020-771000-20538	\$14,635.84

If you have any question, please call, if not please pass on to the City Manager for signature. Please return document to me at the DPW for Distribution

(Katie Ambrose, Deputy City Manager/ Director of Finance & Administration)

RECEIVED  
FEB 25 2020  
City Manager's Office  
City of Rochester

Date: February 25, 2020  
To: Blaine Cox  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

Re: FY 2020 CDBG Environmental Review – CAP Weatherization

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental review for the plumbing repair for a manufactured home located in the northwestern part of the city, under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the May 7, 2019 City Council meeting.

The environmental review requires the signature of the City Manager as the authorized official for the City of Rochester. Thank you very much, and please contact Julian with any questions or concerns.



Date: February 18, 2020

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

RECEIVED  
FEB 18 2020  
City Manager's Office  
City of Rochester

Re: FY 2020 CDBG Environmental Review – CAP Weatherization

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental review for the weatherization retrofit, insulation, air sealing, and heating system repair for a manufactured home located just north of downtown, under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the May 7, 2019 City Council meeting.

The environmental review requires the signature of the City Manager as the authorized official for the City of Rochester. Thank you very much, and please contact Julian with any questions or concerns.

Date: February 13, 2020

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

RECEIVED  
FEB 1 2020  
City Manager's Office  
City of Rochester

Re: FY 2020 CDBG Environmental Review – CAP Weatherization

Please see attached the completed FY 2020 Community Development Block Grant (CDBG) environmental review for the replacement of a heating system for a manufactured home located in the eastern region of the city, under the Community Action Partnership of Strafford County's weatherization program (CAP weatherization program). The City Council approved funding to the CAP weatherization program at the May 7, 2019 City Council meeting.

The environmental review requires the signature of the City Manager as the authorized official for the City of Rochester. Thank you very much, and please contact Julian with any questions or concerns.



Date: February 11, 2020

To: Blaine Cox  
City Manager

From: Julian Long  
Community Development Coordinator/Grants Manager

Re: Victims of Crime Act Assistance Grant Application

Please see attached the Victims of Crime Act Assistance grant application requesting continued 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 Mitrushi. City Council voted to approve submission of this grant application at the February 4, 2020 City Council 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.



## *City of Rochester, New Hampshire*

Finance Office

31 Wakefield Street • Rochester, NH 03867-1917

(603) 335-7609 Fax (603) 332-7589

**RECEIVED**  
**FEB 24 2020**  
City Manager's Office  
City of Rochester

Date: February 24, 2020

To: Blaine Cox, City Manager  
Kathryn Ambrose, Deputy City Manager

From: Roland Connors, Deputy Finance Director

RE: Bond Counsel Engagement Letter – Estimated Cost \$40,000

Please find attached a copy of the engagement letter for bond counsel services needed to issue General Obligation Bonds (GOB). Devine Millimet has provided the required opinions for the last several bonds issued by the City of Rochester. A legal opinion is a requirement of the bond community in order to issue bonds in the marketplace.

In April 2020, the City of Rochester will be issuing General Obligation Bonds with an estimated par amount of \$19.6 million for completed and/or ongoing capital improvements projects. This GOB will include City, School, Water, Sewer, Arena and TIF projects.

I recommend that the Devine Millimet engagement letter be approved.

Roland Connors, Deputy Finance Director

Kathryn Ambrose, Deputy City Manager



**Katie Ambrose**  
**Director of Finance &**  
**Administration**

Rochester, New Hampshire  
31 Wakefield Street  
Rochester, NH 03867  
Tel. (603) 335-7609  
Fax (603) 335-7589  
kathryn.ambrose@rochesternh.net

**RECEIVED**

**FEB 24 2020**

**City Manager's Office**  
**City of Rochester**

To: Blaine Cox, City Manager  
From: Katie Ambrose, Deputy City Manager & Dir. of Finance & Admin.  
Date: February 21, 2020  
Subject: Colonial Pines CWSRF Amendment No. 1

Attached please find Amendment No. 1 to the Colonial Pines Sewer Extension Phase 2 CWSRF loan agreement. These loan modifications were requested by the City on January 10, 2020. Please execute both copies and return to my office for distribution.

Thank you and please contact me if you have any questions.

Kathryn L. Ambrose, Deputy City Manager/Director of Finance & Administration

Enclosure: Amendment No. 1



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

**Finance Office**

**31 Wakefield Street • Rochester, NH 03867-1917  
(603) 335-7609 Fax (603) 332-7589**

**RECEIVED**

**FEB 12 2020**

**City Manager's Office  
City of Rochester**

**Date: February 10, 2020**

**To: Blaine Cox, City Manager  
Kathryn Ambrose, Deputy City Manager**

**From: Roland Connors, Deputy Finance Director**

**RE: PFM Financial Advisors Engagement Letter – Estimated Cost \$18,000**

**Please find the attached copy of the PFM Financial Advisors engagement letter. PFM Financial has provided the City of Rochester financial related guidance for the last several years. This assistance is invaluable when Rochester issues bonds in the marketplace.**

**The City of Rochester will be issuing 2020 General Obligation Bonds with an estimated par amount of \$19.6 million for completed and/or ongoing capital improvements projects. This issue includes City, School, Water, Sewer, Arena and TIF projects.**

**I recommend the PFM engagement letter be approved.**

**Roland Connors, Deputy Finance Director**

**Kathryn Ambrose, Deputy City Manager**

*Blaine Cox*  
*2-12-2020*



**Katie Ambrose**  
**Director of Finance &**  
**Administration**

Rochester, New Hampshire  
31 Wakefield Street  
Rochester, NH 03867  
Tel. (603) 335-7609  
Fax (603) 335-7589  
[kathryn.ambrose@rochesternh.net](mailto:kathryn.ambrose@rochesternh.net)

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To: Blaine Cox, City Manager  
From: Katie Ambrose, Deputy City Manager & Dir. of Finance & Admin.  
Date: February 26, 2020  
Subject: RFD Ladder-1 Repairs

This memo is to document your approval provided on February 14<sup>th</sup> to fund \$55,000 for repairs to RFD Ladder-1 from General Fund Contingency. \$9,000 of this amount is to disassemble & reassemble the apparatus to assess the damage and necessary repairs. Primex may cover some of the repair cost via claim depending upon the results of this assessment.

02/27/2020



# ROCHESTER FIRE DEPARTMENT

MARK E. KLOSE  
CHIEF OF DEPARTMENT



February 13, 2020

Mark Sullivan, Deputy Finance Director  
City of Rochester

Dear Mark,

Deputy Chief Dube and E-One Brunswick have compiled a "best guess" estimate for repairs to the 1991 E-One Ladder located at the Gonic Station. I would like to request a supplemental appropriations for the sum of fifty-five thousand dollars (\$55,000.00). This will allow for unexpected repairs/parts once E-one takes apart the turn table to assess the original key/pinion damage and to rebuild the turn table.

## LADDER 1 REPAIR ESTIMATE 2020

REPAIR		ESTIMATED COST	
3 NEW BATTERIES	Necessary to assess damage	\$ 1,100.00	
INSPECTION / REPAIRS	Necessary to assess damage	\$ 10,000.00	
DISASSEMBLE/REASSEMBLE	Necessary to assess damage	\$ 9,000.00	
ROTATION GEAR REPAIR PARTS	Necessary to assess damage	\$ 5,000.00	
ROTATION GEAR REPAIR LABOR	Necessary to assess damage	\$ 3,000.00	
		\$ -	
TORQUE BOX DESCALE/PAINT/TEST	Necessary to certify Ladder	\$ 9,000.00	
AERIAL LIFT CYLINDERS REBUILD	Necessary to certify Ladder	\$ 8,000.00	
AERIAL SERVICE	Necessary to certify Ladder	\$ 800.00	
LADDER CERTIFICATION TEST	Necessary to certify Ladder	\$ 500.00	
		\$ -	
		\$ -	
		\$ -	
		\$ 46,400.00	

If you need any further information or have specific questions please feel free to reach out.

Thank you again for your help on this project.

Respectfully requested,

Mark E. Klose, Fire Chief

37 Wakefield Street

Rochester NH, 03867

[www.rochfd.org](http://www.rochfd.org)

Tel (603) 335-7545





## *City of Rochester, New Hampshire*

INFORMATION TECHNOLOGY SERVICES

31 Wakefield St • Rochester, NH 03867

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

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### INTEROFFICE MEMORANDUM

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**TO:** Blaine City Manager  
Katie Ambrose, Finance Director

**FROM:** Sonja Gonzalez, Chief Information Officer

**DATE:** January 29, 2020

**SUBJECT:** Atlantic Broadband – Dark Fiber IRU Addendum One

**CC:**

**RECEIVED**  
JAN 31 2020  
City Manager's Office  
City of Rochester

---

Blaine will be electronically receiving a request to sign Addendum One to the Atlantic Broadband Dark Fiber IRU contract to add two circuits and terminate one circuit.

There is sufficient funding in the IT Services Communications account, 11020050-553000 for fiscal year 2020. The contract has non-appropriation language (section 2.1k) to cover recurring costs.

Signature \_\_\_\_\_

Katie Ambrose, Finance Director



## *City of Rochester, New Hampshire*

INFORMATION TECHNOLOGY SERVICES

31 Wakefield St • Rochester, NH 03867

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

**RECEIVED**  
JAN 31 2020  
City Manager's Office  
City of Rochester

---

### INTEROFFICE MEMORANDUM

---

**TO:** Blaine City Manager  
Katie Ambrose, Finance Director

**FROM:** Sonja Gonzalez, Chief Information Officer

**DATE:** January 28, 2020

**SUBJECT:** Atlantic Broadband – static IP for WWTP Headworks - \$15 per month

**CC:**

---

Blaine will be electronically receiving a request to sign a contract to assign a static IP to the WWTP Headworks building's Broadband connection provided with the Franchise agreement.

There is sufficient funding in the IT Services Communications account, 11020050-553000.

Signature

Katie Ambrose, Finance Director

# MEMO

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RECEIVED  
FEB 13 2020  
City Manager's Office  
City of Rochester

To: Blaine Cox, City Manager  
From: Michelle Mears, AICP, Senior Planner  
Date: February 13, 2020

**Re: Certified Local Government Grant Application for 2020 Historic Survey for Rochester's Downtown Commercial Overlay**

Blaine,

I am seeking a signature on page 7 of the Certified Local Government Program 2020 Grant Application for Historic Survey for Rochester's Downtown Commercial Overlay. If awarded Planning will submit a resolution to City Council authorizing the Planning Department to accept funds an application for the New Hampshire Division of Historic Restoration (NHDHR) Certified Local Government Grant in the amount of \$20,000.

Thank you for your assistance.



Michelle Mears, AICP  
Senior Planner  
Planning and Development Department

DATE RECEIVED	DATE ISSUED	PERMISSION PERMITS	MISCELLANEOUS	DATE OF EVENT
1/27/2020	2/3/2020	EVENT	St. Elizabeth Seton 5K	5/16/2020
1/28/2020	2/3/2020	EVENT	Rochester Cares Clean Up Day - Rochester Main Street	4/18/2020
1/28/2020	2/3/2020	EVENT	Dance Abroad - Dance Show at Rochester Common	8/29/2020
2/10/2020	2/20/2020	EVENT	Farmer's Market - Beer in the Barn	5/9/2020
2/18/2020	2/20/2020	EVENT & BANNERS	Rotary - Wings & Wheels event and banners	5/11 - 6/6/2020
2/13/2020	2/20/2020	TAG	Knights of Columbus - tagging	9/4-5/2020
2/12/2020	2/20/2020	TAG	Rochester Youth Spirit	9/19-20/20 and 9/26-27/20

ELECTRONIC MESSAGE BOARD REQUESTS				
1/30/2020	1/30/2020	MESSAGE	1st Church Congregational - Blueberry Pancake Brerakfast	2/15/2020
1/30/2020	1/30/2020	MESSAGE	1st Church Congregational - Fat Tuesday Supper & Silent Auction	2/25/2020
2/11/2020	2/11/2020	MESSAGE	Rochester Police Academy - Citizens Academy	
2/13/2020	2/13/2020	MESSAGE	Girls Softball Signups	through 3/21/2020
2/18/2020	2/18/2020	MESSAGE	SHS Drama - Music Man	3/12-15 & 3/19-22/20
2/19/2020	2/20/2020	MESSAGE	Books n' Puzzles - First Church Congregational	3/7/2020
2/24/2020	2/24/2020	MESSAGE	Grace Community Church - Daddy/Daughter Dance	3/6/2020

[illegible]

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City Clerk's Office

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**DRAFT****Fee Waiver to Obtain Vital Records**

(February 24, 2020)

**Policy Statement**

One of many challenges' members of the homeless community face is the lack of "vital records" documents. Vital records are needed for many common activities when navigating through everyday life. These activities include seeking employment, securing housing and obtaining social services.

One impediment to obtaining vital records documents from local authorities is the cost.

It is the policy of the City of Rochester to eliminate the barrier of cost for residents in our community reporting homelessness that are seeking to procure vital records from the City.

**Procedures**

1. The State of New Hampshire, Department of State, Division of Vital Records Administration requires the City, as an agent of the State, to follow the "Documentary Evidence Required" process before issuing a vital record. The form for this process is outlined on the attached form. This State mandated process is quite simple:
  - a. All individuals requesting a certified copy of a vital record must:
    - i. Present positive identification, including but not limited to, a driver's license, passport or other government issued picture identification, **OR:**
    - ii. Those without photo identification, must supply two (2) documents listed on the attached form. Note – there is an "other" category of allowed document that can be accepted.
  - b. The State process outlined on the attached form **MUST** be followed by the City as an agent of the State of New Hampshire.
2. The State of New Hampshire, Department of State, Division of Vital Records Administration requires the City, as an agent of the State, collect and remit to the State a fee for vital records issued.
  - a. The City collects a total of \$15.00 per vital record issued.
    - i. \$7.00 is retained by the City.
    - ii. \$8.00 is remitted to the State.
  - b. The City has created a simple form (copy attached) allowing any resident reporting homelessness seeking a vital record to have the typical payment options waived as follows:
    - i. The City portion of the fee, \$7.00, will be waived by the City, and
    - ii. The State portion of the fee, \$8.00, will be paid for by the City to the State (using city funds identified by the City's Finance Director).

**Vital Records Fee Waiver Request Form**

In accordance with the ***Fee Waiver To Obtain Vital Records*** policy for residents reporting homelessness, I request that the City of Rochester:

\_\_\_\_\_ Waive the City's fee of \$7.00 for obtaining a vital record.

\_\_\_\_\_ Pay on my behalf the State of New Hampshire fee of \$8.00 for obtaining a vital record.

I hereby report that I am a resident of Rochester, New Hampshire and that I am currently homeless (i.e. experiencing a lack of fixed regular and adequate nighttime residence, which can include a primary nighttime residence that is a public or private place not meant for human habitation).

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

---

Office Use Only

Name of Applicant: \_\_\_\_\_

Vital Record: \_\_\_\_\_





**State of New Hampshire**  
 Department of State  
 Division of Vital Records Administration  
 71 South Fruit Street  
 Concord, New Hampshire 03301-2410  
 (603) 271-4651



**DOCUMENTARY EVIDENCE REQUIRED**

Effective January 1, 2005 all individuals requesting a certified copy of a record (Pursuant to RSA 5 C-16) must present positive identification, including, but not limited to, a driver's license, passport or other government issued picture identification.

**Please return all correspondence with a photocopy of your ID.**

~~~~~

**Or:**

Those without acceptable photo identification shall supply a photocopy of two (2) documents listed below. Any document submitted shall be in the name of the individual requesting the record.

*(Example: if a utility bill is sent the name and address of the requestor must be listed)*

**Failure to sign & submit two acceptable documents in place of the required picture identification shall result in this application being rejected & returned to the requester.**

I declare that I do not have picture identification and that I have presented the TWO ATTACHED documents

Please PRINT the following information:

\_\_\_\_\_  
 Name of applicant

\_\_\_\_\_  
 Applicant's residence address (house number, street name, city/town, state, zip code)

\_\_\_\_\_  
 Signature of applicant

\_\_\_\_\_  
 Date of signature

\_\_\_\_\_  
 Utility bills

\_\_\_\_\_  
 Social Security Card/DD-214

\_\_\_\_\_  
 Bank statements

\_\_\_\_\_  
 Hospital Birth Worksheet

\_\_\_\_\_  
 Car registration

\_\_\_\_\_  
 Lease/rental agreement

\_\_\_\_\_  
 Copy of income tax return

\_\_\_\_\_  
 Pay stub (W-2)

\_\_\_\_\_  
 Personal check with address

\_\_\_\_\_  
 Voter Registration Card

\_\_\_\_\_  
 A previously issued vital record/marriage license

\_\_\_\_\_  
 Disability award from SSA

\_\_\_\_\_  
 Letter from government agency requesting a vital record, e.g., DHS, WIC

\_\_\_\_\_  
 Department of Corrections Identification Card

Other: \_\_\_\_\_

Description

**ATTACH photocopies of BOTH documents to this form when returning this application.**

**DVRA Supervisor Approval Signature:** \_\_\_\_\_

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City Clerk's Office

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# 2020 Census FAQ

## What is the census?

The census is a count of every person who lives in the United States and its territories. It happens every 10 years. In early 2020, you will be asked to count everyone who lives in your home as of April 1. Responding to the 2020 Census is a chance to shape your future.

## What's in it for me?



Your responses inform where over \$675 billion is distributed each year to communities nationwide for clinics, schools, roads, and more.



Census data gives community leaders vital information to make decisions about building community centers, opening businesses, and planning for the future.



Responding also fulfills your civic duty because it's mandated by the U.S. Constitution. The United States has counted its population every 10 years since 1790.



Your responses are used to redraw legislative districts and determine the number of seats your state has in the U.S. House of Representatives.

## Is my information safe?

Your responses to the 2020 Census are safe, secure, and protected by federal law. Your answers can only be used to produce statistics. They cannot be used against you by any government agency or court in any way—not by the FBI, not by the CIA, not by the DHS, and not by ICE.

## When can I respond to the census?

In early 2020, every household in America will receive a notice to complete the census online, by phone, or by mail. In May, the U.S. Census Bureau will begin following up in person with households that have yet to respond.

## What will I be asked?

You will be asked a few simple questions, like age, sex, and the number of people who live in your home, including children.

## What won't be asked?

The census will never ask for Social Security numbers, bank or credit card numbers, money or donations, or anything related to political parties.

For more information, visit:

**2020CENSUS.GOV**

**Shape  
your future  
START HERE >**

United States®  
**Census  
2020**

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City Clerk's Office

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# How the 2020 Census will invite everyone to respond

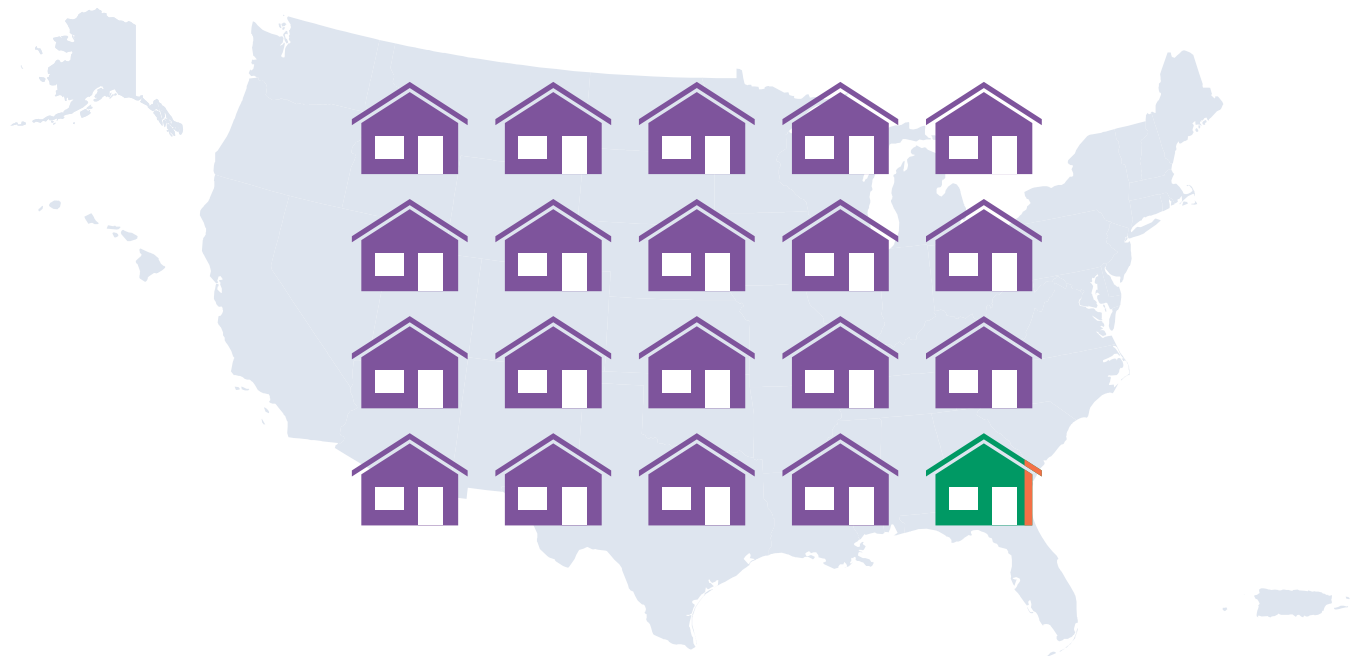


**Every household will have the option of responding online, by mail, or by phone.**

**Nearly every household** will receive an invitation to participate in the 2020 Census from either a postal worker or a census worker.



**95%** of households will receive their census invitation in the mail.



**Almost 5%** of households will receive their census invitation when a census taker drops it off. In these areas, the majority of households may not receive mail at their home's physical location (like households that use PO boxes or areas recently affected by natural disasters).



**Less than 1%** of households will be counted in person by a census taker, instead of being invited to respond on their own. We do this in very remote areas like parts of northern Maine, remote Alaska, and in select American Indian areas that ask to be counted in person.

(This is separate from our follow-up efforts; census takers will visit all households that were invited to respond on their own and haven't.)

Note: We have special procedures to count people who don't live in households, such as students living in university housing or people experiencing homelessness.

# How the 2020 Census will invite everyone to respond



## What to Expect in the Mail

**When it's time to respond, most households will receive an invitation in the mail.**

**Every household will have the option of responding online, by mail, or by phone.**

Depending on how likely your area is to respond online, you'll receive either an invitation encouraging you to respond online or an invitation along with a paper questionnaire.

### Letter Invitation

- Most areas of the country are likely to respond online, so most households will receive a letter asking you to go online to complete the census questionnaire (or to respond by phone).
- We plan on working with the U.S. Postal Service to stagger the delivery of these invitations over several days. This way we can spread out the number of users responding online, and we'll be able to serve you better if you need help over the phone.

### Letter Invitation and Paper Questionnaire

- Areas that are less likely to respond online will receive a paper questionnaire along with their invitation. The invitation will also include information about how to respond online or by phone.

| WHAT WE WILL SEND IN THE MAIL |                                                                                                               |
|-------------------------------|---------------------------------------------------------------------------------------------------------------|
| On or between                 | You'll receive:                                                                                               |
| March 12-20                   | An invitation to respond online to the 2020 Census. (Some households will also receive paper questionnaires.) |
| March 16-24                   | A reminder letter.                                                                                            |
|                               | <b>If you haven't responded yet:</b>                                                                          |
| March 26-April 3              | A reminder postcard.                                                                                          |
| April 8-16                    | A reminder letter and paper questionnaire.                                                                    |
| April 20-27                   | A final reminder postcard before we follow up in person.                                                      |

### We understand you might miss our initial letter in the mail.

- Every household that hasn't already responded will receive reminders and will eventually receive a paper questionnaire.
- It doesn't matter which initial invitation you get or how you get it—we will follow up in person with all households that don't respond.

**AMENDING SECTION 223-15 (PROHIBITED USE OF POLES) OF THE CODES AND ORDINANCES OF THE CITY OF ROCHESTER, NH.**

**WHEREAS**, for more than 200 years, the American flag has been a proud symbol of the people of our Nation and the values for which we stand; and

**WHEREAS**, the American flag represents centuries of struggle and sacrifice of our fellow countrymen past and present; and

**WHEREAS**, the flags of our US Armed Forces reflect individual branches of the US military of whom our nation is proud and glad to honor; and

**WHEREAS**, the American flag and flags of the branches of the US Armed Forces have the power to connect Americans in our city, across our country, and around the globe; and

**WHEREAS**, the New Hampshire State flag is also a symbol of the same unifying qualities for the citizens of New Hampshire past and present; and

**WHEREAS**, to fly any other flag than the United States flag, flags representing the US military, and the New Hampshire state flag can be construed as divisive and therefore detrimental to the population at large; and

**WHEREAS**, the citizens of Rochester, NH desire to unite and include fellow citizens not to divide or exclude through the promotional use of schismatic causes or banners,

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ROCHESTER, NEW HAMPSHIRE, A MAJORITY THERETO CONCURRING:**

That Chapter §223-15 be amended to read as follows:

**§223-15 Prohibited use of poles**

No person shall use said poles for the posting of bills or other advertising purposes or for any other purpose except that for which permission is given by the Commissioner.

**\* The flag of the United States of America, flags of the US Armed Forces, and further, the flag of the State of New Hampshire be the only flags allowed to fly within city limits on city-maintained flagpoles or light poles which line the streets and adorn the city buildings and city lots. In the spirit of inclusivity, no other flag or banner may be flown for the cause of promoting other causes or groups.**

**This ordinance shall not apply to privately owned non-governmental buildings but shall apply to all public walkways and street flagpoles as well as all government buildings or lots maintained by the city of Rochester, NH.**

**\* Proposed changes are highlighted**  
Page 67 of 206

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City Clerk's Office

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02/27/2020

City of Rochester, New Hampshire  
OFFICE OF THE CITY CLERK  
31 Wakefield Street • Rochester, NH 03867  
FAX (603) 509-1915 PHONE (603) 332-2130

**STATEMENT OF INTEREST  
BOARD AND COMMISSION MEMBERSHIP**

**POSITION DESIRED:** Sup of Checklist

NEW ☒ RE-APPOINTMENT ☐ REGULAR ☐ ALTERNATE ☐

**NAME:** Jenn Muto

**STREET ADDRESS:** 2 Alder Creek Lane

**ZIP:** 03867

**TELEPHONE:** (H) 877-3388 (W)  **E-MAIL:** jenn.muto@rochesternh.net

**REGISTERED VOTER:** (CIRCLE ONE) ☒ YES ☐ NO **WARD:** 2

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

worked this last election as the  
sup of checklist

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older: Jenn Muto

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City Clerk's Office

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02/27/2020

City of Rochester, New Hampshire  
OFFICE OF THE CITY CLERK  
31 Wakefield Street • Rochester, NH 03867  
FAX (603) 509-1915 PHONE (603) 332-2130

FEB 21 2020

**STATEMENT OF INTEREST  
BOARD AND COMMISSION MEMBERSHIP**

**POSITION DESIRED:** Election Official (Selectman)

NEW X RE-APPOINTMENT \_\_\_\_\_ REGULAR \_\_\_\_\_ ALTERNATE \_\_\_\_\_

NAME: Thomas G. Evans

STREET ADDRESS: 11 Sugar Brook Road

ZIP 03839  
TELEPHONE: (H) 603/335 (W) 3435 E-MAIL SNARET.doc@gmail.com

**REGISTERED VOTER:** (CIRCLE ONE) YES (X) NO \_\_\_\_\_ WARD 3

Statement of Interest/Experience/Background/Qualifications, Etc. (This section need not be completed, but any information provided will be given to all City Councilors and will be available for public inspection). (Additional sheets/information may be attached, if desired; please do not write on the back of this form.)

See attached

If this is an application for reappointment to a position, please list all training sessions you have attended relative to your appointed position.

N/A

I understand that: (1) this application will be presented to the Rochester City Council only for the position specified above and not for subsequent vacancies on the same board; (2) the Mayor and/or City Council may nominate someone who has not filed a similar application; and (3) this application will be available for public inspection.

I certify that I am 18 years of age or older: Thomas G. Evans

Statement Of Interest-Board And Commision Membership-  
Attachment-Election Official:

- I have been a full-time resident and property owner since moving to the City of Rochester(Ward 3) since 2006.
- I have always been keenly interested in government and the political processes. As indication of my interest, I graduated from college with a BA degree-majoring in political science.
- My working life has been in various positions in the insurance industry with my last position as a Group Medical Underwriter with Sun Life Financial, Portsmouth, NH. Retiring from this position in 2013.



*City of Rochester, New Hampshire*  
CITY COUNCIL – APPOINTMENTS COMMITTEE  
31 Wakefield Street • Rochester, NH  
03867 (603) 332-1167  
[www.RochesterNH.net](http://www.RochesterNH.net)

**Appointments Committee Minutes**  
February 18, 2020  
City Hall Chambers – Conference Room  
6:00 PM

**Committee Members Present:**

Donna Bogan, Chair  
James Gray, Vice-Chair (arrived at 6:33)  
Thomas Abbott (arrived at 6:40)  
Laura Hainey  
Jeremy Hutchinson

**Committee Members Absent:**

The meeting was called to order at 6:01 p.m. on February 18, 2020.

**Jamie Kinsley – Arts & Culture Commission, New Member (6:00 PM)**

Jamie likes the idea of plans to help artists and working with Main Street and the Historical Society. She doesn't have an art background, but loves to look at art and enjoys performing arts.

Councilor Hainey **MOVED** to recommend Ms. Kinsley. Councilor Hutchinson seconded the motion. The **MOTION CARRIED** unanimously to recommend Ms. Kinsley with a term to expire on 7/1/2020.

**Susan Delemus – Zoning Board of Adjustment – Elevate from Alternate to Regular (6:10 PM)**

Susan attended the webinar on ZBA Basics. She attended three meetings. She would like to meet as a committee and tour the properties before the hearing. She feels the committee makes decisions on the fly.

Councilor Gray **MOVED** to **TABLE** the decision until the next Appointments Committee meeting after the Committee has connected with the ZBA chair. Councilor Abbott seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**Terry Garland - Zoning Board of Adjustment (Elevate from Alternate to Regular (6:25 PM)**

Terry cancelled due to weather. Tabled until next meeting.

**Peter Bruckner – Planning Board, Alternate (6:35 PM)**

Peter feels the strong need for an architect on the board. He knows about planning and has attended

and watched many meetings throughout the years. He currently consults other architects. He attended Plan NH and would attend the Planning Board training sessions.

Councilor Gray **MOVED** to recommend Mr. Bruckner as an alternate member of the Planning Board. Councilor Hutchinson seconded the motion. The **MOTION CARRIED** by a unanimous voice vote to recommend Mr. Bruckner as an alternate member of the Planning Board with a term to expire on 1/2/2022.

#### **Sarah Elizabeth Duclus – Arts & Culture Commission**

The Committee did not personally meet with Sarah, but she has an outstanding background that would be an asset to the commission.

Councilor Hutchinson **MOVED** to recommend Ms. Duclus. Councilor Hainey seconded the motion. The **MOTION CARRIED** by a unanimous voice vote to recommend Ms. Duclus with a term to expire on 7/1/2020.

#### **Reappointments:**

All committee members are in favor of meeting before the Council Workshop and only with new applicants, unless otherwise requested by a committee member or an applicant for reappointment.

#### **Pending Reappointments:**

The following Reappointments were recommended by Councilor Gray, second by Councilor Abbott and passed unanimously:

|                         |                                             |
|-------------------------|---------------------------------------------|
| <b>Whitney Belton</b>   | REDC, to expire 1/2/2023                    |
| <b>Daniel Nickerson</b> | Conservation Commission, to expire 1/2/2023 |
| <b>Pamela Hubbard</b>   | Library Trustee, Ward 5, to expire 1/2/2023 |
| <b>Paul T. Roberts</b>  | Recreation and Arena, to expire 1/2/2023    |
| <b>Joan C. Stroger</b>  | Recreation and Arena, to expire on 1/2/2023 |
| <b>Mark Collopy</b>     | Planning Board, to expire 1/2/2023          |

Councilor Gray **MOVED** to **ADJOURN** at 6:40 PM. Councilor Hutchinson seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Donna Bogan, Chair



# Rochester City Council

## Community Development Committee

### MEETING MINUTES

**Elaine Lauterborn, Chair**  
**Donna Bogan, Vice Chair**  
**Doug Lachance**  
**Laura Hailey**  
**Palana Belken**

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                         |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| <b>Meeting Date:</b>    | Monday, February 10, 2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                         |
| <b>Members Present:</b> | Elaine Lauterborn<br>Laura Hailey<br>Donna Bogan<br>Palana Belken                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Members Absent:</b><br>Doug Lachance |
| <b>Guests/Staff:</b>    | Julian Long, Community Development Coordinator<br>John Burns, SOS Recovery Center<br>Martha Stone, Cross Roads House<br>Michael Williams, COAST<br>Deanna Strand, Dover Adult Learning Center<br>Tracey Donaldson, Dover Adult Learning Center<br>Jeremy, Dover Adult Learning Center<br>Cheryl Van Allen, HAVEN<br>Skip Smith, SHARE Fund<br>Bob Dauber, Triangle Club<br>Bob O'Connell, Triangle Club<br>Tracy Hardekopf, Homeless Center for Strafford County<br>Susan Ford, My Friend's Place |                                         |

Councilor Lauterborn called the meeting to order at 6:29 p.m. Councilor Bogan made a motion to approve the January 13, 2020 and January 23, 2020 committee meeting minutes, and Councilor Belken seconded the motion. The motion passed unanimously.

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PUBLIC INPUT</b>                          | There was no public input.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>FY 2021 GRANT APPLICANT PRESENTATIONS</b> | <p>Mr. Burns from SOS Recovery Center explained that SOS Recovery Center is requesting a larger amount of municipal funds for FY 2021 as in the prior year funding was split between municipal funds and Community Development Block Grant (CDBG) funds. SOS Recovery Center is requesting FY 21 to fund half of a Rochester-only staff position.</p> <p>Councilor Belken asked about the closing of Dover's Bonfire facility and its effect on SOS Recovery Center. Mr. Burns replied that the main effect is a reduction in already insufficient recovery housing. Councilor Belken also asked about data comparisons between 2018 and 2019. Mr. Burns replied that SOS Recovery Center has seen an increase of about 10%.</p> |

Ms. Stone from Cross Roads House stated that Cross Roads House is the largest emergency homeless shelter in the Seacoast region, providing services for single men, single women, and families. Ms. Stone stated that the shelter served 94 Rochester residents last year and now serves more Strafford County residents than Rockingham County residents.

Mr. Williams from COAST stated that COAST provides public transit in the form of the bus routes and paratransit services for residents with disabilities. Mr. Williams explained that a federal funding source has recently ended, and although COAST has redesigned its system to improve services and reduce costs, there is still a funding gap. Mr. Williams added that the redesign is adding service to Washington Street and express service from downtown Rochester to downtown Portsmouth, while eliminating service north of Lilac Mall and the limited East Rochester route.

Councilor Lauterborn noted the large increase in the FY 2021 request from the FY 2020 request. Mr. Williams explained that this is due to the elimination of a large federal grant and the increase in northern Strafford County ridership. Councilor Hainey asked whether a decrease in local funding would mean a reduction in federal funding, and Mr. Williams said that this is the case. Councilor Belken praised COAST for its system redesign process and its responsiveness to public feedback.

Ms. Strand introduced Ms. Tracey Donaldson and Jeremy from Dover Adult Learning Center. Ms. Donaldson explained that Dover Adult Learning Center provides HiSET (GED) classes, English as a Second Language (ESL) classes, and other educational services at its Rochester location. She added that the Rochester location has expanded its hours due to increase in demand for services.

Jeremy, a current Dover Adult Learning Center student, stated that the convenience of the Rochester location was a factor in his returning to school. He also stated that he has found the computer classes useful.

Councilor Hainey asked how many Rochester students are served per year, and Ms. Strand replied that about 175 students each year come from Rochester. Councilor Belken asked how students learn about the classes and get enrolled. Jeremy stated that he heard about the classes from word of mouth. Ms. Donaldson added that Dover Adult Learning Center also receives referrals from Bud Carlson Academy and MY TURN.

Ms. Van Allen of HAVEN stated that HAVEN is the primary provider of sexual assault and domestic violence survivor services for Strafford County. The agency also serves part of Rockingham County. Agency services include shelter, supportive services, and educational outreach presentations at schools. Ms. Van Allen added that 63% of all shelter bed nights from last year were Rochester residents.



Ms. Van Allen stated that HAVEN is requesting both public service agency funding, for the Housing First Program manager salary, and public facilities funding, for land acquisition for a larger shelter that will also cohouse the HAVEN offices. This program assists clients to transition immediately to safe permanent housing.

Councilor Lauterborn asked where the new shelter will be located. Ms. Van Allen stated that the proposed location is Portsmouth. She added that HAVEN is also requesting CDBG funding from the cities of Portsmouth and Dover.

Mr. Smith of SHARE Fund stated that the SHARE Fund provides a range of supportive services such as Gerry's Food Pantry, financial literacy education, and rental assistance. The CDBG funding request would support the rental assistance program. SHARE Fund anticipates an increase in demand for the next program year, which is reflected in the increase in requested funds.

Councilor Lauterborn asked where the remainder of SHARE Fund's funding comes from. Mr. Smith replied that funding also comes from outside private donations from individuals and businesses.

Mr. O'Connell stated that he became involved with the Triangle Club as interim director as he saw the need for its recovery services (such as hosting AA, NA, and Al-Anon) when he served as executive director of the homeless shelter My Friend's Place. Triangle Club is requesting public facilities funding to upgrade its electrical systems.

Councilor Lauterborn asked how many Rochester residents are served by the Triangle Club, as it is located in Dover. Mr. Dauber stated that about 20% of its clients served about Rochester residents. He added that while Rochester's SOS Recovery Center tends to serve younger clients, the Triangle Club serves somewhat older clients.

Councilor Hainey asked what Triangle Club's annual budget is and if other communities fund the Triangle Club. Mr. O'Connell replied that the annual budget is about \$300,000 and that Triangle Club also requests CDBG funding from the City of Dover.

Ms. Hardekopf from Homeless Center for Strafford County stated that the center has submitted two applications, one for public service agency funding for operating expenses and one for public facility funding for kitchen installation expenses for its new shelter. Ms. Hardekopf stated that the center focuses on avoiding adverse childhood trauma for homeless families and that recently the center has started admitting single men.

Councilor Hainey asked about many residents the center serves. Ms. Hardekopf replied that the shelter is limited to 26 residents at a time under current capacity.

|                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                   | <p>Ms. Ford from My Friend's Place stated that My Friend's Place serves as a homeless shelter for men, women, and families. She stated that My Friend's Place has already exceeded its FY 20 estimated number of clients served and will end the program year at nearly double the number of homeless Rochester residents served as anticipated. In recent years, My Friend's Place has increased its capacity from about 17 beds to about 28 beds by bunking beds in its bedrooms.</p> <p>Councilor Hainey asked about the average length of stay. Ms. Ford replied that the average stay has increased to about five to eight months, largely due to low rental vacancy rates in the Seacoast region.</p> |
| <b>FY 2020-2025 DRAFT CONSOLIDATED PLAN – Review and Approval</b> | Mr. Long provided a brief overview of the draft Consolidated Plan and encouraged committee members to contact him with any questions or requested revisions before the March committee meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>FY 2021 DRAFT ANNUAL ACTION PLAN – Review and Approval</b>     | Mr. Long provided a brief overview of the draft Annual Action Plan and encouraged committee members to contact him with any questions or requested revisions before the March committee meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>PROJECTS PROGRAM REPORT</b>                                    | Mr. Long provided brief overviews of current CBDG activities and projects, including the continuing corrective action efforts in response to the August 2019 HUD site monitoring visit. Mr. Long also explained that he has participated in a City census outreach committee that is trying to increase Rochester participation in the 2020 Census. Having accurate census data will help Rochester when seeking federal funding.                                                                                                                                                                                                                                                                           |
| <b>DISCUSSION OF COMMITTEE RECOMMENDATIONS</b>                    | The committee has decided to meet on the third Monday of the month, except for the joint meeting to be held in April with the Rochester Recreation and Arena Advisory Commission. The consensus of the committee was to meet at 6 p.m. instead of 7 p.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>OTHER BUSINESS</b>                                             | There was no other business.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

The meeting was adjourned at 8:43 p.m.

**Next Meeting** – Monday, March 16th, 2020 at 6:00 p.m. in Cocheco Conference Rooms in City Hall Annex (33 Wakefield Street)

**Topics** – FY 2020-2025 Draft Consolidated Plan Review, FY 2021 Draft Annual Action Plan Review, Projects Program Report



**Fidelity Committee  
of the  
Tri-City Joint Mayors' Task Force on Homelessness  
Somersworth Middle School, Media Room  
Somersworth, NH 03878  
February 18 , 2020  
6:00 PM**

**MAYORS**

Mayor Caroline McCarley  
Mayor Karen Weston  
Mayor Dana Hilliard

**Rochester Members**

Jeremy Hutchinson  
(chairman)

Barbara Holstein

**Dover Members**

Charles Reynolds

Betsey Andrews Parker

**Somersworth Members**

Todd Marsh

Dina Gagnon

**Others Present:** Lena Nichols, Somersworth Welfare, Julian Long (Rochester Economic Development), Ashley Desrochers.

**MINUTES**

**1. Call to Order**

Chairman Hutchinson called the meeting of the Fidelity Committee to order at 6:03 PM. Rochester Deputy City Clerk Cassie Givara took a silent roll call. Mayor McCarley of Rochester was absent and Mayor Carrier and Betsey Andrews Parker of Dover were excused.

**2. Public Input (3-minute maximum and/or submit a statement)**

No Discussion.

**3. Communications from the Mayors**

Mayor Hilliard spoke to the Committee about the warming centers which have now been opening in Dover, Somersworth and Rochester during the recent cold

weather. He spoke about the need to ensure that the core group of warming center volunteers does not experience burnout and that there are adequate resources available to maintain the quality of care. Mayor Hilliard stated that when the colder weather slows down, the Cities will have an opportunity to re-examine the experiences with warming shelters and determine what worked and what can be done better.

Mayor Hilliard reported that he had a Rollinsford resident reach out to him in regards to potentially using one of her properties for a warming center or shelter. Due to the differences in town/city ordinances and the limits to the Mayor's purview, this proposal was not an item that could move forward at this time. The Mayor did feel that it demonstrated that there are more people becoming aware of the need for shelter solutions and more people wanting to help.

There was a discussion in Committee regarding churches and faith-based organizations stepping up to open warming centers and to feed and house the homeless during the cold months. The committee emphasized the need for the Cities to have an equal part and not to rely on these faith based organization to be the sole solution.

#### **4. Communications from the Chair**

Chairman Hutchinson addressed the committee in regards to the two recent proposals he had submitted before the Rochester City Council. The first proposal being a change to the City of Rochester Zoning Ordinance to allow permitting for temporary use shelters. The Rochester Council accepted the petition to change the ordinance, although it was amended and is still somewhat restrictive; the centers would only be seasonal (cold weather), would be allowed only 3 times a season and only for up to 15 days which do not have to be consecutive. There are also no provisions for type of weather. Chairman Hutchinson expressed that this zoning change will be revisited in the future, but it is a good starting point.

Vice Chair Marsh reported that the City of Rochester had opened 38 Hanson Street in Rochester as a warming center. The center is very low barrier. It is a vacant building which the City has set up with portable heaters and lights as well as portable toilets. There is currently food and water available for those residents using the warming center.

Chairman Hutchinson stated that he hoped to move the Committee in a new direction; away from warming centers and shelters and toward the original plan which was working on strategies from the Master Plan on Homelessness. He suggested the Committee focus on one strategy per meeting and try to develop actionable proposals to go before the respective Councils.

#### **5. Presentation: LEAD (Law Enforcement Assisted Diversion) – John Burns**

John Burns, Director of SOS Recovery, presented to the Committee on LEAD (Law Enforcement Assisted Diversion) and gave a history of the program which originally started in Seattle in 2011. SOS was able to obtain a grant in 2016 from Open Society Foundations for \$75,000. This grant was mostly for technical assistance in order to get the program up and running in Dover, NH. There are now LEAD programs in both Dover and Farmington. Mr. Burns clarified that the program is not run by SOS, but they provide case management. He emphasized that LEAD is not a recovery based program, but rather a harm reduction model.

Mr. Burns gave an overview of what the LEAD Program entails: It is a pre-arrest, pre-booking diversion which is driven by the police department at the patrolmen level. Officers in the field are able to identify situations where they believe diversion would be beneficial, reach out to LEAD and get the enrollment and assessment started. He spoke about the benefits and cost savings to both police departments, courts and prosecutors by diverting low level offenses from entering the criminal justice system.

Mr. Burns reported that the crimes eligible for diversion are non-violent, "victimless" crimes such as drug sales and possession, and crimes driven by addiction, poverty and homelessness. If there are victims involved in a non-violent crime, the program can still be offered at the victim's discretion. He also discussed the potential of "social contact referrals" where the LEAD program can be offered to individuals without the presence of an offense or charges.

Mr. Burns outlined the structure of LEAD and the oversight of the program including how the case management was handled with homeless residents. He gave data on the maximum number of cases which could be taken on per year as well as the statistics on how LEAD has benefited those involved.

Mr. Burns emphasized the need for full stakeholder buy-in prior to implementation of LEAD in a community and throughout the process. The Police Department, starting with the Chief, would all need to be on board in order for it to work effectively. He spoke about the minimal costs to the police departments participating; the only cost would be the officers involved attending the initial training and certain officials attending monthly meetings. The bulk of the cost of the program is Case Management which is covered through grants.

There was discussion in Committee regarding the process of establishing LEAD in a new Community and what the process would entail. It was decided that this program would be an ongoing agenda item and will be explored further in the future.

## **6. Discussion: "No-Fee ID" Initiative**

Chairman Hutchinson spoke of the other item which has been proposed to the Rochester City Council; the "Lilac City No-Fee ID." It was clarified that this is not a picture ID being issued by the City, but rather a process for homeless Rochester residents to follow in order to obtain their vital records from the City Clerk's Office for the purpose of receiving state ID, housing and other services which require such

records. The Chairman reported that there had been very little resistance to the proposal and it seemed to be met favorably by City officials.

Todd Marsh, Rochester Welfare Director, and Cassie Givara, Rochester Deputy City Clerk, gave a brief overview of how the proposed program would work for their respective departments. Mr. Marsh stated that he wanted to ensure that funding for this program was separate from "general assistance" money which is an obligation by state RSA. This was solved by the funding coming out of the "homeless services" line item of the welfare budget.

Ms. Givara stated that from the City Clerk's office perspective, the process of issuing a vital records was no different within this proposal as it is with any other request; there are still statutory obligations which will need to be fulfilled to verify an applicant's identification. The only difference will be how the money for the process is received. The behind the scenes financial portion of the process would be arranged through the City's Finance department, but she stated that the City Clerk's office does not see any reason why this program can't be implemented without issue.

Mr. Marsh stated that he felt the program had to be relatively low barrier due to the difficulty in verifying or confirming homelessness. He stated that if a client presents as homeless and the welfare department feels it is reasonable to assume the resident is experiencing homelessness in Rochester, then the client can then be referred to the City Clerk's Office without further verification. Mr. Marsh expressed some concern that some homeless residents from other communities may claim homelessness in Rochester in order to obtain their vital records; although this may be alleviated once other communities start implementing similar programs.

Chairman Hutchinson reported that the Rochester City Manager is currently drafting a policy and procedure for the no-fee ID policy which will then come to the City Council for a vote. This will hopefully serve as a model for other communities who would like to implement similar programs.

## **7. Update: Warming Centers**

The Committee discussed temperature triggers for warming center openings. It was stated that private organizations and faith-based communities do not have to adhere to particular guidelines for temperature limits, but rather can open whenever they deem appropriate. Because there is no federally established temperature or weather criteria for warming center openings, every community is tasked with determining their own criteria if they choose to open a warming center with City involvement. The Chairman emphasized the need for some level of predictability and consistency for center openings as far as temperature and weather is concerned; following the end of the winter, the Committee should look into contacting policy experts and developing criteria.

There was a discussion in Committee about warming center volunteers and ensuring there are enough within all three communities to fulfill the need, especially when there is the potential of multiple communities opening warming centers

simultaneously. Mayor Hilliard suggested that once the weather warms up and there is a less pressing need for warming centers, there can be a plan developed ahead of time and the communities can map out a calendar of center openings so the center openings can rotate through the communities on a set schedule.

Mr. Burns noted that there has been more engagement within the homeless community since the regular openings of the warming shelters. Mr. Marsh and representatives from CAPS concurred and stated that they felt it was helpful that there is passive assistance being offered, with help available but nothing being forced.

Chairman Hutchinson suggested the possibility of reaching out to area schools to see if there was any interest in the 18-year old students becoming warming center volunteers. Mayor Hilliard cautioned against approaching high school students due to restrictions, but encouraged the possibility of engaging UNH students. The Committee discussed reaching out to appropriate contacts at UNH and coordinating training with IDN.

The Committee discussed the challenges of getting the word out when warming centers were being opened and how to effectively alert the public and volunteers that the warming centers will be available. It was stated that communication within the homeless community is very effective and spreads throughout the area quickly to the residents. Getting word out to potential volunteers and the rest of the community could use some improvement. There was a discussion on use of social media and government websites for announcements.

#### **8. Review of Master Plan Subcommittee Meeting – Betsey Andrews Parker**

It was decided that the discussion of the subcommittee report would be TABLED until the next Fidelity Committee meeting due to Ms. Andrews Parker's absence.

#### **9. Other**

Mayor Hilliard reported that Tori Jennison, IDN, would be appearing on an episode of his Somersworth government channel "The Echo" to discuss warming shelters and training. This episode will re-air Citywide and those residents to watch will be able to volunteer for the warming centers thereafter.

The next meeting of the Fidelity Committee will be Thursday March 12<sup>th</sup> at 6:00 PM at Somersworth Middle School. The inclement weather reschedule date will be Thursday March 19<sup>th</sup> at the same time and place.

Chairman Hutchinson suggested that Committee members (and contributors) bring ideas on one item from the Master Plan on which policy can be written and brought to the City Councils.

#### **10. Closing Public Input**

No Discussion.

#### **11. Adjournment**

DRAFT

02/27/2020  
Fidelity Committee TCMF  
February 18, 2020

Chairman Hutchinson **ADJOURNED** the meeting of the Fidelity Committee at 7:54 PM.

Respectfully Submitted,  
Cassie Givara, Deputy City Clerk, Rochester



DRAFT

## Finance Committee

## Meeting Minutes

Meeting Information

Date: February 18, 2020

Time: 6:00 P.M.

Location: City Council Chambers

31 Wakefield Street Rochester, New Hampshire

**Committee members present:** Mayor McCarley, Deputy Mayor Lauterborn, Councilor Walker, Councilor Gray, Councilor Hamann, Councilor Lachance.

**City staff present:** City Manager Blaine Cox, Deputy City Manager Katie Ambrose, Deputy Finance Director Mark Sullivan. Chief Assessor Jonathan Rice. Deputy Police Chief Gary Boudreau. Director of Economic Development Mike Scala.

Agenda & Minutes**1. Call to Order**

Mayor McCarley called the Finance Committee Meeting to order at 6:01 PM. Deputy City Clerk Cassie Givara took a silent roll call. All Councilors were present except for Councilor Bogan who was excused.

**2. Public Input**

No Discussion.

**3. New Business****3.1 Waiver of Special Plates Fee (Purple Heart recipients)**

Councilor Hamann **MOVED** to send to full Council the waiver of special plate fees for Purple Heart Recipients. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**3.2 Police Department-Use of FY20 O&M Projected Surplus-DC Boudreau.**

Deputy Chief Boudreau stated that the Police Department will be requesting a CIP project in the FY 2021 budget in order to refurbish the detectives division. He stated that when the department was opened in 2004, there was not funding for furnishings at that time so they sourced secondhand workstations, cubicles and furnishings from Cabletron. These furnishings are now failing and not in good shape. The Police Department estimates that they will have a surplus of \$300,000 from the salary and benefits line of the FY 2020 budget. They are proposing to use some of this surplus to refurbish the unit in the current budget year instead of requesting it through CIP in the upcoming budget. Deputy Chief Boudreau stated that he estimates the total will be around \$51,000.

Councilor Lachance **MOVED** to send the request to full council. Councilor Hamann seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

### 3.3 Assessing Department-Assessing Software-discussion-J. Rice.

Chief Assessor Jonathan Rice addressed the Committee regarding the Assessing Department software upgrade from Patriot AP4 to AP5. Mr. Rice reported that there had been significant issues with the AP5 software and gave a synopsis of several of the issues the department has discovered; new or untrained personnel on the technical support side of the program, frequent crashes resulting in loss of service, serious data sharing problems between the assessing software and the financial software causing missing data and significant delays in billing. He stated that there were also serious flaws with the reporting side of the software and inadequate filters. The software is cumbersome, not user friendly, and there is no ability to customize. He stated that these are only a handful of the problems they have encountered with the upgrade, but there are multiple others.

Mr. Rice stated that a 5-page list of issues has been supplied to the software vendor and multiple contacts have been made; although getting an adequate response has been a difficult and lengthy process. Very few fixes have been completed.

Mr. Rice said that the Assessing Department is requesting a supplemental appropriation of \$100,000 to secure fully functioning software. The initial plan was to add this request as part of the FY21 budget, but the estimated time to get the software up and running would be approximately 2-3 months. If the department were to wait until the budget season is complete, it would interfere with the issuance of the next cycle of tax bills.

Councilor Lauterborn asked for clarification on what the Assessing Department had requested during the last budget season. Chief Assessor Rice clarified that he had previously requested Avitar, but there was no specific vendor requested at this time because the request has not gone out for RFP yet.

Councilor Walker asked if there was an opportunity to recoup some of the money spent on AP5 due to the ongoing issues. Chief Assessor Rice stated that a portion of the cost had been made in 2015. There is an additional \$12,500 remaining due which the department is withholding because the contract states that they would deliver a fully functioning program.

Councilor Lauterborn inquired why it would be so costly to change vendors. Chief Assessor Rice estimated that the cost to purchase a new software would be in the \$55,000 - \$65,000 range. There is also a significant cost associated with re-sketching the illustrations within the program. He stated that Patriot properties protects their sketches, and either purchasing the sketches or having them redone could cost an additional \$30,000. The total cost estimate left some additional room for IT expenses or unforeseen upfront costs.

Councilor Walker asked from where the supplemental appropriation would come. Finance Director Ambrose stated that the recommendation would be that the appropriation come from Unassigned Fund Balance.

Councilor Hamann asked if there would be a selection committee put together to evaluate the new software prior to a decision being made. Chief Assessor Rice stated that he would be open to a selection committee.

Councilor Lauterborn **MOVED** to send the request to full Council for a \$100,000 supplemental appropriation for new assessing software. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

DRAFT

### 3.4 Economic Development-Downtown Revitalization Funds-discussion-M. Scala.

Director of Economic Development Mike Scala spoke to the Committee regarding the Downtown Revitalization fund which had been established to take care of selective demolition, clean-up and repair of the properties on the Scenic/Salinger block. Following the work which has already taken place, there is \$266,400 remaining of the original \$300,000. Mr. Scala stated that the developer which the City has been working with asked if the funds can be repurposed for preconstruction demolition as opposed to roof repair which will no longer be needed.

Councilor Lachance **MOVED** to send to full council the repurposing of the remaining Downtown Revitalization funds. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

## 4. Reports from Finance & Administration

### 4.1 Monthly Financial Report Summaries January 31, 2020

#### 4.1 (a) January 31, 2020 Revenues

#### 4.1 (b) January 31, 2020 Expenses

No Discussion on finance and administration reports.

### 4.2 EDA Project General Fund Unassigned Fund Balance Request

Finance Director Ambrose referenced a spreadsheet which had been distributed in November earmarking certain projects for a change in funding source from bond to cash, and stated that this project had originally been on that list. Prior to City Council approval of the funding changes, this project had been removed from the list because Public Works had not been ready to move forward with the project. Finance Director Ambrose stated that the department was ready to move forward; which would require a \$34,000 supplemental appropriation from Unassigned Fund Balance. The alternate would be that this would become a taxable bond.

Councilor Lauterborn **MOVED** to recommend changing the funding source of the EDA Salmon Falls Road Project from bonding to unassigned fund balance. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

## 5. Other

No Discussion.

## 6. Adjournment

Councilor Walker **MOVED** to **ADJOURN** the Finance Committee meeting at 6:30 PM. Councilor Gray seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully Submitted,

Cassie Givara  
Deputy City Clerk

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City Clerk's Office

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**Resolution Authorizing Waiver of Municipal Registration Fees for Applicants Qualifying Under RSA 261:86 Special Number Plates for Certain Veterans**

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

That the City of Rochester shall waive the municipal portion of the motor vehicle registration fee for any applicant who qualifies for Special Plates under RSA 261:86, I (a)-(e).

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City Clerk's Office

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02/27/2020

## City of Rochester Formal Council Meeting

### AGENDA BILL

**NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

AGENDA SUBJECT Waiver of Special Plates Fee

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                                                                     | 3/03/2020                                          |  |  |
| DEPT. HEAD SIGNATURE                                                            |                                                    |  |  |
| DATE SUBMITTED                                                                  | 2/26/2020                                          |  |  |
| ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" 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 DEPARTMENT APPROVAL                                                                |  |
| SOURCE OF FUNDS                                                                            |  |
| ACCOUNT NUMBER                                                                             |  |
| AMOUNT                                                                                     |  |
| APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> |  |

#### LEGAL AUTHORITY

City Council

**SUMMARY STATEMENT**

Requesting that the Rochester City Council waive the municipal portion of the motor vehicle registration fee for veterans that qualify for Special Plates under RSA 261:86. This would effectively waive the fee for those who were awarded the Purple Heart medal, which would have a minimal impact on motor vehicle registration revenues.

**RECOMMENDED ACTION**

Recommend Council approval



**Resolution Authorizing Supplemental Appropriation in the Amount of \$100,000.00 to the Assessing Department's FY20 Operating Budget for the Purchase of Assessing Software**

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

The Mayor and City Council authorize a supplemental appropriation to the Assessing FY20 Operating Budget in the amount of One Hundred Thousand Dollars (\$100,000.00) to fund costs associated with the replacement and upgrade of CAMA software. 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 establish and/or designate such accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

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City Clerk's Office

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02/27/2020

**City of Rochester Formal Council Meeting****AGENDA BILL****NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

|                                               |
|-----------------------------------------------|
| AGENDA SUBJECT<br>New Assessing CAMA Software |
|-----------------------------------------------|

|                                                                                                      |                                                                                                                                    |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| COUNCIL ACTION ITEM <input checked="" type="checkbox"/><br>INFORMATION ONLY <input type="checkbox"/> | FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/><br>* 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                                                                     | March 3, 2020                                                                     |   |  |
| DEPT. HEAD SIGNATURE                                                            |  |   |  |
| DATE SUBMITTED                                                                  | February 19, 2020                                                                 |   |  |
| ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED                                | 3 |  |

**COMMITTEE SIGN-OFF**

|              |                   |
|--------------|-------------------|
| COMMITTEE    | Finance Committee |
| CHAIR PERSON |                   |

**DEPARTMENT APPROVALS**

|                     |  |
|---------------------|--|
| DEPUTY CITY MANAGER |  |
| CITY MANAGER        |  |

**FINANCE & BUDGET INFORMATION**

|                                                                                 |              |
|---------------------------------------------------------------------------------|--------------|
| FINANCE OFFICE APPROVAL                                                         |              |
| SOURCE OF FUNDS                                                                 | General Fund |
| ACCOUNT NUMBER                                                                  |              |
| AMOUNT                                                                          | \$100,000    |
| APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/> |              |

**LEGAL AUTHORITY**

|              |
|--------------|
| City Council |
|--------------|

**SUMMARY STATEMENT**

Twelve months ago, February 2019, the Assessing Department executed an agreement with Patriot Properties to upgrade the City's CAMA software from AssessPro Classic to AssessPro 5 ("AP5"). As of today, Patriot Properties has yet to fulfill its contractual obligation to deliver a fully functioning CAMA software. In fact, the AP5 software is inundated with significant errors and issues that are interruptive to City business and highly inefficient.

**RECOMMENDED ACTION**

Council Approval Recommended



***City of Rochester, New Hampshire***  
**ASSESSING DEPARTMENT**

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

## MEMO

**Date:** February 6, 2020  
**To:** Rochester City Council  
**cc:** City Manager, Finance Director, City Assessor  
**From:** Marybeth Walker, CNHA & Gabrielle Nadeau  
Rochester Board of Assessors

**Subject: New Assessing Software: Funding**

The purpose of this memo is to let the Rochester City Council know that as members of the Board of Assessors we support the efforts of management and the Assessing Department to secure new assessing software as soon as possible. Last year the assessing department updated the assessing software with a promise of multiple “upgrades” from the vendor. The new version of the assessing software has not been successful.

The Board of Assessors met on January 30, 2020. A couple of important items on the agenda were the revaluation process and the conversion from the “classic” version of the Patriot software system to the updated version provided by the same company. We discussed these two issues as well as how they affected each other.

All of the members of the assessing team were available to meet with us and share their experiences. Each member had information to share in regards to the conversion process. We discussed the parts that were successful, after much effort, and the difficulties that still remain.

The assessing team was able to successfully complete the 2019 revaluation. The objective was to produce assessed values that are more in line with market value. There were many difficulties in the process. Our understanding is that after working diligently with the software’s technical team to try to resolve the issues there are many issues that still remain. There are no “fixes” to make the system function well.

For those of you that are not familiar with the Board of Assessors and our background I would like to share that both of us have extensive experience working in the assessing and appraisal field. This experience enables us to be able to form informed opinions as well as give advice in this field.

I am sure that the City Assessor will share with you in more detail the issues surrounding the assessing software. In our opinion the issues that remain will hinder if not prevent the assessing department from being able to complete the daily assessing functions in a timely manner and with confidence in the assessing software’s functionality.

The updated software, despite all of the promises made, is actually a step backward; not forward. Some of the most disconcerting issues are: 1. The report function does not work, simple excel sheets are not able to be obtained from the software. 2. The exemption and credit function has now been compromised in such a fashion that they do not correctly bridge over to the billing system. The correction for this is to hand enter the exemption and credit values. 3. The software system no longer integrates with the online GIS system to its full capacity. Photos and other important information do not bridge over and there is no solution for this problem. 4. The permitting system that was specially purchased to make things easier for **all departments** no longer communicates/bridges information so they no longer “talk” to each other. This prevents the Viewpermit system from being updated with current ownership and other important data and makes it necessary for the newly issued permits to be hand entered into the assessing system.

These are only a few of the issues that indicate new assessing software is necessary. We believe by switching to a different system which integrates well with the online AxisGis system, Viewpermit and Munis tax billing and has the ability to produce reports is essential. It needs to operate in a manner that the Chief Assessor and his team can be confident that it is functioning correctly.

The cost of a changing to a new assessing system that easily integrates with the other systems in the City will be gained back by the time savings in all related departments. The time freed up will enable the assessing office and other departments to complete their work in a timely manner. The tax bills will be able to go out on time and property owners will be able to access their property information with ease. One of the most important factors in an assessing office is transparency and public relations.

There are many choices in assessing software. We would encourage the assessing department to choose a proven software system that functions well in a city of this size and is an upgrade in functionality in comparison to the current system. The company chosen to implement the software should have good customer service and be responsive to customer complaints. The assessing software should have the ability to produce transparent assessed values for the complex properties in our City. The new software system and the current billing system should communicate seamlessly so all tax bills have the correct information and values.

During the meeting the City Assessor mentioned that they were looking into Vision Appraisal Software Version 8. After asking multiple questions and taking into my own experience with the Vision Software we as a Board would recommend that the Vision Appraisal software be taken into consideration. There are key staff members that are already familiar with the software, they have excellent customer service and they work with the assessing staff and community to make sure the software integrates with the other systems in the community.

We would like to recognize and thank both the assessing and finance department employees for their dedication and hard work through these software struggles. If it were not for their perseverance in trying to resolve the issues involved the new values would not have been established and tax bills would not have been sent out.

It is important that the assessing office has the correct tools to provide quality customer service as well as fair and equitable values. We would ask that you support the assessing department in this endeavor.

Feel free to reach out to the Board of Assessors if you have any questions or concerns.

*Maybelle G. Walker*  
*Gabrielle M. Noe*



***City of Rochester, New Hampshire***  
INFORMATION TECHNOLOGY SERVICES  
31 Wakefield St • Rochester, NH 03867  
[www.rochesternh.net](http://www.rochesternh.net)

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**INTEROFFICE MEMORANDUM**

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**TO:** Jonathan Rice, Chief Assessor

**FROM:** Sonja Gonzalez, Chief Information Officer

**DATE:** February 10, 2020

**SUBJECT:** Assessing Database

**CC:**

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As discussed on February 6, I support your conclusion to pursue funding for a replacement CAMA software. Having worked with Patriot Properties through many remote connections and getting to know their development, deployment and support practices, I believe the City would be better served by establishing a relationship with another vendor who could meet our assessing needs better while maintaining a security and deployment best practices. The following are specific areas of concern that I have had while working with them.

- Excessive remote connections needed after production cutover.
- Request for insecure methodologies for data transfer.
- "Messy" support practices that froze the database several times, including leaving verbose logging on after troubleshooting had completed and filling the data drive with several unneeded copies of the database.

**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 |       |          |           | -             | -               |                 |
| 2 |       |          |           | -             | -               | -               |
| 3 |       |          |           | -             | -               | -               |
| 4 |       |          |           | -             | -               | -               |

**Appropriation**

|   | Org # | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|-------|----------|-----------|---------------|-----------------|-----------------|
| 1 |       |          |           |               |                 | 100,000.00      |
| 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 ☐



Public Safety Committee  
Council Chambers  
February 19, 2020  
6:00 PM

**MEMBERS PRESENT**

Councilor Don Hamann, Chair  
Councilor Peter Lachapelle, Vice-chair  
Councilor Jeremy Hutchinson  
Councilor Chris Rice

**MEMBERS ABSENT**

Councilor Palana Belken

**OTHERS PRESENT**

Councilor David Walker  
Michael Bezanson, PE, City Engineer  
Gary Boudreau, Deputy Police Chief  
Mark Klose, Fire Chief  
Dan Camara, GIS Asset Mgmt. Tech.  
Bonnie Billings, 161 Chesley Hill Road  
Lynn Allen, Principal, William Allen School

Minutes

Councilor Hamman brought the meeting to order at 6:00 PM.

1. Public Input

The members of the public that were present were there for items listed on the agenda.

2. 161 Chesley Hill Road-No Outlet Sign

Councilor Hamann summarized the issue. Item number 3 was moved up on the agenda; Bonnie Billings of 161 Chesley Hill Road was present to discuss the safety concerns in her area. Mrs. Billings came to the meeting to request a “no outlet” sign for her driveway; she said she has been at this residence for 37 years and over the years there have been many changes to the road. There is a new development off Chesley Hill Road, and many new houses being built; 3 right near her driveway. This brings more traffic to the area. Her driveway is right off the curve in the road. If people do not know the area, they go down the driveway and then turn around sometimes in the driveway, lawn or their garden. It’s been getting worse lately, so she was hoping a “no outlet” sign would help. She stated that a few years ago her daughter came to a Public Safety meeting regarding concerns with the road; there were a lot of accidents in the area. Curve ahead warning signs and 20 mph advisory speed plaques were placed near the corner. Councilor Lachapelle said that he is

very familiar with this area. He asked if her driveway was paved. Mrs. Billings stated that although there is a paved apron portion, the actual driveway is gravel and she maintains it. Councilor Walker said that a “no outlet” sign typically is placed when there are at least 2 streets but no outlet; if this was a city street, it would warrant a “dead end” sign. Mrs. Billings said she saw a street across from the Kohl’s shopping plaza that had a “no outlet” sign, so that is why she thought of that. She said she knows she could probably get a “private drive” sign, but she just wanted to bring it to the committee to see what could be done. She said 37 years ago there was no lighting down there, so they had Public Service bring a pole and light in; that may be a reason people think it is a road. Councilor Hutchinson said a “private drive” sign would not reflect good at night, putting a reflective “chevron” sign right near the trees would help. **Councilor Lachapelle made a motion to install 2 “chevron” signs at the corner near Mrs. Billings driveway at the discretion of DPW. The motion was seconded by Councilor Rice. Unanimous voice vote carried the motion.** Councilor Lachapelle said that if Mrs. Billings wanted to put up a “private drive” sign on her property she could.

### 3. Portland/Franklin Street-Speeding Concerns

Councilor Hamann summarized the issue. He said that he spoke to a woman that requested a “speed limit” sign or a “school zone” sign on Chamberlain Street between Portland and Franklin Street. Councilor Walker said that the speed trailer could be placed in the area to collect data. Councilor Hamann said that the woman said the speed trailer was out in the area previously and the average speed was 28 mph. Deputy Chief Boudreau said he would look to see if he has any data for this area. Councilor Walker stated that the “school zone” signs have already been placed in the area. Mr. Bezanson said that the woman also had a chance to talk to Mr. Nourse, Director of City Services, and that she indicated that in addition to speeding cars, there were also buses speeding in the area. Deputy Chief Boudreau said he would put this area on the list for the speed trailer; he also said that he would have to ask someone if they would be willing to have the speed trailer on their property because it is tight in the area. This was kept in committee, the speed trailer would not be placed until the weather got warmer, maybe April or May.

### 4. Wilson Street/Route 125-Left Turning Traffic-Intersection Concerns

Councilor Hamann summarized the issue. Michael Rademacher of 11 Wilson Street sent an email to the City Manager’s office stating that at the intersection of Wilson Street and Route 125 is dangerous to attempt to continue straight through the intersection onto Old Dover Road as the opposing traffic regularly turns left in front

of him even though they have to yield. Councilor Hamann asked if the traffic signal phases could be adjusted. Mr. Bezanson said that they recently went through and coordinated the timing through the whole corridor; it was difficult to get it just right and it is still not great for some turning movements, but it is the best they could do in the area. It was suggested that a sign that states “left turn yield on green” be installed for traffic on Old Dover Road. Councilor Walker asked where the sign would be placed. Mr. Bezanson stated that the sign would be installed on the mast arm near the signal head. ***Councilor Lachapelle made a motion to place a “left turn yield on green” sign on the mast arm facing Old Dover Road. Councilor Rice seconded the motion. Unanimous voice vote carried the motion.***

#### 5. Granite Street William Allen School Parking/Traffic Concerns

Councilor Hamann summarized the issue. Deputy Chief Boudreau said that Lynn Allen, Principal of William Allen School, was present to discuss the traffic issues in the Woodman and Granite Street Area; Superintendent of Schools Kyle Repucci and School Board Chair Paul Lynch could not make it due to a prior commitment. This issue has been in committee for a couple of months now. The original complaint came from a resident of Glen Street; she said that traffic was backing up on Granite Street and on Charles Street and emergency vehicles could not get down the street. The School Resource Officer has been out in the area; vehicles are stopping and standing on Granite Street and people are passing on double yellow lines on Charles Street, making the area very dangerous. Deputy Chief Boudreau said he and Mr. Bezanson met today with the School Department to go over possible solutions. He stated that any solution would cause some complications. Mr. Bezanson said that the current traffic pattern for student drop-off and pick-up is vehicles go down Charles Street to Granite to the school and buses go down Woodman Street to Davyanne Locke Lane to the school. This traffic pattern was switched during the last construction project due to complaints from residents in the Woodman Street area. One possible long term solution to queue more vehicles before reaching Charles Street is to switch the traffic pattern back with next project, so it queues on Davyanne Locke and Woodman, and potentially Myrtle. Councilor Walker said that just moves the problem to a different area. Mr. Bezanson said Granite is one-way, but Woodman is two-way and emergency vehicles could access the neighborhood more easily on a two-way road. Also, the roadway will be reconstructed with designated parking in certain areas and proper travel lane widths striped, which is much different than the existing condition where vehicles are parked on both sides of Woodman and passing two-way traffic is very difficult. Councilor Walker said he thinks it is time to put “no parking from 2-3” signs on Granite Street with the exemption of the apartment buildings; they will have to get a

sticker so they are not towed. Councilor Rice said he would like to hear from the School Department to see if they have any solutions. Councilor Hamann said no matter what is decided unfortunately for the next 2 years during the construction project there are going to be issues. When the school was built everybody was walking to school; now the parents bring them and wait to pick them up. Lynn Allen, Principal of William Allen School, said they have met collaboratively with City staff, trying to find the best solution. She remembers that the traffic flow changed because some of the neighbors were complaining. She said she was working on the March newsletter to educate the parents to be better neighbors; she said they will continue to get the message out. She said that she has been there for 7 years and they had to get an emergency vehicle down there twice and they were able to do so; people work together during an emergency. Councilor Walker said he knows that the solution he proposed won't be a popular one, but might be the only one that works to get the emergency vehicles down the road. Councilor Lachapelle wanted to thank Ms. Allen for coming and trying to educate parents on the issue. He said he is not so keen on the "no parking" sign idea on Granite Street, but the parents need to be educated about the safety of the kids and access for emergency vehicles; if the parents don't cooperate, there will be no parking on Granite Street. Councilor Walker said that educating people works for short periods of time, then a new year starts and it goes back to how it was. Councilor Hamann asked if the newsletter mentioned anything about not showing up for pick-up until the 3:00 PM dismissal time. Ms. Allen said not in the March letter; she said there was a little different tone to this letter, but she has stated that in the past. Councilor Hamann said that they had the same problem at Maple Street School and that the police came out and moved the vehicles along. Councilor Hamann said why don't we wait to see, try to get the parents educated. This is kept in committee until springtime.

## 6. E911 Update

Councilor Hamann summarized the issue. Deputy Chief Boudreau said that they did not meet this month. Deputy Fire Chief Wilder has been working with Waste Management to renumber the Rochester Neck Road. The consent letters went out and waiting for them to return.

## 7. Emergency Management

Councilor Hamann summarized the issue. Fire Chief Klose said that it has been pretty quiet on the emergency management side, he expects to see a notification to come out before noon tomorrow regarding the cold weather. He said the tri annual seacoast response drill is happening soon, Rochester is the host for Portsmouth.

The training started tonight and is region wide training. This allows them to reach out to community like Farmington, Barrington, and Milton. There will be a drill in September where the city will be raided, it is a practical exercise.

#### 8. Seasonal Cold Weather Warning Center

Councilor Hamann summarized the issue. Fire Chief Klose said that the City Manager has made the decision to open the Cold Weather Shelter, it will be opening tomorrow night at 38 Hanson Street at 9 PM. They are working with Strafford County for volunteers, they are having a hard time getting volunteers from 2am to 6am. He said it opened on February 7<sup>th</sup> and 8<sup>th</sup> and the 1<sup>st</sup> night they had 9 individuals stay the night and 7 or 8 who came to warm up and get some food. The second night they had 12 individuals and 7 or 8 come in to warm up and eat. Fire Chief Klose said Clementos has donated the pizza and some citizens donated food; they had so much that some had to be thrown away the next day. Councilor Walker wanted to know what would happen if the weather was 0-degrees during the day. Fire Chief Klose said he would make that recommendation to the City Manager to open the shelter. Councilor Rice asked about donations. Fire Chief Klose said they need sleeping bags, blankets and socks, he said when they're outside their socks get wet. Councilor Hutchinson talked about trigger temperature when to activate the Cold Weather Shelter and asked if they should have some soft guidelines for it. He has a Task Force meeting tomorrow night and he will bring it up.

#### 9. Other

##### North Main Street Crosswalk Yield Sign

Councilor Rice asked for an update on the signs/lights for the North Main Street crosswalk. Mr. Bezanson showed the Committee a graphic of the new crosswalk location on North Main Street near the municipal parking lot and next door to the Lilac City Grill; the previous crosswalk location went driveway to driveway. Existing streetlight locations were also shown on the graphic; Mr. Bezanson said the existing lights are not in the best locations for the new crosswalk. He showed another graphic that depicted the current guideline for placing streetlights ahead of mid-block crosswalk locations; the distance from the crosswalk depends on a few factors including the height and intensity of the light. Mr. Bezanson also showed a couple of photos of rectangular rapid flashing beacons (RRFB) that could be installed with crosswalk signs and an actuator button. Councilor Lachapelle asked if you hit the button, does it automatically start blinking? Mr. Bezanson said yes. Councilor Rice wanted to know if there is a solar option. Mr. Bezanson said yes, and they may be

cheaper, but not sure if they are as reliable; he recommended that the RRFBs and street lights be hardwired. He said the light poles are about \$9,000 each; total cost including the RRFB installation, installing conduit in the sidewalk/road, repairing the concrete/pavement, etc. will be around \$50,000. Councilor Walker said this should be a budget item in the capital budget. Mr. Bezanson said DPW already met with the City Manager on their proposed budget, but that he could request that the City Manager add it in. **Councilor Lachapelle made a motion to bring to full City Council the budget of \$50,000 to install overhead streetlights and crosswalk signs with RRFBs at the North Main Street crosswalk. The motion was seconded by Councilor Rice. Unanimous voice vote carried the motion.** Mr. Bezanson said there were a couple of options for the streetlight poles/globes and he wanted to present the idea to the Historic District Commission. He also mentioned that the Planning Department is developing a Downtown Master Plan and he should meet with them to discuss the streetlights as well.

South Main Street/Columbus by China Palace

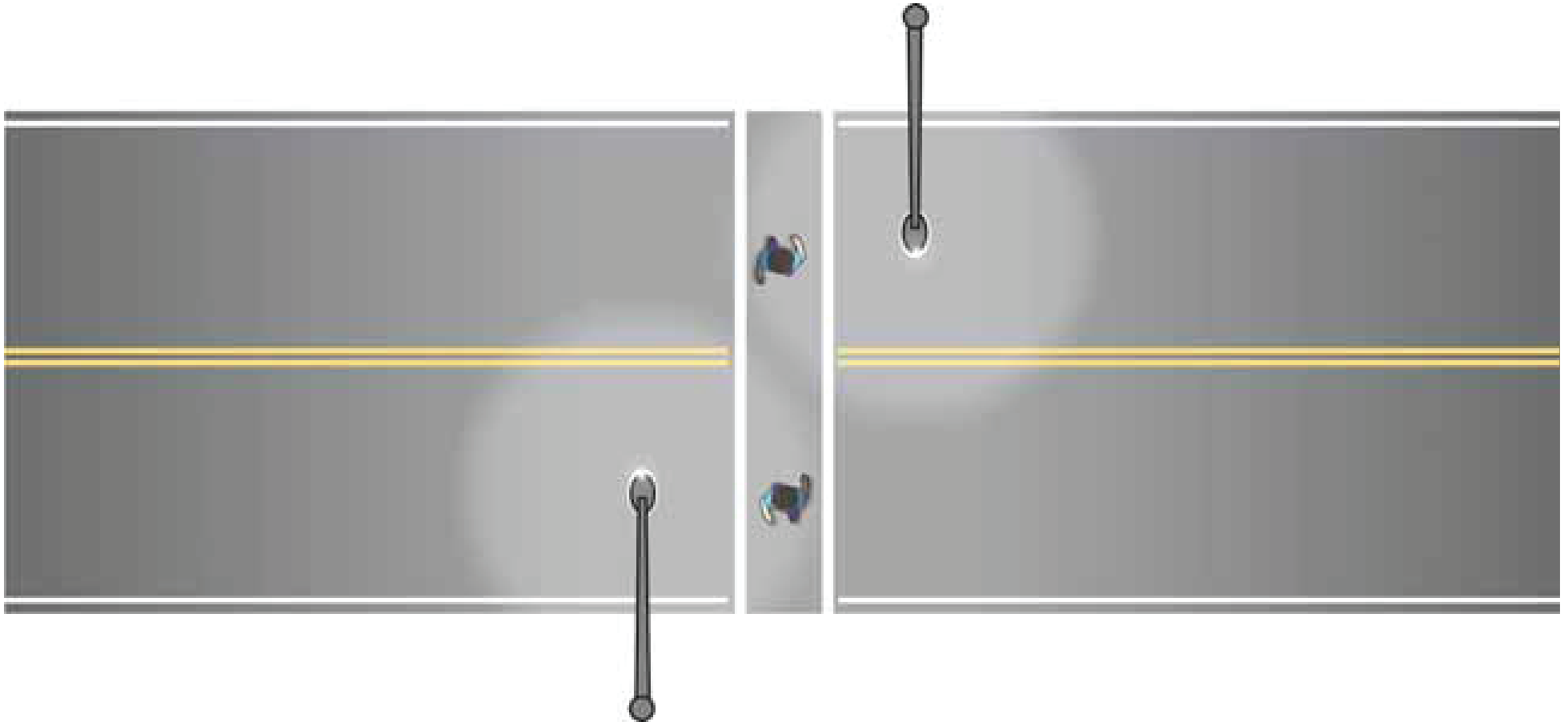
Councilor Lachapelle said last month the request for the “no parking” sign was misunderstood. On South Main Street in front of the China Palace in the last spot they are requesting a “no parking” sign. **Councilor Lachapelle made a motion to place a “no parking here to corner” sign at the corner of South Main Street in front of the China Palace at the discretion of DPW. The motion was seconded by Councilor Rice. Unanimous voice vote carried the motion.**

Columbus Avenue- “No Right Turn On Red” sign on South Main Street

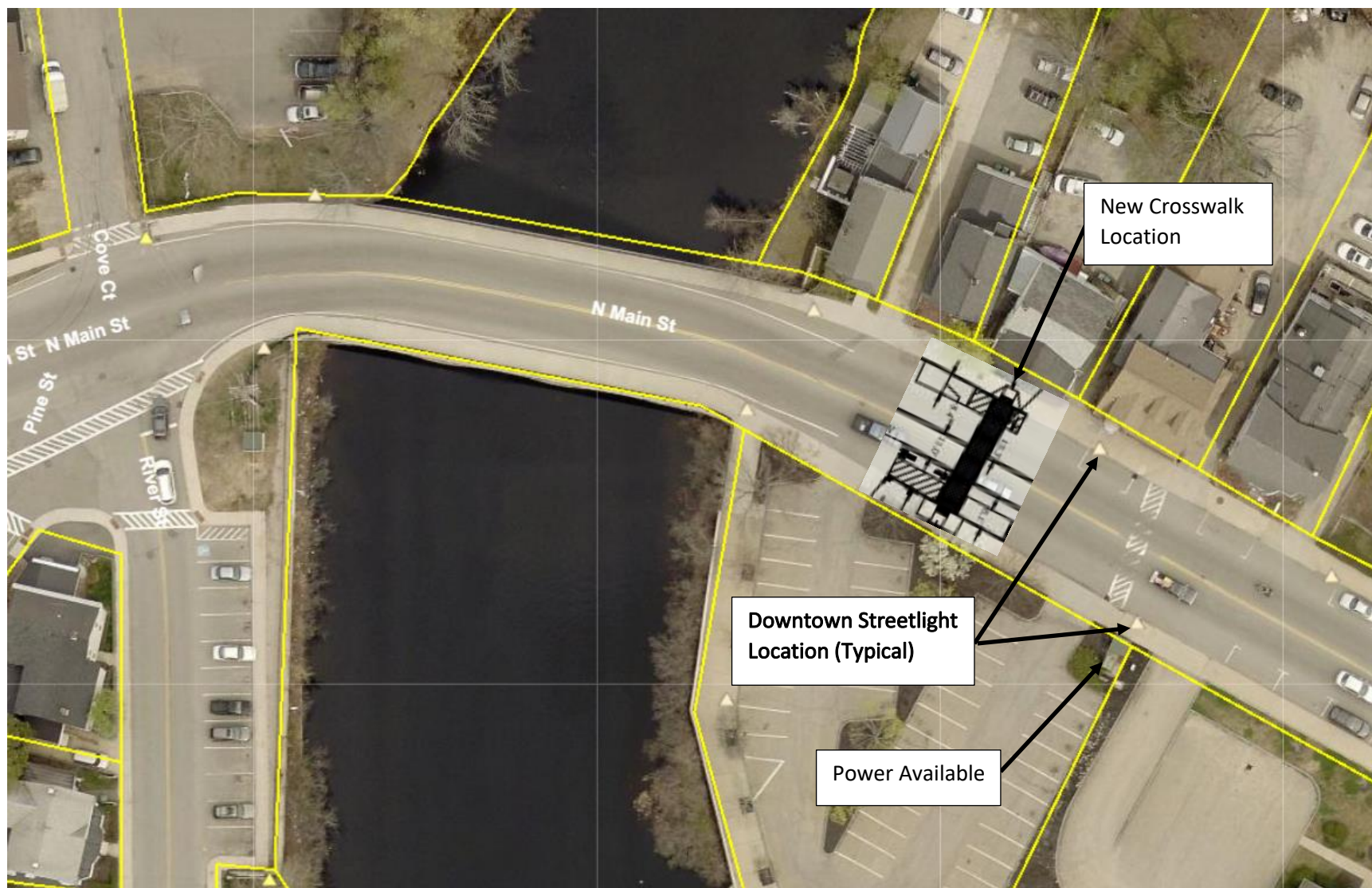
Councilor Lachapelle said that the “no right turn on red” sign that is on the mast arm on South Main Street is very small and vehicles are not obeying the sign. Councilor Hamann said maybe the stop line could be painted further back and a duplicate sign could be installed on the side of the road. Mr. Bezanson said that they could leave the current sign on the mast arm, but move it a little bit to avoid early morning shadows. No action had to be taken by the Committee for this item.

Councilor Lachapelle made a motion to adjourn the meeting at 7:21 PM. Councilor Rice seconded the motion. The motion passed unanimously.

Minutes respectfully submitted by Laura Miller, Secretary II.



**Figure 12. Drawing. New design for midblock crosswalk lighting layout.**







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City Clerk's Office

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**Public Works and Buildings Committee**

**Meeting Minutes**

**February 20, 2020**

**Council Chambers**

**MEMBERS PRESENT**

Councilor David Walker, Chairman  
Councilor Jim Gray- Vice Chairman  
Councilor Don Hamann  
Councilor Chris Rice  
Councilor Doug Lachance

**OTHERS PRESENT**

Blaine M. Cox, City Manager  
Peter C. Nourse PE, Director of City Service  
Daniel Camara, GIS / Asset Management  
Todd Radict. Rochester Rise –Up Organization  
Steve Sprague, Rochester Rise-Up Organization

**MINUTES**

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

**1. Public Input**

Mr. Radict from the Rochester Rise-up Organization spoke about downtown projects that he would like to see happen. Mr. Radict suggested removing the black posts/bollards that located with trees in the downtown area of North Main and Wakefield Streets. Mr. Radict stated that there are numerous missing and damaged posts and that these post are not serving their intended purpose, which he believes is either decorative or to protect the planted trees. Mr. Radict mentioned that he would like to see flowering plants in the areas around the base of these trees. Mr. Nourse stated that the DPW could pull the poles pretty quickly if directed to do so. Mr. Nourse stated that the soils for plantings would likely be poor due to the salt used on our sidewalks. Councilor Rice suggested some sort of flower boxes. He suggested reaching out to the school shop department to build them, and he suggested selling memorial plaques for the boxes to fund the cost of the wood. Councilor Gray suggested that there is only one person requesting the removal or replenishing of the poles. He suggested putting the subject out on social media to see if all of the public is in agreement. The committee discussed different styles of flower boxes to avoid trip hazards. Councilor Lachance made the suggestion to table the issue

until the Historic Commission and the Main Street Organization have an opportunity to weigh in. Mr. Nourse asked for clarification of which post as there are post going down South Main Street as well. The Committee discussed that it was all posts. Mr. Sprague also of Rochester Rise-Up stated that he was in agreement with Mr. Radict regarding the removal of the poles and flowers in the areas around the trees. Councilor Walker suggested that the group meet with the Historic people and the Main Street people and come back to the Committee.

## **2. Eastern Avenue Pavement Moratorium**

Mr. Nourse stated that the waiver request for the pavement moratorium on Eastern Avenue has been retracted. This agenda item is not needed.

## **3. New DPW Facility**

Mr. Nourse stated that the Preconstruction Meeting and two progress meetings have been held to date. He stated that these meetings have been to determine work flows including reviewing submittals, pay requisition processes and construction schedules. He stated that they have discussed the area for material storage, the construction administration trailer location and they have started looking at some cost savings measures as project details have been discussed. Mr. Nourse discussed the energy efficiencies that are part of the buildings design. He stated that Eversource has committed to a rebate incentive of \$82,715.00. The City will be receiving a check in that amount. Mr. Nourse stated that Councilor Hamann has attended all meetings and participated in the discussions regarding cost savings. Councilor Hamann stated he did not have anything additional to add as the Director covered all areas.

## **4. Mandela Drive Water Line Extension**

Mr. Nourse stated that the City Council had received a petition last October (2019) for a water main extension on Mandela Drive. He stated that the petitioner's representative stated they had secondary non-life threatening contaminants in the water. Mr. Nourse stated that the road is approximately 1000 feet long with 13 homes. Mr. Nourse explained that the petition signatures represented 9 of the 13 homes. He stated when previously discussed with the City Council and the Public Works and Buildings Committee he had advised the Council and the Petitioner's representative that per City Ordinance the cost of extending the water main down Mandela Drive would be borne by the petitioners. He stated that the cost of the project was estimated to be \$250,000 and that if split proportionally, based on property road frontage, each home owner was looking at cost of \$17,000 to \$40,000 just for installation of the water main. There would be additional charges for each service. Mr. Nourse stated that the petitioner's representative did not realize that at the time of the petition and they have not suggested proceeding with their request now that they are aware the ordinance and cost. Mr. Nourse stated that at the time the Public Works Committee had suggested putting the project in the FY2021 CIP for discussions and he was seeking guidance as to the necessity of that as it seems unlikely that the petitioners would proceed. The Committee

discussed the extension and agreed with the Director that it was not needed in the CIP.

**5. Rt202A Water Main Extension Project**

Mr. Nourse stated this is really two project, one is for the 20,000 feet of water main and the other is the construction of the new water tank. He stated that we would like to move on the water tank construction this year. He discussed NHDOT requests to have the City be responsible for extensive work to the States ROW along Rt. 202A. He mentioned clearing the full right-of-way and pole relocations. Mr. Nourse stated that the requests being made by NHDOT would add significant costs to the project. He stated that the City and our Consultant have submitted back comments to NHDOT in opposition to all of the suggested work, and this was discussed with the NHDES representatives that staff is working with to successfully complete this project. He stated that NHDES is going to discuss this at interdepartmental level with NHDOT in order to stress the significance of this project moving forward.

**6. Non Public Per RSA 91-A:3,II ( c )**

**Non Public Per RSA 91-A:3,II ( d )**

*Councilor Walker made a motion to go into non-public session and cited RSA 91-A:3, II ( c ) and RSA 91-A:3,II (d). The motion was seconded by Councilor Rice. Their was a roll call vote with Councilors Walker, Hamann, Rice, Gray and Lachance all voting yes. At 7:22PM the Committee went to non-public session.*

**At 8:02 Councilor Lachance made a motion to reconvene Public Meeting.**

**Councilor Hamann seconded the motion. The motion passed unanimously.**

**Councilor Lachance made a motion to seal the minutes of the non-public meeting indefinitely and cited jeopardizing land acquisitions and contract negotiations. The motion was seconded by Councilor Rice. A roll call vote was taken with Councilors Walker, Haman, Rice, Gray and Lachance all voting yes.**

**7. Other.**

**Public Hearing for NPDES General Permit** – Mr. Nourse stated that the Public Hearing held on February 19, 2020 was well attended and that seven communities affected by the permit spoke at the hearing. He mentioned that Senators Waters and Gray spoke, as did the Rochester Mayor, City Manager, Councilor Haney and himself. Mr. Nourse stated that there were 20 speakers that testified in favor of a peer review of the science, had concerns about the economic impacts in light of questionable science, and or permit inconsistencies and or requested a 30 day extension for public written comments. Mr. Nourse informed the Committee that most were representatives of the effected communities. CLF had two speakers who championed more stringent and faster reductions of total nitrogen and enhanced enforcement on the communities subject to the permit. Mr. Nourse stated that Representatives from EPA and NHDES were present. He estimated that there was 150 people in attendance. Mr. Nourse stated that written comments are due by March 9, 2020 and can be submitted by anyone.

***Councilor Lachance made a motion to adjourn at 8:03 pm. Councilor Rice seconded the motion. The motion passed unanimously.***

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

**Resolution Authorizing the Rochester Police Department (RPD) to accept a \$27,693.00  
United States Department of Justice (USDOJ) Justice Assistance Grant (JAG)**

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

That the RPD is hereby authorized to accept a Twenty Seven Thousand Six Hundred Ninety Three Dollars (\$27,693.00) USDOJ JAG Grant which the Council had previously authorized the RPD to apply for.

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 and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

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City Clerk's Office

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## City of Rochester Formal Council Meeting

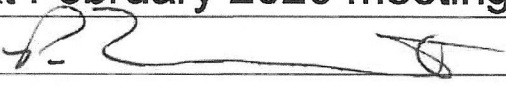
### AGENDA BILL

**NOTE:** Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.

|                                                                                         |
|-----------------------------------------------------------------------------------------|
| AGENDA SUBJECT                                                                          |
| Seeking permission from Council to accept JAG grant funds in the amount of \$27,693.00. |

|                                                                                                      |                                                                                                                                    |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| COUNCIL ACTION ITEM <input checked="" type="checkbox"/><br>INFORMATION ONLY <input type="checkbox"/> | FUNDING REQUIRED? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/><br>* 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                                                                     | Next February 2020 meeting                                                         |  |  |
| DEPT. HEAD SIGNATURE                                                            |  |  |  |
| DATE SUBMITTED                                                                  | 1/22/20                                                                            |  |  |
| 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 |  |
| CITY MANAGER        |  |

#### FINANCE & BUDGET INFORMATION

|                                                                                            |                         |
|--------------------------------------------------------------------------------------------|-------------------------|
| FINANCE OFFICE APPROVAL                                                                    |                         |
| SOURCE OF FUNDS                                                                            | Federal                 |
| ACCOUNT NUMBER                                                                             | Fund 6128 Project 205XX |
| AMOUNT                                                                                     | \$27,693.00             |
| APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |                         |

#### LEGAL AUTHORITY

Council action required.

**SUMMARY STATEMENT**

Seeking permission from Council to accept JAG funding in the amount of \$27,693.00 to purchase equipment for department/officer use. We intend to purchase Safariland V1 external load bearing carriers with associated pouches for all officers. These carriers will help to distribute the weight and placement of equipment typically found on officer's duty belts.

**RECOMMENDED ACTION**

Accept funds in the amount of \$27,693.00.

02/27/2020

01/30/2020

## AGENDA BILL - FUNDING RESOLUTION

## EXHIBIT

Project Name: Date: Fiscal Year: 

Fund (select):

GF  Water  Sewer  Arena   
 CIP  Water CIP  Sewer CIP  Arena CIP   
 Special Revenue ☒

Fund Type: Lapsing  Non-Lapsing 

## Deauthorization

|   | Org # | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|-------|----------|-----------|---------------|-----------------|-----------------|
| 1 |       |          |           | -             | -               | -               |
| 2 |       |          |           | -             | -               | -               |
| 3 |       |          |           | -             | -               | -               |
| 4 |       |          |           | -             | -               | -               |

## Appropriation

|   | Org #    | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|----------|----------|-----------|---------------|-----------------|-----------------|
| 1 | 61282010 | 561010   | 205XX     | \$27,693.00   | -               | -               |
| 2 |          |          |           | -             | -               | -               |
| 3 |          |          |           | -             | -               | -               |
| 4 |          |          |           | -             | -               | -               |

## Revenue

|   | Org #   | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|---------|----------|-----------|---------------|-----------------|-----------------|
| 1 | 6128002 | 402148   | 205XX     | \$27,693.00   | -               | -               |
| 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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City Clerk's Office

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**Resolution Deauthorizing \$8,841.90 in funding related to the FY2020 Granite Shield Grant Funds**

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

That the amount of Eight Thousand Eight Hundred FortyOne and 90/100 Dollars (\$8,841.90) appropriated as part of the FY2020 Granite Shield Grant is hereby deauthorized. The total amount of the deauthorization is grant reimbursement which will not be sought from Strafford County Sheriff's Department.

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.

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City Clerk's Office

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## 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

Seeking de-authorization of Granite Shield Grant funds in the amount of \$8,841.90.

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                                                                     | Next March 2020 meeting                            |  |
| DEPT. HEAD SIGNATURE                                                            |                                                    |  |
| DATE SUBMITTED                                                                  | 2/10/20                                            |  |
| 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 |  |
| CITY MANAGER        |  |

#### FINANCE & BUDGET INFORMATION

|                                                                                            |             |
|--------------------------------------------------------------------------------------------|-------------|
| FINANCE OFFICE APPROVAL                                                                    |             |
| SOURCE OF FUNDS                                                                            | State       |
| ACCOUNT NUMBER                                                                             | 6128 -19557 |
| AMOUNT                                                                                     | \$8,841.90  |
| APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |             |

#### LEGAL AUTHORITY

Council action required.

**SUMMARY STATEMENT**

Seeking de-authorization of Granite Shield Grant funds in the amount of \$8,841.90. This was an estimated amount for overtime to cover drug investigations throughout the County but ended up not expending the full estimated amount of funding.

**RECOMMENDED ACTION**

De-authorize funds in the amount of \$8,841.90.



## AGENDA BILL - FUNDING RESOLUTION

## EXHIBIT

Project Name: Seeking de-authorization of Granite Shield funds in the amount of \$8,841.90

Date: 2/10/20

Fiscal Year: FY20

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 | 61282010 | Various  | 19557     | -             | \$8,841.90      | -               |
| 2 |          |          |           | -             | -               | -               |
| 3 |          |          |           | -             | -               | -               |
| 4 |          |          |           | -             | -               | -               |

## Appropriation

|   | Org # | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|-------|----------|-----------|---------------|-----------------|-----------------|
| 1 |       |          |           | -             | -               | -               |
| 2 |       |          |           | -             | -               | -               |
| 3 |       |          |           | -             | -               | -               |
| 4 |       |          |           | -             | -               | -               |

## Revenue

|   | Org # | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|-------|----------|-----------|---------------|-----------------|-----------------|
| 1 |       |          |           | -             | -               | -               |
| 2 |       |          |           | -             | -               | -               |
| 3 |       |          |           | -             | -               | -               |
| 4 |       |          |           | -             | -               | -               |

DUNS # N/A

CFDA # N/A

Grant # N/A

Grant Period: From 7/1/18  
To 6/30/19

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

Reimbursement Request will be reduced ☒Funds will be returned ☐

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City Clerk's Office

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**Resolution Granting Community Revitalization Tax Relief to the Property Located at 28  
North Main Street Under the Provisions of RSA 79-E in Connection with a Proposed  
Rehabilitation Project**

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

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

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

**Whereas**, Ventina, LLC, owner of the so-called 28 North Main Street in downtown Rochester, is desirous of making use of the benefits of RSA Chapter 79-E and it has, therefore, proposed a substantial rehabilitation project with respect to the structure located upon the so-called 28 North Main Street; and

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

**Now, Therefore**, the Mayor and City Council of the City of Rochester, by adoption of this resolution, hereby make the following findings and determinations with respect to the proposed substantial rehabilitation proposal for the so-called 28 North Main Street property contemplated by the owner’s Community Revitalization Tax Relief Application dated February 19, 2020, to wit:

(1) Any tax relief under the provisions of RSA Chapter 79-E or this resolution that is to be accorded with respect to the so-called 28 North Main Street property project shall be accorded only after the property owner grants to the City a covenant pursuant to the provisions of RSA 79-E:8 ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and in accordance with the requirements of RSA 79-E:8; and

(2) The Mayor and City Council find public benefits under RSA 79-E:7 in the proposed revitalization project proposed with respect to the so-called 28 North Main Street property project; and

(3) The proposed substantial rehabilitation project with respect to the aforesaid 28 North Main Street provides the following public benefits to downtown Rochester:

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

(4) The specific public benefit is preserved through a covenant under RSA 79-E:8 if the project is implemented consistent with (a) the aforementioned application; (b) the terms of this resolution; and (c) any other applicable requirements of Chapter 79-E; and

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

**Furthermore**, as a result of making such determinations and findings, and subject to the owner's compliance therewith, and with the provisions of RSA Chapter 79-E, the Mayor and City Council hereby grant the requested tax relief for a period of seven (7) years beginning with the completion of the substantial rehabilitation of the structure upon the so-called 28 North Main Street property.



## 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

RSA 79-E 28 North Main Street

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                                                                     | March 3, 2020                                      |    |  |
| DEPT. HEAD SIGNATURE                                                            |                                                    |    |  |
| DATE SUBMITTED                                                                  | February 18, 2020                                  |    |  |
| ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | 30 |  |

#### COMMITTEE SIGN-OFF

|              |  |
|--------------|--|
| COMMITTEE    |  |
| CHAIR PERSON |  |

#### DEPARTMENT APPROVALS

|                     |  |
|---------------------|--|
| DEPUTY CITY MANAGER |  |
| CITY MANAGER        |  |

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

City Charter Section 4: Except as herein provided otherwise, the City Council shall have all powers conferred by law upon City Council, Boards of Mayor or Alderman, and the Selectman of Towns so far as applicable to Cities.

### SUMMARY STATEMENT

RSA 79-E (Community Revitalization Tax Relief Incentive) is a legislative proposal that encourages investment in the downtown and village centers with a tax incentive modeled on NH statute (Barn Bill). Its goals are to encourage the rehabilitation and active use of underutilized buildings and in doing so, to

- promote strong local business
- promote smart, sustainable growth, as an alternative to sprawl, in accordance with the purpose and objectives of RSA Ch. 9-B.

#### 28 North Main Street

This building requires a substantial amount of renovation to add three new residential units to the first floor and sprinkler system to allow the commercial space on the first floor to be occupied.

- addition of three residential units
- new HVAC equipment
- interior renovations
- structural repairs
- safety and fire protection upgrades
- electrical, plumbing and mechanical upgrades

### RECOMMENDED ACTION

Approve the application for RSA 79-E for 22 South Main Street, allowing tax relief for this building for a period of time determined by the Rochester City Council in accordance with Section 79-Ef. Economic Development recommends the full 7 years that are applying for.

#### Section 79-E:5 Duration of tax relief period

- Substantial rehabilitation tax relief incentive up to 5 years
- Additional tax relief incentive for new residential units up to 2 years



# City of Rochester, New Hampshire

Division of Community Development

31 Wakefield Street, Rochester NH 03867

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

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

|                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Building Name (if any): <u>The Snow Block</u><br>Building Address: <u>28 North Main Street</u><br>Owner Name(s): <u>Paul Delisle</u><br>Owner Address(es): <u>664 Columbus Avenue</u><br><u>03821</u>                                                                                                                                               | Map# <u>121</u><br>Lot# <u>0012</u><br>Zoning: <u>DTC</u><br>Overlay District: <u>Special Downtown</u><br>Year Built <u>1917</u><br>Square Footage of Building <u>7391</u>                                                                                                                                                                                                                                      |
| Contact Name: <u>Paul Delisle</u><br>Phone # <u>603-502-2771</u><br>Email address: <u>_delisle47@gmail.com</u>                                                                                                                                                                                                                                      | Applicant Name(s) (if different from owner):<br><u>SAME</u><br>Applicant Address: _____<br>Phone # _____<br>Email address: _____                                                                                                                                                                                                                                                                                |
|                                                                                                                                                                                                                                                                                                                                                     | Application Fee Paid: <u>X</u> Yes <u>      </u> No                                                                                                                                                                                                                                                                                                                                                             |
| Existing Uses (describe number of units by type and size ). Two vacant commercial spaces on the first floor. There are five existing residential units on the second and third floor.<br>Is there a change of use associated with this project?<br><u>      </u> Yes <u>  X  </u> No<br>If so, please describe:                                     | Is the building eligible or listed on the State or National Register of Historic Places or located in a Local, State, or Federal Historic District?<br>Yes <u>X</u> No <u>      </u><br>Provide historic district name:<br><u>The Snow Block</u>                                                                                                                                                                |
| Will the project include rehabilitation of residential units? <u>  x  </u> Yes <u>      </u> No<br>If yes, how many: <u>  3  </u><br>If yes, please describe:<br>The project will add three new residential units to the rear of the building on the first floor. There will also be renovations to accommodate a sprinkler system in the building. | Will the project involve affordable residential units?<br><u>      </u> Yes <u>  x  </u> No<br>If yes, please describe:                                                                                                                                                                                                                                                                                         |
| <u>Other Review &amp; Comment (if necessary)</u><br>Historic District Review: <u>No exterior renovations</u><br>Special Downtown Review: <u>      X      </u><br>Minor Site Review: <u>No</u><br>Planning Board Review: <u>No</u><br>Zoning Board of Adjustment: <u>No</u>                                                                          | <u>Section 79:E-4</u><br>Application Date: <u>2/19/2020</u><br>Complete: Yes<br>Staff Review: <u>2/19/2020</u><br>City Council First Reading: <u>3/3/2020</u><br>Post Public Hearing: <u>no later than 3/6/2020</u><br>Public Hearing Date: <u>3/17/2020</u><br>*Required within 60 days of receipt of application<br>City Council Second Reading <u>5/1/2020</u><br>*Required within 45 days of Public Hearing |

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Is it a qualifying structure located in a designated downtown zone? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |
| Pre-rehabilitation assessed value (from most recent City Assessment): \$ 295,900                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                 |
| Total estimated cost of rehabilitation (from application):                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | \$125,000 _____ |
| Percentage of rehabilitation costs to assessment valuation:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <u>42.24</u> %  |
| Does the estimated cost of rehabilitation exceed 15% of pre-rehabilitation assessed valuation, or \$75,000, whichever is lower? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |
| <b>Is there public benefit?</b> Must satisfy at least 1 of the conditions below. (Section 79-E:7)<br><input checked="" type="checkbox"/> It enhances the economic vitality of the Downtown District.<br><input checked="" type="checkbox"/> It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district.<br><input type="checkbox"/> It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community.<br><input checked="" type="checkbox"/> It increases residential housing in urban or town centers.<br><input checked="" type="checkbox"/> In a Local, State, or Federal Historic District? |                 |
| <b>Are other funding programs being applied to this project?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                 |
| <b>Other Programs.</b> – The provisions of this chapter shall not apply to properties whose rehabilitation or construction is subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50 percent of construction costs from state or federal programs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |

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

Name & Title: Jennifer Marsh, ED SpecialistDate: 2/19/2020



## City Council Review/Decision

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

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

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

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

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

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

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

Follow Up Letters Sent to:

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

### COVENANTS

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

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

Copies to:

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

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

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

**Comments from Historic District Commission:**

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

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

**TITLE V  
TAXATION  
CHAPTER 79-E  
COMMUNITY REVITALIZATION TAX RELIEF INCENTIVE  
Section 79-E:1**

**79-E:1 Declaration of Public Benefit. –**

I. It is declared to be a public benefit to enhance downtowns and town centers with respect to economic activity, cultural and historic character, sense of community, and in-town residential uses that contribute to economic and social vitality.

II. It is further declared to be a public benefit to encourage the rehabilitation of the many underutilized structures in urban and town centers as a means of encouraging growth of economic, residential, and municipal uses in a more compact pattern, in accordance with RSA 9-B.

II-a. In instances where a qualifying structure is determined to possess no significant historical, cultural, or architectural value and for which the governing body makes a specific finding that rehabilitation would not achieve one or more of the public benefits established in RSA 79-E:7 to the same degree as the replacement of the underutilized structure with a new structure, the tax relief incentives provided under this chapter may be extended to the replacement of an underutilized structure in accordance with the provisions of this chapter.

II-b. It is further declared to be a public benefit to encourage the rehabilitation of historic structures in a municipality by increasing energy efficiency in the preservation and reuse of existing building stock.

III. Short-term property assessment tax relief and a related covenant to protect public benefit as provided under this chapter are considered to provide a demonstrated public benefit if they encourage substantial rehabilitation and use of qualifying structures, or in certain cases, the replacement of a qualifying structure, as defined in this chapter.

**Source.** 2006, 167:1. 2009, 200:3, 4, eff. July 15, 2009. 2013, 78:1, eff. April 1, 2013.

Section 79-E:2

**79-E:2 Definitions. –** In this chapter:

I. "Historic structure" means a building that is listed on or determined eligible for listing on the National Register of Historic Places or the state register of historic places.

II. "Qualifying structure" means a building located in a district officially designated in a municipality's master plan, or by zoning ordinance, as a downtown, town center, central business district, or village center, or, where no such designation has been made, in a geographic area which, as a result of its compact development patterns and uses, is identified by the governing body as the downtown, town center, or village center for purposes of this chapter. Qualifying structure shall also mean historic structures in a municipality whose preservation and reuse would conserve the embodied energy in existing building stock. Cities or towns may further limit "qualifying structure" according to the procedure in RSA 79-E:3 as meaning only a structure located within such districts that meet certain age, occupancy, condition, size, or other similar criteria consistent with local economic conditions, community character, and local planning and development goals. Cities or towns may further modify "qualifying structure" to include buildings that have been destroyed by fire or act of nature, including where such destruction occurred within 15 years prior to the adoption of the provisions of this chapter by the city or town.

III. "Replacement" means the demolition or removal of a qualifying structure and the construction of a new structure on the same lot.

IV. "Substantial rehabilitation" means rehabilitation of a qualifying structure which costs at least 15 percent of the pre-rehabilitation assessed valuation or at least \$75,000, whichever is less. In addition, in the case of historic structures, substantial rehabilitation means devoting a portion of the total cost, in the amount of at least 10 percent of the pre-rehabilitation assessed valuation or at least \$5,000, whichever is less, to energy efficiency in accordance with the U.S. Secretary of the Interior's Standards for Rehabilitation. Cities or towns may further limit "substantial rehabilitation" according to the procedure in RSA 79-E:3 as meaning rehabilitation which costs a percentage greater than 15 percent of pre-rehabilitation assessed valuation or an amount greater than \$75,000 based on local economic conditions, community character, and local planning and development goals.

V. "Tax increment finance district" means any district established in accordance with the provisions of RSA 162-K.

VI. "Tax relief" means:

(a) For a qualifying structure, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on a qualifying structure shall not increase as a result of the substantial rehabilitation thereof.

(b) For the replacement of a qualifying structure, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on a replacement structure shall not exceed the property tax on the replaced qualifying structure as a result of the replacement thereof.

(c) For a qualifying structure which is a building destroyed by fire or act of nature, that for a period of time determined by a local governing body in accordance with this chapter, the property tax on such qualifying structure shall not exceed the tax on the assessed value of the structure that would have existed had the structure not been destroyed.

VII. "Tax relief period" means the finite period of time during which the tax relief will be effective, as determined by a local governing body pursuant to RSA 79-E:5.

**Source.** 2006, 167:1. 2009, 200:5-7. 2010, 329:1, 2. 2011, 237:1, 2, eff. July 5, 2011. 2013, 78:2, eff. April 1, 2013.

#### Section 79-E:3

##### **79-E:3 Adoption of Community Revitalization Tax Relief Incentive Program –**

I. Any city or town may adopt or modify the provisions of this chapter by voting whether to accept for consideration or modify requirements for requests for community revitalization tax relief incentives. Any city or town may do so by following the procedures in this section.

II. In a town, other than a town that has adopted a charter pursuant to RSA 49-D, the question shall be placed on the warrant of a special or annual town meeting, by the governing body or by petition under RSA 39:3.

III. In a city or town that has adopted a charter under RSA 49-C or RSA 49-D, the legislative body may consider and act upon the question in accordance with its normal procedures for passage of resolutions, ordinances, and other legislation. In the alternative, the legislative body of such municipality may vote to place the question on the official ballot for any regular municipal election.

IV. If a majority of those voting on the question vote "yes," applications for community revitalization tax relief incentives may be accepted and considered by the local governing body at any time thereafter, subject to the provisions of paragraph VI of this section.

V. If the question is not approved, the question may later be voted on according to the provisions of paragraph II or III of this section, whichever applies.

VI. The local governing body of any town or city that has adopted this program may consider rescinding its action in the manner described in paragraph II or III of this section, whichever applies. A vote terminating the acceptance and consideration of such applications shall have no effect on incentives previously granted by the city or town, nor shall it terminate consideration of applications submitted prior to the date of such vote.

**Source.** 2006, 167:1. 2010, 329:3, eff. July 20, 2010.

#### Section 79-E:4

##### **79-E:4 Community Revitalization Tax Relief Incentive. –**

I. An owner of a qualifying structure who intends to substantially rehabilitate or replace such structure may apply to the governing body of the municipality in which the property is located for tax relief. The applicant shall include the address of the property, a description of the intended rehabilitation or replacement, any changes in use of the property resulting from the rehabilitation or replacement, and an application fee.

I-a. In order to assist the governing body with the review and evaluation of an application for replacement of a qualifying structure, an owner shall submit to the governing body as part of the application, a New Hampshire division of historical resources individual resource inventory form, prepared by a qualified architectural historian and a letter issued by the local heritage commission and if the qualifying structure is located within a designated historic district established in accordance with RSA 674:46, a letter from the historic district commission or, if such local commissions are not established, a letter issued by the New Hampshire division of historical resources that identifies any and all historical, cultural, and architectural value of the structure or structures that are proposed to be replaced and the property on which those structures are located. The application for tax relief shall not be deemed to be complete and the governing body shall not schedule the public hearing on the application for replacement of a qualifying structure as required under RSA 79-E:4, II until the inventory form and the letter, as well as all other required information, have been submitted.

II. Upon receipt of an application, the governing body shall hold a duly noticed public hearing to take place no later than 60 days from receipt of the application, to determine whether the structure at issue is a qualifying structure; whether any proposed rehabilitation qualifies as substantial rehabilitation; and whether there is a public benefit to granting the requested tax relief and, if so, for what duration.

III. No later than 45 days after the public hearing, the governing body shall render a decision granting or denying the requested tax relief and, if so granting, establishing the tax relief period.

IV. (a) The governing body may grant the tax relief, provided:

- (1) The governing body finds a public benefit under RSA 79-E:7; and
- (2) The specific public benefit is preserved through a covenant under RSA 79-E:8; and
- (3) The governing body finds that the proposed use is consistent with the municipality's master plan or development regulations; and

(4) In the case of a replacement, the governing body specifically finds that the local heritage commission or historic district commission or, if such local commissions are not established, the New Hampshire division of historical resources has determined that the replaced qualifying structure does not possess significant historical, cultural, or architectural value, the replacement of the qualifying structure will achieve one or more of the public benefits identified in RSA 79-E:7 to a greater degree than the renovation of the underutilized structure, and the historical, cultural, or architectural resources in the community will not be adversely affected by the replacement. In connection with these findings, the governing body may request that the division of historical resources conduct a technical evaluation in order

to satisfy the governing body that historical resources will not be adversely affected.

(b) If the governing body grants the tax relief, the governing body shall identify the specific public benefit achieved under RSA 79-E:7, and shall determine the precise terms and duration of the covenant to preserve the public benefit under RSA 79-E:8.

V. If the governing body, in its discretion, denies the application for tax relief, such denial shall be accompanied by a written explanation. The governing body's decision may be appealed either to the board of tax and land appeals or the superior court in the same manner as provided for appeals of current use classification pursuant to RSA 79-A:9 or 79-A:11 provided, however, that such denial shall be deemed discretionary and shall not be set aside by the board of tax and land appeals or the superior court except for bad faith or discrimination.

VI. Municipalities shall have no obligation to grant an application for tax relief for properties located within tax increment finance districts when the governing body determines, in its sole discretion, that the granting of tax relief will impede, reduce, or negatively affect:

(a) The development program or financing plans for such tax increment finance districts; or

(b) The ability to satisfy or expedite repayment of debt service obligations incurred for a tax increment financing district; or

(c) The ability to satisfy program administration, operating, or maintenance expenses within a tax increment financing district.

**Source.** 2006, 167:1. 2009, 200:8-11, eff. July 15, 2009.

#### Section 79-E:5

##### **79-E:5 Duration of Tax Relief Period. –**

I. The governing body may grant such tax assessment relief for a period of up to 5 years, beginning with the completion of the substantial rehabilitation.

I-a. For the approval of a replacement of a qualifying structure, the governing body may grant such tax assessment relief for a period of up to 5 years, beginning only upon the completion of construction of the replacement structure. The governing body may, in its discretion, extend such additional years of tax relief as provided for under this section, provided that no such additional years of tax relief may be provided prior to the completion of construction of the replacement structure. The municipal tax assessment of the replacement structure and the property on which it is located shall not increase or decrease in the period between the approval by the governing body of tax relief for the replacement structure and the time the owner completes construction of the replacement structure and grants to the municipality the covenant to protect the public benefit as required by this chapter. The governing body may not grant any tax assessment relief under this chapter with respect to property and structures for which an election has been made for property appraisal under RSA 75:1-a.

II. The governing body may, in its discretion, add up to an additional 2 years of tax relief for a project that results in new residential units and up to 4 years for a project that includes affordable housing.

III. The governing body may, in its discretion, add up to an additional 4 years of tax relief for the substantial rehabilitation of a qualifying structure that is listed on or determined eligible for listing on the National Register of Historic Places, state register of historic places, or is located within and important to a locally designated historic district, provided that the substantial rehabilitation is conducted in accordance with the U.S. Secretary of Interior's Standards for Rehabilitation.

IV. The governing body may adopt local guidelines to assist it in determining the appropriate duration of the tax assessment relief period.

**Source.** 2006, 167:1. 2009, 200:12. 2010, 329:4, eff. July 20, 2010.

#### Section 79-E:6

**79-E:6 Resumption of Full Tax Liability. –** Upon expiration of the tax relief period, the property shall be taxed at its market value in accordance with RSA 75:1.

**Source.** 2006, 167:1, eff. April 1, 2006.

#### Section 79-E:7

**79-E:7 Public Benefit. –** In order to qualify for tax relief under this chapter, the proposed substantial rehabilitation must provide at least one of the public benefits, and the proposed replacement must provide one or more of the public benefits to a greater degree than would a substantial rehabilitation of the same qualifying structure, as follows:

I. It enhances the economic vitality of the downtown;

II. It enhances and improves a structure that is culturally or historically important on a local, regional, state, or national level, either independently or within the context of an historic district, town center, or village center in which the building is located;

II-a. It promotes the preservation and reuse of existing building stock throughout a municipality by the rehabilitation of historic structures, thereby conserving the embodied energy in accordance with energy efficiency guidelines established by the U.S. Secretary of the Interior's Standards for Rehabilitation.

III. It promotes development of municipal centers, providing for efficiency, safety, and a greater sense of community,

consistent with RSA 9-B; or

IV. It increases residential housing in urban or town centers.

**Source.** 2006, 167:1. 2009, 200:13, eff. July 15, 2009. 2013, 78:3, eff. April 1, 2013.

#### Section 79-E:7-a

**79-E:7-a Public Benefit Determinations.** – Cities or towns may adopt according to the procedure in RSA 79-E:3 provisions that further define the public benefits enumerated in RSA 79-E:7 to assist the governing body in evaluating applications made under this chapter based on local economic conditions, community character, and local planning and development goals.

**Source.** 2010, 329:5, eff. July 20, 2010.

#### Section 79-E:8

##### **79-E:8 Covenant to Protect Public Benefit. –**

I. Tax relief for the substantial rehabilitation or replacement of a qualifying structure shall be effective only after a property owner grants to the municipality a covenant ensuring that the structure shall be maintained and used in a manner that furthers the public benefits for which the tax relief was granted and as otherwise provided in this chapter.

II. The covenant shall be coextensive with the tax relief period. The covenant may, if required by the governing body, be effective for a period of time up to twice the duration of the tax relief period.

III. The covenant shall include provisions requiring the property owner to obtain casualty insurance, and flood insurance if appropriate. The covenant may include, at the governing body's sole discretion, a lien against proceeds from casualty and flood insurance claims for the purpose of ensuring proper restoration or demolition of damaged structures and property. If the property owner has not begun the process of restoration, rebuilding, or demolition of such structure within one year following damage or destruction, the property owner shall be subject to the termination of provisions set forth in RSA 79-E:9, I.

IV. The local governing body shall provide for the recording of the covenant to protect public benefit with the registry of deeds. It shall be a burden upon the property and shall bind all transferees and assignees of such property.

V. The applicant shall pay any reasonable expenses incurred by the municipality in the drafting, review, and/or execution of the covenant. The applicant also shall be responsible for the cost of recording the covenant.

**Source.** 2006, 167:1. 2009, 200:14, eff. July 15, 2009.

#### Section 79-E:9

##### **79-E:9 Termination of Covenant; Reduction of Tax Relief; Penalty. –**

I. If the owner fails to maintain or utilize the building according to the terms of the covenant, or fails to restore, rebuild, or demolish the structure following damage or destruction as provided in RSA 79-E:8, III, the governing body shall, after a duly noticed public hearing, determine whether and to what extent the public benefit of the rehabilitation or replacement has been diminished and shall determine whether to terminate or reduce the tax relief period in accordance with such determination. If the covenant is terminated, the governing body shall assess all taxes to the owner as though no tax relief was granted, with interest in accordance with paragraph II.

II. Any tax payment required under paragraph I shall be payable according to the following procedure:

(a) The commissioner of the department of revenue administration shall prescribe and issue forms to the local assessing officials for the payment due, which shall provide a description of the property, the market value assessment according to RSA 75:1, and the amount payable.

(b) The prescribed form shall be prepared in quadruplicate. The original, duplicate, and triplicate copy of the form shall be given to the collector of taxes for collection of the payment along with a special tax warrant authorizing the collector to collect the payment under the warrant. The quadruplicate copy of the form shall be retained by the local assessing officials for their records.

(c) Upon receipt of the special tax warrant and prescribed forms, the tax collector shall mail the duplicate copy of the tax bill to the owner responsible for the tax as the notice of payment.

(d) Payment shall be due not later than 30 days after the mailing of the bill. Interest at the rate of 18 percent per annum shall be due thereafter on any amount not paid within the 30-day period. Interest at 12 percent per annum shall be charged upon all taxes that would have been due and payable on or before December 1 of each tax year as if no tax relief had been granted.

**Source.** 2006, 167:1. 2009, 200:15, eff. July 15, 2009.

#### Section 79-E:10

**79-E:10 Lien for Unpaid Taxes.** – The real estate of every person shall be held for the taxes levied pursuant to RSA 79-E:9.

**Source.** 2006, 167:1, eff. April 1, 2006.

#### Section 79-E:11

**79-E:11 Enforcement.** – All taxes levied pursuant to RSA 79-E:9 which are not paid when due shall be collected in the same manner as provided in RSA 80.

**Source.** 2006, 167:1. 2007, 42:3, eff. July 20, 2007.

Section 79-E:12

**79-E:12 Rulemaking.** – The commissioner of the department of revenue administration shall adopt rules, pursuant to RSA 541-A, relative to the payment and collection procedures under RSA 79-E:9.

**Source.** 2006, 167:1, eff. April 1, 2006.

Section 79-E:13

**79-E:13 Extent of Tax Relief.** –

I. (a) Tax relief granted under this chapter shall pertain only to assessment increases attributable to the substantial rehabilitation performed under the conditions approved by the governing body and not to those increases attributable to other factors including but not limited to market forces; or

(b) Tax relief granted under this chapter shall be calculated on the value in excess of the original assessed value. Original assessed value shall mean the value of the qualifying structure assessed at the time the governing body approves the application for tax relief and the owner grants to the municipality the covenant to protect public benefit as required in this chapter, provided that for a qualifying structure which is a building destroyed by fire or act of nature, original assessed value shall mean the value as of the date of approval of the application for tax relief of the qualifying structure that would have existed had the structure not been destroyed.

II. The tax relief granted under this chapter shall only apply to substantial rehabilitation or replacement that commences after the governing body approves the application for tax relief and the owner grants to the municipality the covenant to protect the public benefit as required in this chapter, provided that in the case of a qualifying structure which is a building destroyed by fire or act of nature, and which occurred within 15 years prior to the adoption of the provisions of this chapter by the city or town, the tax relief may apply to such qualifying structure for which replacement has begun, but which has not been completed, on the date the application for relief under this chapter is approved.

**Source.** 2006, 167:1. 2010, 329:6. 2011, 237:3, eff. July 5, 2011.

Section 79-E:14

**79-E:14 Other Programs.** – The provisions of this chapter shall not apply to properties whose rehabilitation or construction is subsidized by state or federal grants or funds that do not need to be repaid totaling more than 50 percent of construction costs from state or federal programs.

**Source.** 2006, 167:1, eff. April 1, 2006.

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

**Applicant:** Paul Delisle

**Eligible years:** Applying for 7 out of the max of 11 years

**Project:** Repair and renovation of the interior of two commercial spaces on the first floor. They are also adding three residential units the back of the building on the first floor and adding a sprinkler system which is required by code for occupancy in the commercial units.

**Exterior Changes:** Clean up in the rear of the building but nothing structural.

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

**Qualifications:**

1. A qualifying property must provide a public benefit. Public benefits could be restoring a historic building, promoting downtown development, increasing downtown housing, or increasing the economic vitality of downtown. 28 North Main meets all of these criteria.
2. A qualifying project must have substantial rehabilitation costs of at least 15% of the pre-rehabilitated assessed value, or costs of \$75,000 whichever is less. 28 North Main exceeds both of these baselines. Total estimated costs of the project are \$300,000 which is approximately an increase of 42% of the pre-assessed value.





02/27/2020

# City of Rochester, New Hampshire

Division of Community & Economic Development

31 Wakefield Street, Rochester NH 03867

Application Revised August 15, 2019

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

City of Rochester, New Hampshire

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

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

### Property information

Property address/location: 26-30 North Main St

Name of building (if any): The Snow Block

Tax map & lot #: 0121-0012 #7 Year built: 1917 +/-

Square Footage: 7391 Condition: \_\_\_\_\_

Zoning: DTC Vacant, how long: Commercial - 7 +/-

Is this structure eligible or listed on the State or National Register of Historic Places, or

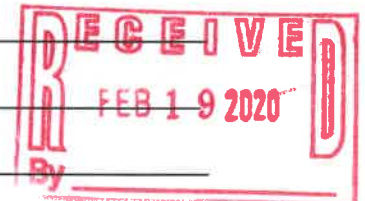
located in a local, state or federal Historic District? Yes ☒ No ☐

Name of District: Downtown

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

Retail, Residential

Change of Use?: No



### Property Owner

Name (include name of individual): Paul Delisle

Company: Ventura LLC

Mailing address: 664 Columbus Ave, Rochester NH 03867

Telephone #: 603-502-2771 Email: Delisle47@gmail.com

### Applicant or Agent Contact:

Name (include name of individual): Paul Delisle

Company: Same

Mailing address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

**EXHIBIT****Proposed Project Information**Name of Architect (if known): NoneName of Licensed Contractor (if known): NoneWill the project include rehabilitation of residential units? yes If yes, how many 3Are the residential units defined as "affordable"? Yes \_\_\_\_\_ No ✓(The current affordable rents in the City of Rochester are available at [www.NHHFA.org](http://www.NHHFA.org))

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

2 spaces of Approx. 1000 SF each

Please describe in detail the public benefits associated with this project? You may attach

pages to the application for this and the following question. (RSA 79-E:7)

It enhances the economic vitality of the DowntownIt Improves the structure which is historically significantIncreases residential housing in Urban area

Explain the project in your own words:

We will renovate 2 existing commercial spaces and add 3 new Residential unitsPre-Rehabilitation Ad Valorem Tax Valuation \$ 125,000.00

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

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

\$75,000, whichever is lower? YES ✓ NO \_\_\_\_\_ % 25%**Note:** This program is available for projects where the rehabilitation cost equals or exceeds 15% of the pre-rehabilitation assessed valuation or \$75,000, whichever is lower. If your project does not meet this standard, it is not eligible for Tax Relief under RSA 79e.

**Project costs**

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

Historic Restoration: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Sustainability/Efficiency: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Interior Alterations: \_\_\_\_\_ Cost: \$ 20,000

Exterior Alterations: \_\_\_\_\_ Cost: \$ 5,000

Structural: \_\_\_\_\_ Cost: \$ 15,000

Electrical: New Electrical Service Cost: \$ 15,000

Plumbing: Plumb 3 Kitchens, 3 Bathrooms Cost: \$ 15,000

Mechanical: 3 new Heating System Cost: \$ 20,000

Safety/Fire Protection: Sprinkler System Cost: \$ 50,000

Other: \_\_\_\_\_ Cost: \$ \_\_\_\_\_

Expected construction dates. Start: 2/1/2020; Finish: 12/1/2020

Total project cost: \$ 125,000

Please attach written estimates whenever possible.

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

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

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

## Other Approvals and Information

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

Project Narrative or Letter of Intent to Planning: not Applied for Date: \_\_\_\_\_

Historic District Review: \_\_\_\_\_ Date: \_\_\_\_\_

*(Required only if replacing a qualified structure)*

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

## Application Checklist

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

- ☐ Completed Application form with signatures.
- ☐ Application Fee made payable to City of Rochester
- ☐ Documentation and photos of Historic Information
- ☐ Copy of Property Record Card
- ☐ Description of Public Benefit
- ☐ Site plans, diagrams, elevations associated with the Project
- ☐ Cost Estimates associated with the Project
- ☐ Documentation of State or Federal Funds
- ☐ Notice of Decision for Other Reviews
- ☐ Request for Tax Relief

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

**additional sheet.** In order to make this project work financially  
we need taxes to remain low to service new Debt

## Page 145 of 206

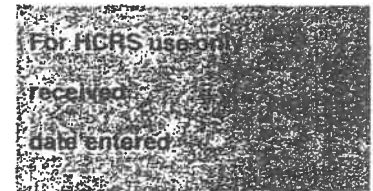
**ATTACHMENT I**  
**City of Rochester RSA 79e Application**

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

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

**United States Department of the Interior  
Heritage Conservation and Recreation Service**

**National Register of Historic Places  
Inventory Nomination Form**



Continuation sheet

item number

Page 22

Site NumberDescription

## North Main Street

81. The Hayes Block - 2 North Main Street - c. 1878 - Victorian Commercial: 4-story brick commercial block, 4 x 9 bays. Facade and first 2 bays of south elevation are characterized by 1/1 sash windows topped by stone arches with incised ornamentation. Roofline is marked by arched corbelling. Storefront remodeled c. 1950. Rear portion of building appears earlier due to differing window treatment and corbelling. The upper stories of the Hayes Block originally housed the Hayes Opera House. (42/3).
82. The Salinger Block - 10 North Main Street - c. 1900 - NeoClassical: 4-story commercial block, asymmetrical 6-bay wide facade with veneer of white glazed brick. Third story window treatment dominates facade, each window being topped by semicircular arches embellished with egg and dart moldings and spandrel panels with raised floral decoration. Windows have 1/I sash. Other features include brick pilasters rising across the second and third stories supporting a cornice at the third story. A fully articulated cornice of pressed metal articulates the roofline. Facade was applied c. 1900 to an earlier commercial building. (42/4).
83. The Scenic Theatre - 14 North Main Street - c. 1912 - Vernacular Georgian Revival: 3-story building with Georgian Revival motifs including flat back arches above the windows and a pressed metal cornice at the roofline. The facade is laid in rusticated brick. The Scenic Theatre was built in 1912 and was able to accommodate both plays and movies. (42/5).
84. Commercial Structure - 16 North Main Street - c. 1920 - Early 20th Century Commercial: 2-story, 5 bay facade characterized on upper story by rectangular windows with transoms. Other features obscured by aluminum siding. Two northern bays of facade were originally part of adjacent building of same period.
85. The Snow Block - 26 North Main Street - c. 1870/1917 - Georgian Revival: Existing 3-story brick facade was applied to a Second Empire block in 1917. Present facade consists of rectangular windows with transoms, topped by flat arches on the second story, and 1/1 sash topped by a stone lintel course on the third story. A 1917 datestone is centered above the center bay. Roofline is marked by corbelling and a projecting cornice. (42/6).



02/27/2020

0121 0012 0000

Map Block Lot

Building Location  
28 NO MAIN ST

MULTI FAMILY

Acct: 238

City of Rochester

APPAISED:  
USE VALUE:  
ASSESSED:

|            |           |              |         |
|------------|-----------|--------------|---------|
| Total Card | 295,900 / | Total Parcel | 295,900 |
|            | 0 /       |              | 0       |
|            | 295,900 / |              | 295,900 |



## Property Location

| No. | Alt No. | Direction/Street/City |
|-----|---------|-----------------------|
| 28  |         | NO MAIN ST, ROCHESTER |

## Ownership

| Owner     | Unit No.                |
|-----------|-------------------------|
| Owner 1   | VENTINA LLC             |
| Owner 2   |                         |
| Owner 3   |                         |
| Street 1  | 664 COLUMBUS AVE STE 5B |
| Street 2  |                         |
| Town/City | ROCHESTER               |
| St/Prov   | NH Country              |
| Postal    | 03867 Type              |

## Previous Owner

| Owner     | Unit No.                     |
|-----------|------------------------------|
| Owner 1   | WATSON MICHAEL J & WILLIAM P |
| Owner 2   |                              |
| Street 1  | P O BOX 15                   |
| Town/City | ROCHESTER                    |
| St/Prov   | NH Country                   |
| Postal    | 03866                        |

## Narrative Description

This parcel contains 0.24000 AC of land mainly classified as RETAIL/SVC with a MIX USE BLDG Building built about 1917, having primarily COMP CLAP Exterior and 7,391 Square Feet, with 5 Residential Units and 2 Commercial Units, 5 Baths, 10 Rooms, and 7 Bdrms.

## Other Assessments

| Code | Description | Amount | Com Int |
|------|-------------|--------|---------|
|      |             |        |         |

## Property Factors

| Item         | Code | Description | %   | Item      | Code | Description  |
|--------------|------|-------------|-----|-----------|------|--------------|
| Zone 1       | DTC  | DOWNTOWN    | 100 | Utility 1 | 2    | CITY SEWER   |
| Zone 2       |      |             |     | Utility 2 | 5    | GAS          |
| Zone 3       |      |             |     | Utility 3 | 9    | CITY WATER C |
| Census Tract |      |             |     | Exempt    |      |              |
| Flood Hazard |      |             |     |           |      |              |
| District 1   | RO   | ROCHESTER   | 0   | Topo      | 1    | LEVEL        |
| District 2   |      |             |     | Street    | 1    | PAVED        |
| District 3   |      |             |     | Traffic   | 5    | HEAVY        |

## Land Section (First 9 Lines Only)

| Use Code   | Description | LUC Factor | No of Units | Depth/ Price/Unit | Unit Type    | Land Type | LT Factor     | Base Value | Unit Price | Adjusted Unit Price | Neigh In1    | Neigh In1 | Neigh Modifier | Infl 1        | %          | Infl 2 | % | Infl 3 | % | Appraised Value | All Class | %     | Spec Land | Juris | Land Factor | Assessed Value | Notes     |  |
|------------|-------------|------------|-------------|-------------------|--------------|-----------|---------------|------------|------------|---------------------|--------------|-----------|----------------|---------------|------------|--------|---|--------|---|-----------------|-----------|-------|-----------|-------|-------------|----------------|-----------|--|
| 325        | RETAIL/SVC  | 1.0000     | 0.2400      |                   | PRIMARY ACRE | SITE      | 1.00000       |            | 90,000.00  | 357,916.67          | 3003         | 1.000     |                |               |            |        |   |        |   | 85,900.00       | 114       | 45    |           |       | 1.00000     | 85,900.00      |           |  |
| Total ACRH |             |            | 0.24000     |                   | Total SF/SM  |           | 10,454,400.00 |            | Parcel LUC | 031                 | MIX COMM/RES |           |                | Prime NB Desc | COMMERCIAL |        |   |        |   | Total           | 85,900.00 | Total |           |       | Total       |                | 85,900.00 |  |

## In Process Appraisal Summary (First 4 Lines Only)

| Use Code     | Land Size    | Building Value                | Yard Items | Land Value | Total Value |
|--------------|--------------|-------------------------------|------------|------------|-------------|
| 114          | 0.11         | 94,500.00                     | 0.00       | 38,655.00  | 133,155.00  |
| 325          | 0.13         | 115,500.00                    | 0.00       | 47,245.00  | 162,745.00  |
| Total Card   | 0.24         | 210,000.00                    | 0.00       | 85,900.00  | 295,900.00  |
| Total Parcel | 0.24         | 210,000.00                    | 0.00       | 85,900.00  | 295,900.00  |
| Source       | Mkt Adj Cost | Total Value per Sq Unit /Card | 40.04      | /Parcel    | 40.04       |

## Previous Assessment (First 9 Lines Only)

| Tax Yr | Use | Cat | Bldg Value | Yrd Items | Land Size | Land Value | Total Value | Assessed Value | Notes         | Date       |
|--------|-----|-----|------------|-----------|-----------|------------|-------------|----------------|---------------|------------|
| 2019   | 031 | FV  | 210,000    | 0         | 0.2400    | 85,900     | 295,900     | 295,900        |               | 10/30/2019 |
| 2018   | 031 | FV  | 234,700    | 0         | 0.2400    | 85,900     | 320,600     | 320,600        | Year End Roll | 09/19/2018 |
| 2017   | 031 | FV  | 234,700    | 0         | 0.2400    | 85,900     | 320,600     | 320,600        | Year End Roll | 09/07/2017 |
| 2016   | 031 | FV  | 180,200    | 0         | 0.2400    | 85,900     | 266,100     | 266,100        | Year End Roll | 09/08/2016 |
| 2015   | 031 | FV  | 182,100    | 0         | 0.2400    | 85,900     | 268,000     | 268,000        | Year-end      | 10/01/2015 |
| 2014   | 031 | FV  | 182,100    | 0         | 0.2400    | 85,900     | 268,000     | 268,000        | Year End Roll | 09/29/2014 |
| 2013   | 031 | FV  | 171,600    | 0         | 0.2400    | 85,900     | 257,500     | 257,500        | Year End Roll | 09/04/2013 |
| 2012   | 031 | FV  | 171,600    | 0         | 0.2400    | 85,900     | 257,500     | 257,500        | Year End Roll | 09/20/2012 |
| 2011   | 031 | FV  | 171,600    | 0         | 0.2400    | 85,900     | 257,500     | 257,500        | Year End Roll | 09/27/2011 |

## Sales Information (First 5 Lines Only)

| Grantor                    | Legal Ref | Type | Date       | Sale Code    | Sale Price | V  | TSF | Verification | Notes       |
|----------------------------|-----------|------|------------|--------------|------------|----|-----|--------------|-------------|
| WATSON MICHAEL J & WILLIAM | 4317-965  | 1    | 08/20/2015 | ChgAfterSale | 175,000.00 | No | No  | OTHER        | RENOVATIONS |
| KAUFMAN ROSANNA & HAROL    | 2139-258  |      | 09/02/1999 | Val Lnd&Bldg | 110,000.00 | No | No  | OTHER        |             |
| KAUFMAN ROSANNA            | 1640-226  |      | 09/08/1992 |              | 0.00       | No | No  |              |             |
| SNOW PROPERTIES            | 1027-349  |      | 12/31/1978 |              | 0.00       | No | No  |              |             |

## Building Permits (First 8 Lines Only)

| Date       | Number   | Description  | Amount    | C/O | Last Visit | Fed Code | F. Description | General Notes                 |
|------------|----------|--------------|-----------|-----|------------|----------|----------------|-------------------------------|
| 03/06/2019 | B-19-87  | FIRE PROTECT | 4,000.00  | O   |            | 3        | COM CONST      | Add 2hr fire barrier on seali |
| 09/18/2018 | M-18-420 | MANUAL       | 200.00    | CE  |            | 3        | COM CONST      | test existing gas line        |
| 04/13/2018 | M-18-167 | MANUAL       | 900.00    | CE  |            | 3        | COM CONST      | Pressure Testing Gas Line     |
| 11/21/2017 | M-17-565 | MANUAL       | 100.00    | CE  | 02/12/2018 | 3        | COM CONST      | Gas Testing for Meter Set     |
| 08/08/2017 | E-17-299 | ELECTRIC     | 1,000.00  | CE  |            | 3        | COM CONST      | Finish re-wiring of an apar   |
| 05/27/2016 | E-16-156 | ELECTRIC     | 10,650.00 | CE  |            | 3        | COM CONST      | NEW 800 AMP SERVICE S         |
| 04/25/2016 | M-16-109 | FURNACE      | 5,000.00  | CE  |            | 3        | COM CONST      | RUN NEW GAS LINES FR          |
| 09/25/2015 | 11755    | HEATING SYS  | 10,000.00 | CE  |            | 3        | COM CONST      | RUNNING NEW GAS LINE          |

## Activity Information (First 11 Lines Only)

| Date       | Result      | By | Name  |
|------------|-------------|----|-------|
| 09/20/2019 | CORRECTION  | NM | NANCY |
| 02/13/2019 | EXT ONLY    | NM | NANCY |
| 02/13/2019 | EXT ONLY    | NM | NANCY |
| 08/23/2018 | OWN ADD CHG | DM | DARCY |
| 02/12/2018 | EXT ONLY    | NM | NANCY |
| 02/12/2018 | EXT ONLY    | NM | NANCY |
| 12/12/2017 | OWN ADD CHG | DM | DARCY |
| 08/18/2017 | OWN ADD CHG | DM | DARCY |
| 03/23/2017 | INTER ONLY  | NM | NANCY |
| 02/23/2017 | EXT ONLY    | NM | NANCY |
| 02/23/2017 | EXT ONLY    | NM | NANCY |

## Sign:

/ /



**Exterior Information**

|              |                    |
|--------------|--------------------|
| Type         | 40M - MIX USE BLDG |
| Story Height | 3 - 3              |
| (Liv) Units  | 5 Total 7          |
| Foudation    | 1 - CONCRETE       |
| Frame        | 01 - WOOD          |
| Prime Wall   | 20 - COMP CLAP     |
| Sec Wall     | BRICK 15%          |
| Roof Struct  | 11 - MULTI TYPE    |
| Roof Cover   | 12 - MULTIPLE      |
| Color        | RED BRICK          |
| View/Desir   | AVERAGE            |
| Bld Name     |                    |

**Bath Features**

|           |   |        |      |
|-----------|---|--------|------|
| Full Bath | 5 | Rating | SAME |
| A Bath    |   | Rating |      |
| 3/4 Bath  |   | Rating |      |
| A 3QBath  |   | Rating |      |
| 1/2 Bath  |   | Rating |      |
| A HBath   |   | Rating |      |
| Othr Fix  |   | Rating |      |

**Other Features**

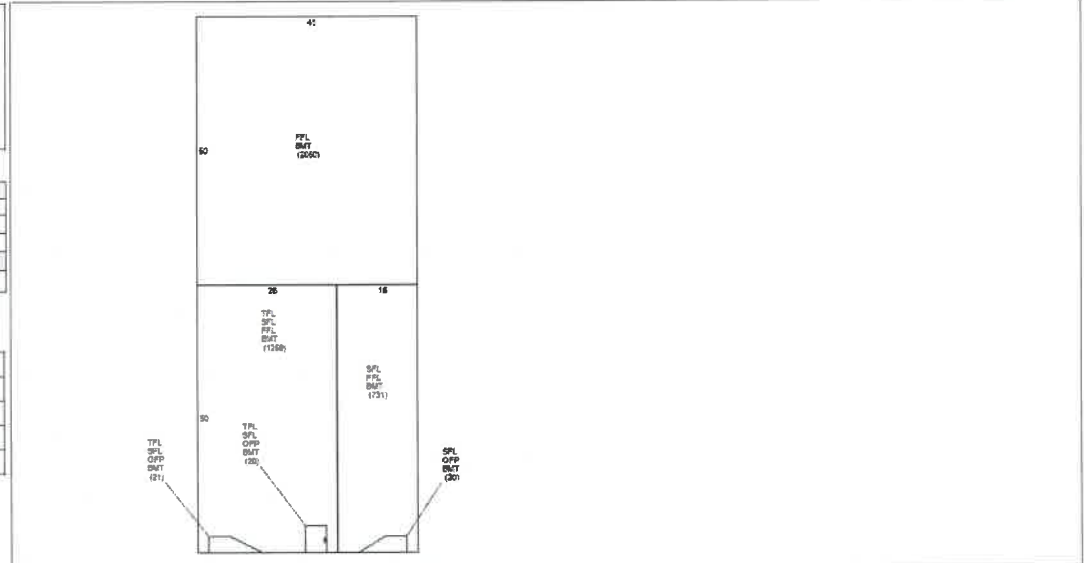
|           |   |        |      |
|-----------|---|--------|------|
| Kitchen   | 5 | Rating | SAME |
| A Kitchen |   | Rating |      |
| Fireplace |   | Rating |      |
| WSFlues   |   | Rating |      |

**Comments**

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Res Breakdown (First 4 Only)**

| No Unit | Rooms | Bed Rooms | Floor |
|---------|-------|-----------|-------|
| 1       | 2     | 1         | 2     |
| 3       | 1     | 1         | 2     |
| 1       | 5     | 3         | 3     |
| Totals  |       |           |       |
| 5       | 8     | 5         |       |

**Sketch****General Information**

|              |                 |
|--------------|-----------------|
| Grade        | C - AVERAGE     |
| Year Blt     | 1917 Eff Yr Blt |
| Alt LUC      | 114 Alt % 45    |
| Jurisdct     | Fact 1.00000    |
| Const Mod    |                 |
| Lump Sum Adj |                 |

**Condo Information**

|             |   |
|-------------|---|
| Location    |   |
| Total Units | 0 |
| Floor       |   |
| % Own       |   |
| Name        |   |

**Depreciation**

|            |              |     |
|------------|--------------|-----|
| Phys Cond  | AV - Average | 50% |
| Functional | N - NO ELEV  | 10% |
| Economic   |              |     |
| Special    |              |     |
| Override   |              |     |
| Total      |              | 55% |

**Interior Information**

|                 |                 |
|-----------------|-----------------|
| Avg Ht/FI       |                 |
| Prime Int Wall  | 6 - AVERAGE     |
| Sec Int Wall    |                 |
| Partition       | T - TYPICAL     |
| Prim Floors     | 8 - AVERAGE     |
| Sec Floors      |                 |
| Basement Floors | 12 - CONCRETE   |
| Subfloor        |                 |
| Basement Garage |                 |
| Electric        | 3 - TYPICAL     |
| Insulation      | 2 - TYPICAL     |
| Int vs Ext      | SAME - SAME     |
| Heat Fuel       | 1 - OIL         |
| Heat Type       | 3 - FORCED H/W  |
| # Heat Sys      | 7.00            |
| % Heated        | 100 % AC 55     |
| Solar HW        | No Cntrl Vac No |
| % Com Wall      | 0 % Sprinkled 0 |

**Calc Summary**

|                   |           |
|-------------------|-----------|
| Basic \$ / SQ     | 69.60000  |
| Size Adj          | 0.88530   |
| Const Adj         | 0.99860   |
| Adj \$ / SQ       | 61.53000  |
| Other Features    | 74,614.00 |
| Grade Factor      | 1.00000   |
| NBHD Inf          | 0.81000   |
| NBHD Mod          | 1.00000   |
| LUC Factor        | 1.00000   |
| Adj Total         | 466,652   |
| Depreciation      | 256,659   |
| Depreciated Total | 209,993   |

**Remodeling Mobile Home**

|           |      |          |   |
|-----------|------|----------|---|
| Exterior  |      | Make     |   |
| Interior  | 2016 | Model    |   |
| Additions |      | Serial # |   |
| Kitchen   | 2016 | Year     | 0 |
| Baths     | 2016 | Color    |   |
| Plumbing  |      |          |   |
| Electric  | 2016 |          |   |
| Heating   | 2016 |          |   |
| General   |      |          |   |

0121-0012-0000

**Parcel ID****Comparable Sales (First 7 Only)**

| Rating    | Parcel ID | Type   | Date | Sale Price |
|-----------|-----------|--------|------|------------|
| WtAv\$/SQ |           | AvRate |      |            |
| Ind Val   |           |        |      |            |

**Sub Area (First 8 Only)**

| Code              | Description | Area - SQ  | Rate - AV | Underpr Value     |
|-------------------|-------------|------------|-----------|-------------------|
| FFL               | 1ST FLOOR   | 4,040.00   | 58.450    | 236,138.00        |
| SFL               | 2ND FLOOR   | 2,051.00   | 61.536    | 126,210.34        |
| TFL               | 3RD FLOOR   | 1,300.00   | 55.387    | 72,002.67         |
| OFF               | OPEN PORCH  | 61.00      | 66.900    | 4,080.90          |
| BMT               | BASEMENT    | 4,101.00   | 15.387    | 63,100.72         |
| Net Sketched Area |             | 11,553.00  | Total     | 501,532.63        |
| Size Adj          | 7,391.00    | Gross Area | 11,553.00 | Fin Area 7,391.00 |

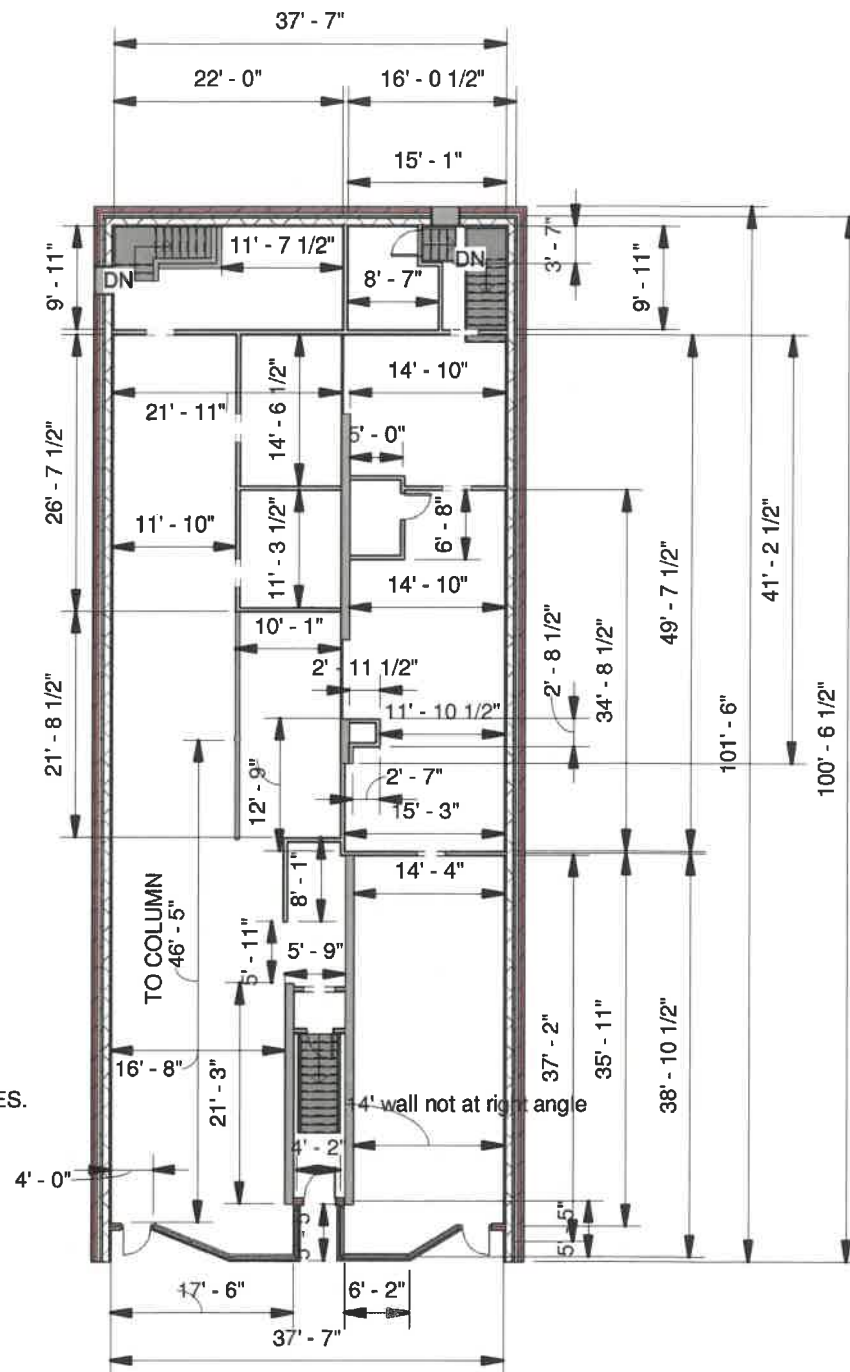
**Sub Area Detail (First 10 Only)**

| Sub Area | % Usbl | Description | % Type | Qu | # of Tenants |
|----------|--------|-------------|--------|----|--------------|
| FFL      | 100    | RTL         | 100    | C- |              |
| FFL      | 100    | RTL         | 100    | C- |              |
| FFL      | 100    | RTL         | 100    | C- |              |

**Special Features/Yard Items (First 20 Lines Only)**

| Code | Description | A | Y/S | Qty | Size/Dim         | Qual | Con | Year | Unit Price | D/S | Dep | LUC | Fact | NB | Fact | Appr Value | J Code | J Fact | Juris Value |
|------|-------------|---|-----|-----|------------------|------|-----|------|------------|-----|-----|-----|------|----|------|------------|--------|--------|-------------|
| More | N           |   |     |     | Total Yard Items |      |     |      |            |     |     |     |      |    |      | Total SFY  |        |        |             |

**Image**



DIMENSIONS OF EXISTING  
CONDITIONS ARE  
APPROXIMATIONS DUE TO  
VARIOUS STATES OF  
CONSTRUCTION AND  
DEMOLITIONS AND "NON-  
PERPENDICULAR" SURFACES.

APPROXIMATE DISTANCE TO TOP OF JOIST = 11'-7"  
APPROXIMATE AVG DISTANCE TO EXISTING ACT = 9' -7"

**VENTINA LLC**

JAM's Mechanical Advantage

**Existing Dims  
26-30 N. Main  
St.**

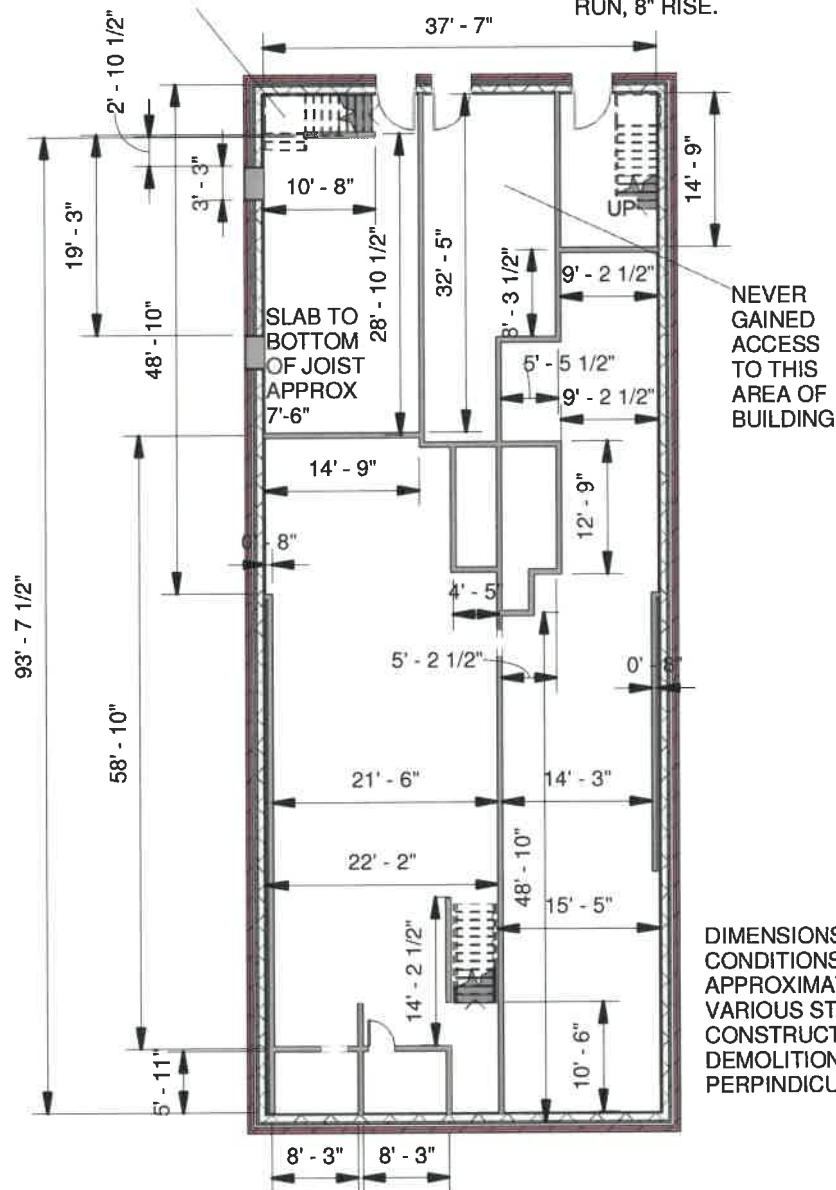
**MAIN STREET LEVEL**

|                |         |                     |
|----------------|---------|---------------------|
| Project number | VENT-1  | 101                 |
| Date           | 8/15/18 |                     |
| Drawn by       | JAMMA   | Scale 1/16" = 1'-0" |
| Checked by     | Checker |                     |

8/16/2018 6:14:39 AM

LANDING ON 10TH RISER.  
12 RISERS TOTAL.  
AVG EXISTING STAIR = 9.5"  
RUN, 8" RISE.

LANDING ON 12TH RISER.  
12 RISERS TOTAL.  
4" TO FIRST FLOOR FROM  
RISER.  
AVG EXISTING STAIR = 9.5"  
RUN, 8" RISE.



**VENTINA LLC**

JAM's Mechanical Advantage

**Existing Dims  
26-30 N. Main  
St.**

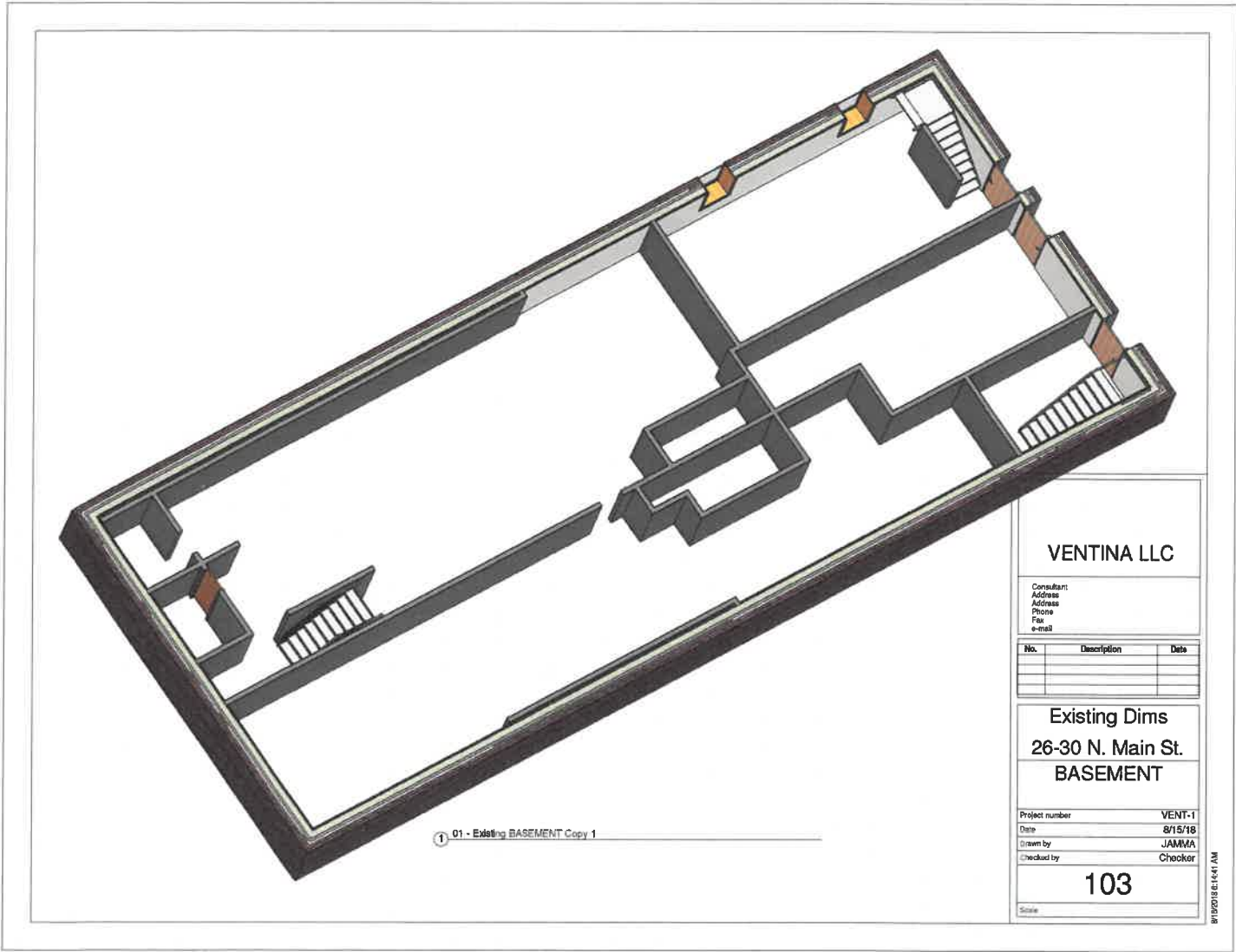
## BASEMENT

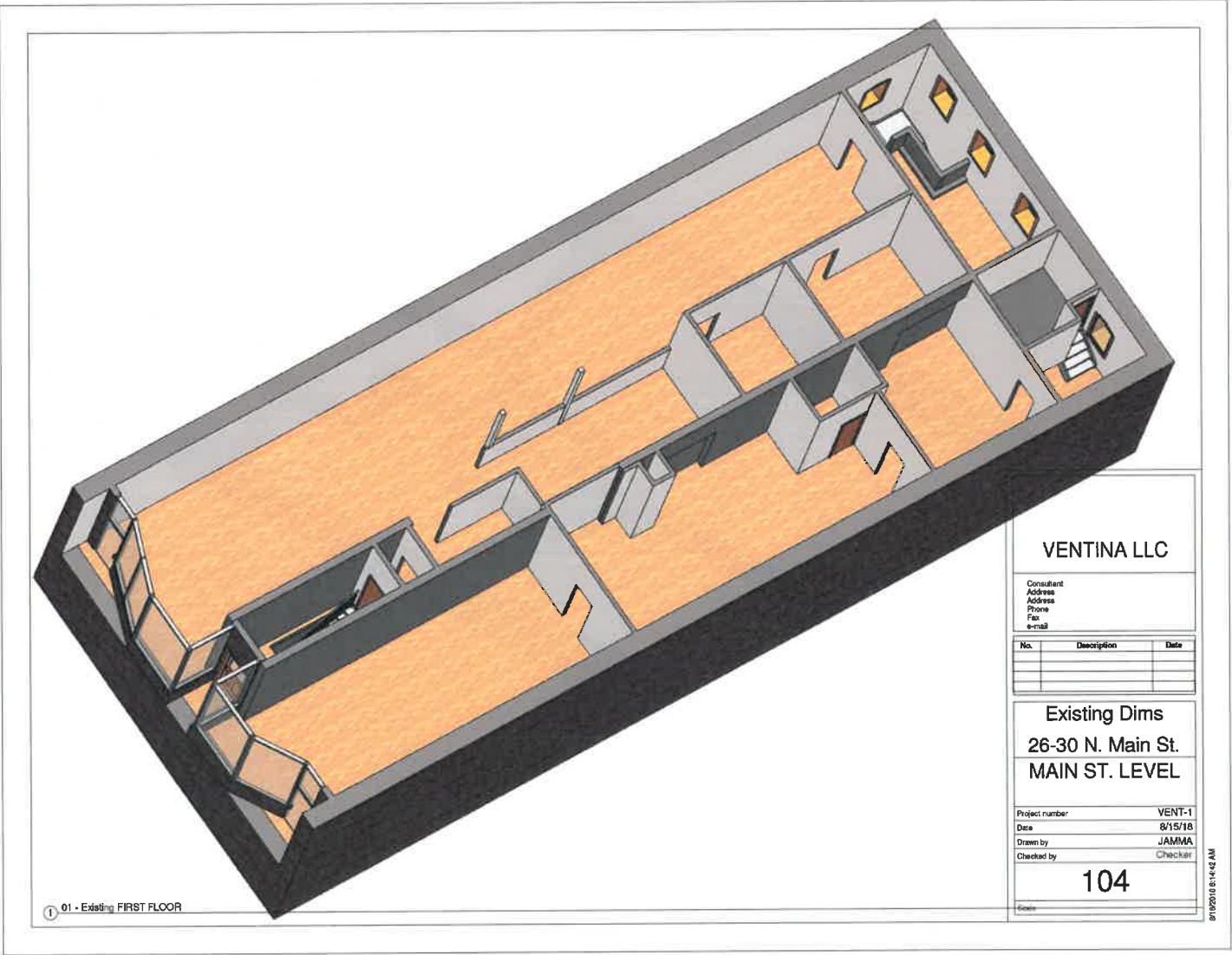
|                |         |
|----------------|---------|
| Project number | VENT-1  |
| Date           | 8/15/18 |
| Drawn by       | JAMMA   |
| Checked by     | Checker |

**102**

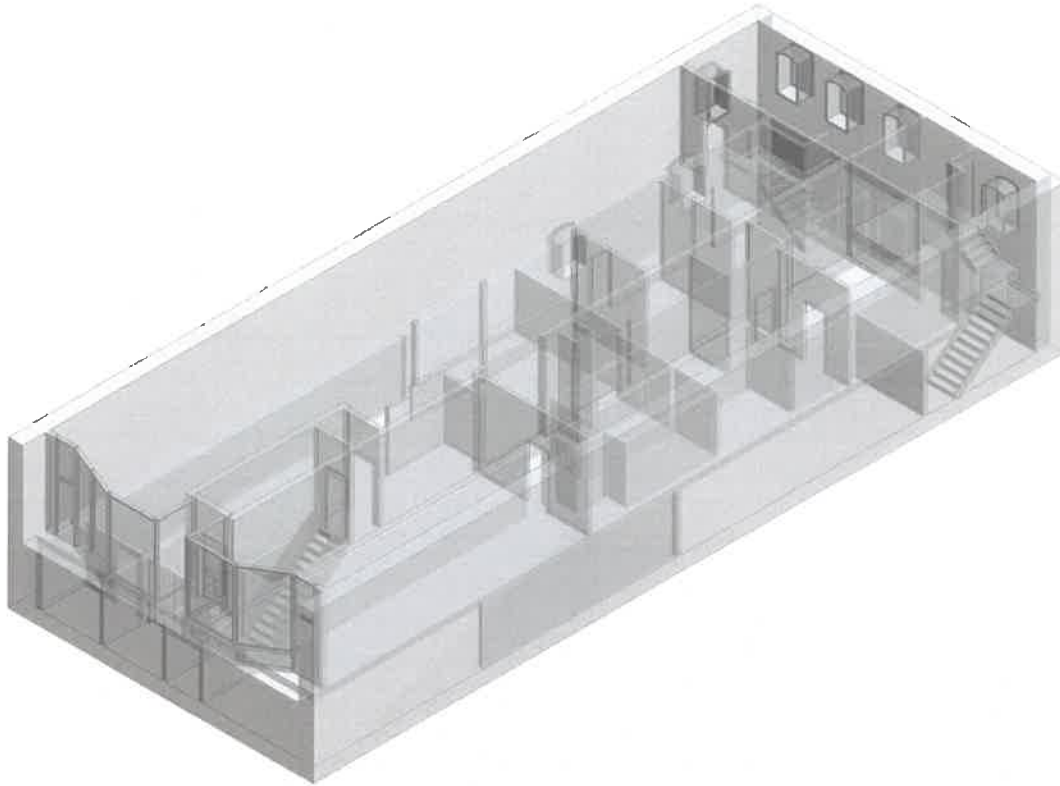
Scale 1/16" = 1'-0"

8/16/2018 6:14:40 AM









**VENTINA LLC**

JAM's Mechanical Advantage

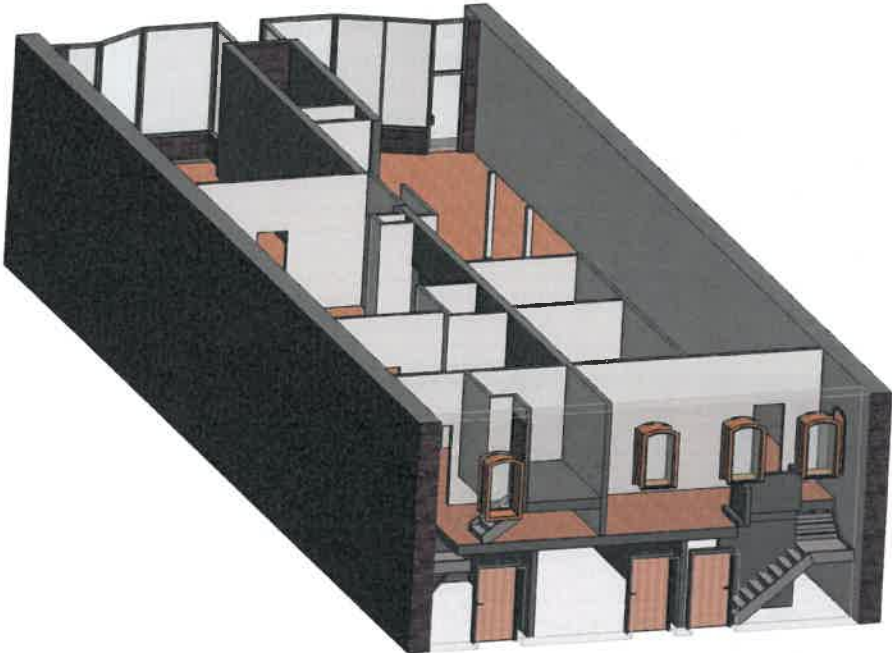
**Existing Dims  
26-30 N. Main  
St.**

## STORE FRONT

|                |         |
|----------------|---------|
| Project number | VENT-1  |
| Date           | 8/15/18 |
| Drawn by       | JAMMA   |
| Checked by     | Checker |

**105**

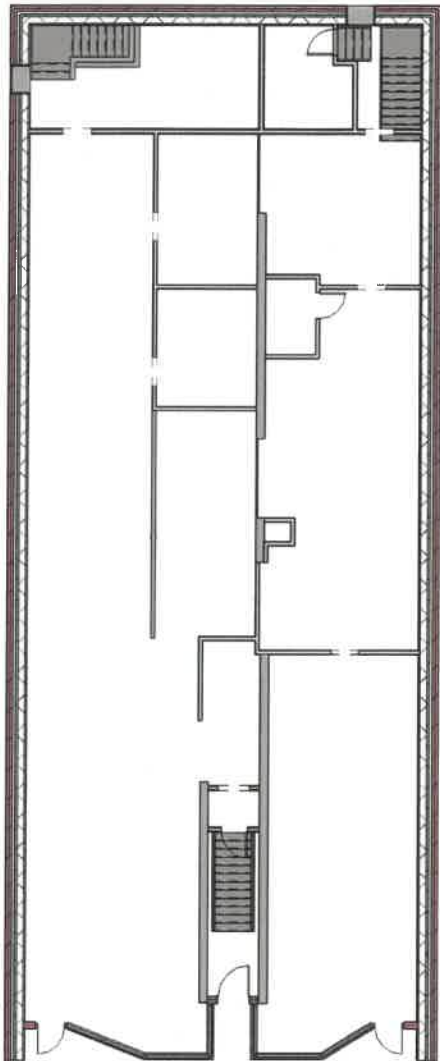
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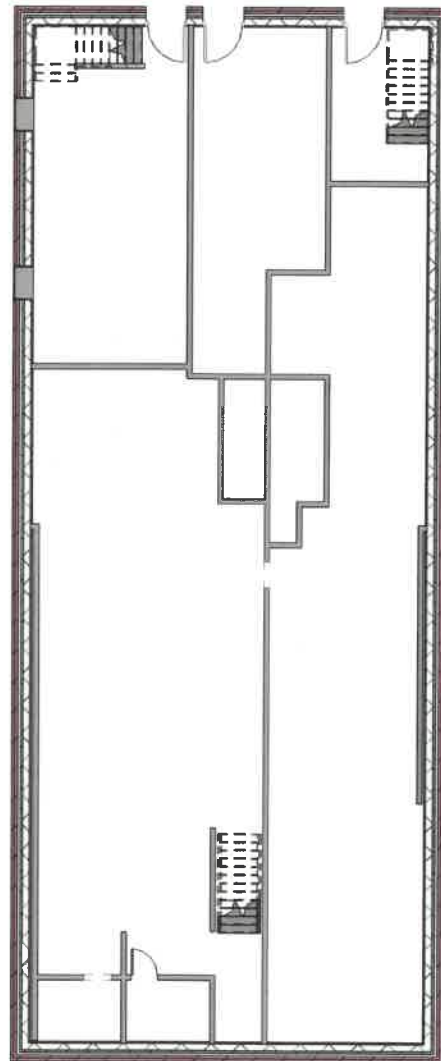
1 rear 3d for sheet

|                                                            |             |      |
|------------------------------------------------------------|-------------|------|
| VENTINA LLC                                                |             |      |
| Consultant<br>Address<br>Address<br>Phone<br>Fax<br>e-mail |             |      |
| No.                                                        | Description | Date |
|                                                            |             |      |
|                                                            |             |      |
| Existing Dims<br>26-30 N. Main St.<br>REAR VIEW            |             |      |
| Project number                                             | VENT-1      |      |
| Date                                                       | 8/15/18     |      |
| Drawn by                                                   | JAMMA       |      |
| Checked by                                                 | Checker     |      |
| 106                                                        |             |      |
| Scale                                                      |             |      |

8/16/2018 6:14:44 AM



② MAIN ST. LEVEL 1 BLANK  
1/16" = 1'-0"



① Level 03 - T.O. Basement Slab BLANK  
1/16" = 1'-0"

**VENTINA LLC**

JAM's Mechanical Advantage

Existing Dims  
26-30 N. Main  
St.

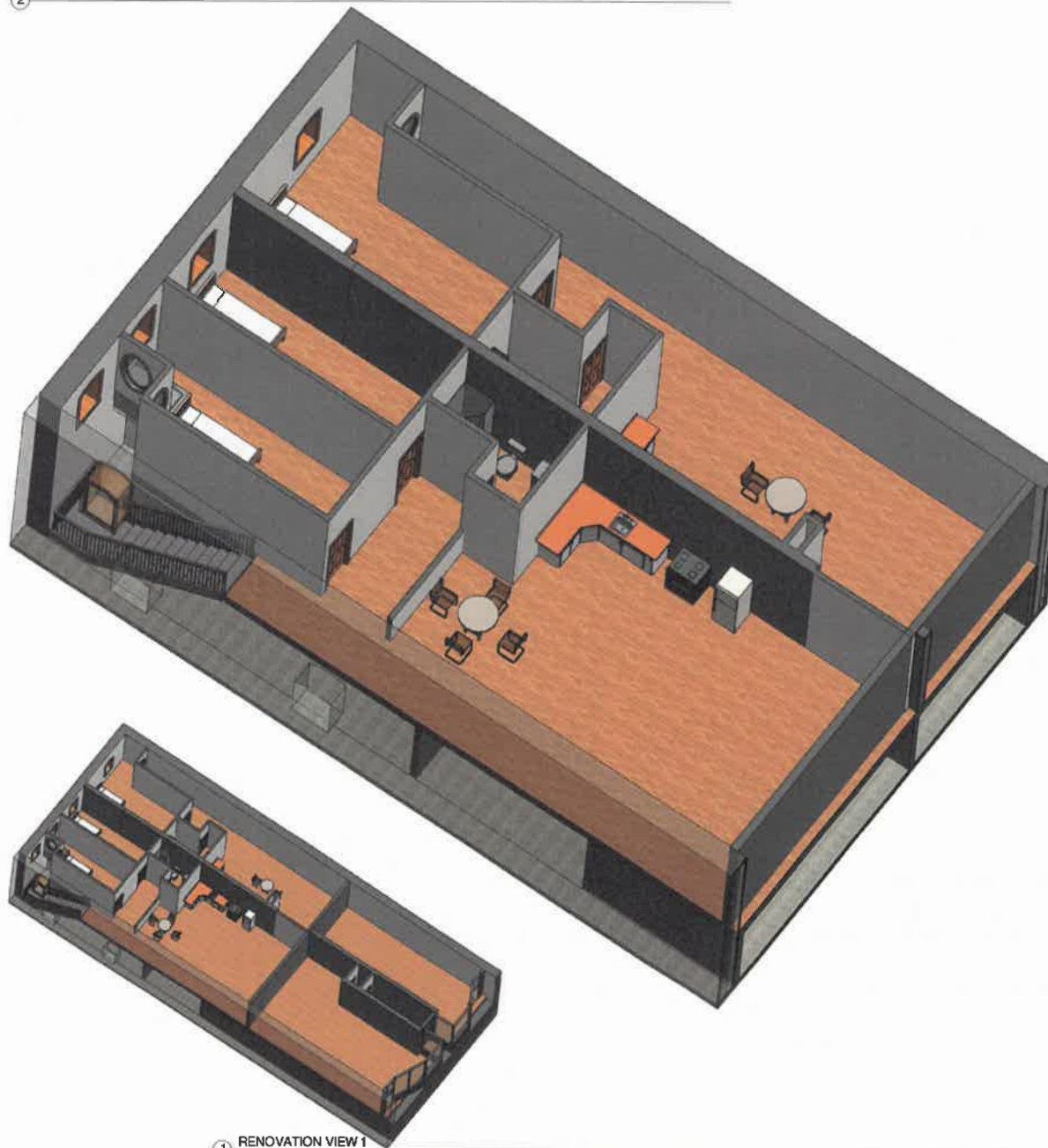
## EXISTING LAYOUT

|                |         |               |
|----------------|---------|---------------|
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| Date           | 8/15/18 |               |
| Drawn by       | Author  |               |
| Checked by     | Checker |               |
| Scale          |         | 1/16" = 1'-0" |

8/16/2018 6:14:45 AM



2 RENOVATION VIEW 1 A



1 RENOVATION VIEW 1

## VENTINA LLC

Consultant  
Address  
Address  
Phone  
Fax  
e-mail

| No. | Description | Date |
|-----|-------------|------|
|     |             |      |
|     |             |      |
|     |             |      |

## MAIN LEVEL

26-30 N. Main St.

## RENOVATION LAYOUT

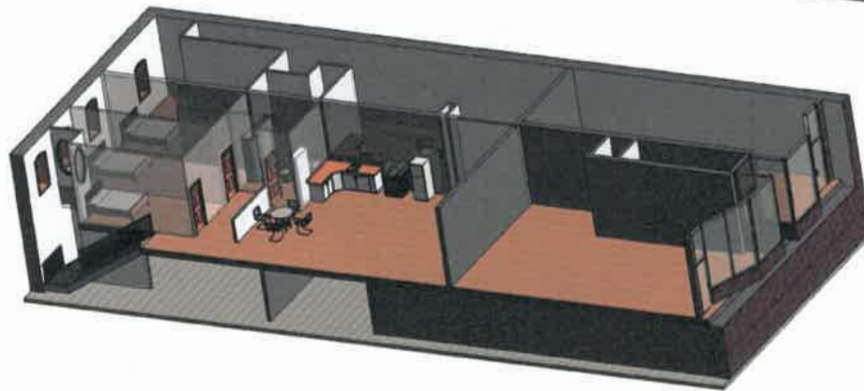
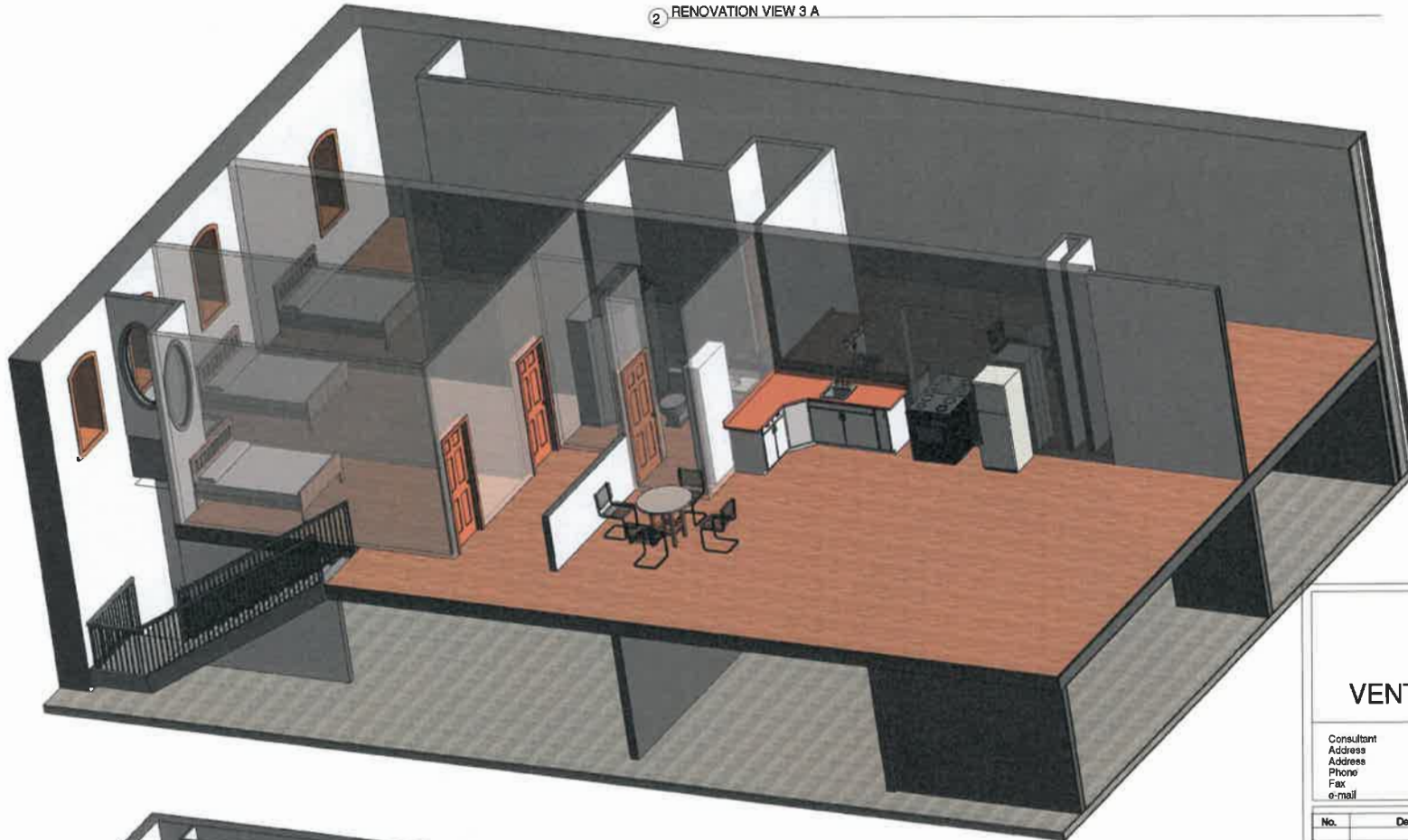
Project number VT-2  
Date 9/15/18  
Drawn by JAMMA  
Checked by Checker

204

Scale

9/15/2018 11:35:17 AM

2 RENOVATION VIEW 3 A



1 RENOVATION VIEW 3

## VENTINA LLC

Consultant  
Address  
Address  
Phone  
Fax  
e-mail

| No. | Description | Date |
|-----|-------------|------|
|     |             |      |
|     |             |      |
|     |             |      |

## MAIN LEVEL 26-30 N. Main St. RENOVATION LAYOUT

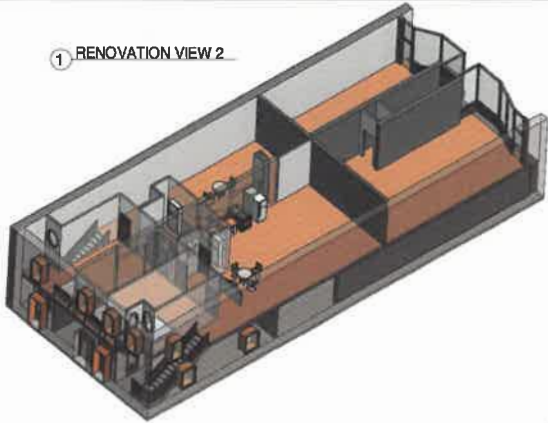
Project number VT-2  
Date 9/15/18  
Drawn by JAMMA  
Checked by Checker

205

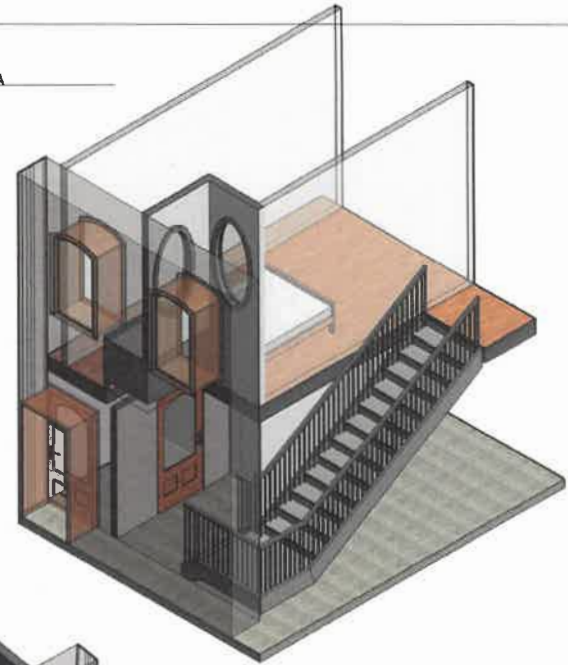
Scale

9/15/2018 11:33:19 AM

① RENOVATION VIEW 2



② RENOVATION VIEW 2A



③ RENOVATION VIEW 2B

## VENTINA LLC

Consultant  
Address  
Address  
Phone  
Fax  
e-mail

| No. | Description | Date |
|-----|-------------|------|
|     |             |      |
|     |             |      |
|     |             |      |

## MAIN LEVEL 26-30 N. Main St. RENOVATION LAYOUT

Project number VT-2  
Date 9/15/18  
Drawn by JAMMA  
Checked by Checker

206

Scale

9/15/2018 11:33:20 AM

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City Clerk's Office

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**Resolution Authorizing Acceptance of Granite Shield 2020 Substance Abuse Reduction Initiative Grant in the amount of \$15,000.00 and Supplemental Appropriation in Connection Therewith**

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

WHEREAS, that the Granite Shield 2020 Substance Abuse Reduction Initiative Grant in the amount of Fifteen Thousand Dollars (\$15,000.00) awarded to the City of Rochester is hereby accepted by the City of Rochester;

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 and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded.

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City Clerk's Office

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## 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

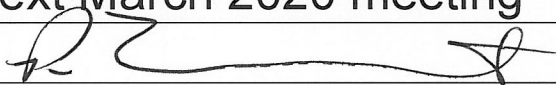
Seeking permission from Council to accept Granite Shield 2020 Substance Abuse Reduction Initiative Grant funds through the Strafford County Sheriff's Department.

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          | Next March 2020 meeting                                                            |                                                    |  |
| DEPT. HEAD SIGNATURE |  |                                                    |  |
| DATE SUBMITTED       | 2/5/20                                                                             |                                                    |  |
| 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 |  |
| CITY MANAGER        |  |

#### FINANCE & BUDGET INFORMATION

|                         |                                                                     |
|-------------------------|---------------------------------------------------------------------|
| FINANCE OFFICE APPROVAL |                                                                     |
| SOURCE OF FUNDS         | State                                                               |
| ACCOUNT NUMBER          | Fund 6128 Project 205XX                                             |
| AMOUNT                  | \$15,000.00                                                         |
| APPROPRIATION REQUIRED  | YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |

#### LEGAL AUTHORITY

Council action required.

**SUMMARY STATEMENT**

Seeking permission from Council to accept Granite Shield 2020 Substance Abuse Reduction Initiative Grant funds through the Strafford County Sheriff's Department. Strafford County has received \$65,000.00 through a State grant for the purpose of drug investigations throughout the County. We are seeking permission to utilize portions of this grant funding to complete drug investigations in conjunction with the County Task Force as well as Federal Agencies within the City of Rochester. At this point we are estimating our share to be approximately \$15,000.00.

**RECOMMENDED ACTION**

Accept funds in the amount of \$15,000.00.



## AGENDA BILL - FUNDING RESOLUTION

## EXHIBIT

Project Name: Date: Fiscal Year: 

Fund (select):

GF  Water  Sewer  Arena   
 CIP  Water CIP  Sewer CIP  Arena CIP   
 Special Revenue

Fund Type: Lapsing  Non-Lapsing 

## Deauthorization

|   | Org # | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|-------|----------|-----------|---------------|-----------------|-----------------|
| 1 |       |          |           | -             | -               | -               |
| 2 |       |          |           | -             | -               | -               |
| 3 |       |          |           | -             | -               | -               |
| 4 |       |          |           | -             | -               | -               |

## Appropriation

|   | Org #    | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|----------|----------|-----------|---------------|-----------------|-----------------|
| 1 | 61282010 | Multiple | 205XX     | -             | \$15,000.00     | -               |
| 2 |          |          |           | -             | -               | -               |
| 3 |          |          |           | -             | -               | -               |
| 4 |          |          |           | -             | -               | -               |

## Revenue

|   | Org #   | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|---------|----------|-----------|---------------|-----------------|-----------------|
| 1 | 6128002 | 402148   | 205XX     | -             | \$15,000.00     | -               |
| 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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City Clerk's Office

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**Resolution Authorizing Supplemental Appropriation in the Amount of \$10,000.00 to the  
Recreation Department General Donation Fund**

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

The Mayor and City Council authorize a supplemental appropriation to the Recreation and Arena Department General Donation Fund in the amount of Ten Thousand Dollars (\$10,000.00). The entire amount of the supplemental appropriation shall be derived from the donations received by the Recreation Department.

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 and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

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City Clerk's Office

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02/27/2020

## City of Rochester Formal Council Meeting

### AGENDA BILL

**NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

AGENDA SUBJECT

Increase Amount of Allowed Recreation Donations

COUNCIL ACTION ITEM X  
INFORMATION ONLY ☐

FUNDING REQUIRED? YES ☐ NO ☐

\* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES ☐ NO X

FUNDING RESOLUTION FORM? YES ☐ NO ☐

|                      |                                                          |                                                    |  |
|----------------------|----------------------------------------------------------|----------------------------------------------------|--|
| AGENDA DATE          | March 3, 2020                                            |                                                    |  |
| DEPT. HEAD SIGNATURE | Chris Bowlen, On File                                    |                                                    |  |
| DATE SUBMITTED       | 2//21/2020                                               |                                                    |  |
| ATTACHMENTS          | YES <input type="checkbox"/> NO <input type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED |  |

#### COMMITTEE SIGN-OFF

|              |  |
|--------------|--|
| COMMITTEE    |  |
| CHAIR PERSON |  |

#### DEPARTMENT APPROVALS

|                     |  |
|---------------------|--|
| DEPUTY CITY MANAGER |  |
| CITY MANAGER        |  |

#### FINANCE & BUDGET INFORMATION

|                         |                               |
|-------------------------|-------------------------------|
| FINANCE OFFICE APPROVAL |                               |
| SOURCE OF FUNDS         | General Recreation Donations  |
| ACCOUNT NUMBER          | 61114020-589007-20*** # 20567 |
| AMOUNT                  | \$10,000                      |
| APPROPRIATION REQUIRED  | YES X NO                      |

#### LEGAL AUTHORITY

City Council

**SUMMARY STATEMENT**

Last year the Recreation Department received Council permission to accept donations for general use up to \$2,500. We learned in FY20 that this amount is too low, causing us to come back to the Council with an Agenda Bill. To avoid this in the future, we would like to increase this amount to \$10,000. The recreation department will only spend from the donation account what is actually brought in, not to exceed \$10,000.

**RECOMMENDED ACTION**

Council Approval permission to increase Recreation Donation Account to \$10,000.

**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 |       |          |           |               |                 |                 |
| 2 |       |          |           | -             | -               | -               |
| 3 |       |          |           | -             | -               | -               |
| 4 |       |          |           | -             | -               | -               |

**Appropriation**

|   | Org #    | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|----------|----------|-----------|---------------|-----------------|-----------------|
| 1 | 61114020 | 589007   | 20567     |               |                 | 10,000.00       |
| 2 |          |          |           | -             | -               | -               |
| 3 |          |          |           | -             | -               | -               |
| 4 |          |          |           | -             | -               | -               |

**Revenue**

|   | Org #   | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|---------|----------|-----------|---------------|-----------------|-----------------|
| 1 | 6111001 | 402178   | 20567     | -             | -               | 10,000.00       |
| 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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City Clerk's Office

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**Resolution Accepting Donation from St. Anselm's College to the Recreation and Arena Department and Supplemental Appropriation in the Amount of \$500.00**

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

That a donation in the amount of Five Hundred Dollars (\$500.00) to the Recreation and Arena Department from the St. Anselm's College Road for Hope charity walk is hereby accepted.

Further, the Mayor and City Council authorize a supplemental appropriation to the Recreation and Arena Department Fiscal Year 2020 operating budget in the amount of Five Hundred Dollars (\$500.00). The entire amount of the supplemental appropriation shall be derived from the donation from St. Anselm's College.

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 and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

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City Clerk's Office

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02/27/2020

**City of Rochester Formal Council Meeting****AGENDA BILL****NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

|                                                       |
|-------------------------------------------------------|
| AGENDA SUBJECT<br>Saint Anselm Road for Hope Donation |
|-------------------------------------------------------|

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

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

|                                               |                                                    |   |  |
|-----------------------------------------------|----------------------------------------------------|---|--|
| AGENDA DATE                                   | March 3, 2020                                      |   |  |
| DEPT. HEAD SIGNATURE                          | Chris Bowlen, On File                              |   |  |
| DATE SUBMITTED                                | 2/21/2020                                          |   |  |
| ATTACHMENTS YES X NO <input type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | 1 |  |

**COMMITTEE SIGN-OFF**

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| COMMITTEE    |  |
| CHAIR PERSON |  |

**DEPARTMENT APPROVALS**

|                     |  |
|---------------------|--|
| DEPUTY CITY MANAGER |  |
| CITY MANAGER        |  |

**FINANCE & BUDGET INFORMATION**

|                                 |                                      |
|---------------------------------|--------------------------------------|
| FINANCE OFFICE APPROVAL         |                                      |
| SOURCE OF FUNDS                 | Road for Home (Saint Anselm College) |
| ACCOUNT NUMBER                  | 6111001-402178-***** Project #20567  |
| AMOUNT                          | \$500                                |
| APPROPRIATION REQUIRED YES X NO |                                      |

**LEGAL AUTHORITY**

|              |
|--------------|
| City Council |
|--------------|

**SUMMARY STATEMENT**

Last year the Recreation Department received Council permission to accept donations for general use to a maximum amount of \$2500. The Saint Anselm's Road for Hope donation that we receive annually surpassed this amount by \$500. We are seeking permission to accept and spend the additional \$500.

**RECOMMENDED ACTION**

Council Approval permission to accept the additional \$500 donation.

**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 |       |          |           |               |                 |                 |
| 2 |       |          |           | -             | -               | -               |
| 3 |       |          |           | -             | -               | -               |
| 4 |       |          |           | -             | -               | -               |

**Appropriation**

|   | Org #    | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|----------|----------|-----------|---------------|-----------------|-----------------|
| 1 | 61114020 | 589007   | 20567     |               |                 | 500.00          |
| 2 |          |          |           | -             | -               | -               |
| 3 |          |          |           | -             | -               | -               |
| 4 |          |          |           | -             | -               | -               |

**Revenue**

|   | Org #   | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|---------|----------|-----------|---------------|-----------------|-----------------|
| 1 | 6111001 | 402178   | 20567     | -             | -               | 500.00          |
| 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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City Clerk's Office

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**Resolution Authorizing the Acceptance of a \$5,500 Grant by the Rochester Police Department (RPD) and Supplemental Appropriation in Connection Therewith**

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

That a Five Thousand Five Hundred Dollars (\$5,500.00) State Governor's Commission on Alcohol Fund Grant is hereby accepted by the City on behalf of the RPD.

Further, the City Council authorizes a supplemental appropriation to the RPD operating budget in the amount of Five Thousand Five Hundred Dollars (\$5,500.00) with the entirety of the supplemental appropriation being derived from said Grant.

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 and to establish special revenue, non-lapsing, multi-year fund accounts(s) as necessary to which said sums shall be recorded.

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City Clerk's Office

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# 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

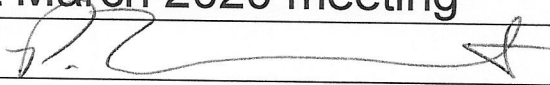
Seeking permission from Council to enter into a subcontract with the NH Juvenile Court Diversion Network to accept the funding.

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                                                                     | Next March 2020 meeting                                                            |  |
| DEPT. HEAD SIGNATURE                                                            |  |  |
| DATE SUBMITTED                                                                  | 2/11/20                                                                            |  |
| 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 |  |
| CITY MANAGER        |  |

### FINANCE & BUDGET INFORMATION

|                                                                                            |                                          |
|--------------------------------------------------------------------------------------------|------------------------------------------|
| FINANCE OFFICE APPROVAL                                                                    |                                          |
| SOURCE OF FUNDS                                                                            | State Governor's Commission Alcohol Fund |
| ACCOUNT NUMBER                                                                             | Fund 6128 Project 205XX                  |
| AMOUNT                                                                                     | \$5,500.00                               |
| 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 subcontract with the NH Juvenile Court Diversion Network and to accept funding up to \$5,500.00. These funds are for the Juvenile Alcohol Grant the State Governor has allotted us. This funding is used for prevention programming during the Summer Teen Travel Camp; an extension of the Rochester Teen Night Program. These funds 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 (Screening Brief Intervention and Referral to Treatment) 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 funding.

Date: 2/11/20

Fiscal Year: FY20

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 | 61282010 | 589007   | 205XX     | -             | \$5,500.00      | -               |
| 2 |          |          |           | -             | -               | -               |
| 3 |          |          |           | -             | -               | -               |
| 4 |          |          |           | -             | -               | -               |

## Revenue

|   | Org #   | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|---------|----------|-----------|---------------|-----------------|-----------------|
| 1 | 6128002 | 402148   | 205XX     | -             | \$5,500.00      | -               |
| 2 |         |          |           | -             | -               | -               |
| 3 |         |          |           | -             | -               | -               |
| 4 |         |          |           | -             | -               | -               |

DUNS # 07-989-9350

CFDA # N/A

Grant # SS-2017-BDAS-03-COURT

Grant Period: From July 1, 2019  
To June 30, 2020

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

Reimbursement Request will be reduced ☐Funds will be returned ☐

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City Clerk's Office

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**RESOLUTION AUTHORIZING ACCEPTANCE AND APPROPRIATION OF VICTIMS  
OF CRIME ACT (VOCA) GRANT AWARD FOR FY 2021**

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

WHEREAS, that a Victims of Crime Act (VOCA) grant in the amount of Twenty-Five Thousand Eight Hundred and Thirty-Six Dollars (\$25,836.00) awarded to the City of Rochester's Legal Department is hereby accepted by the City of Rochester;

WHEREAS, the aforesaid grant requires a 20% cash match by the City of Rochester in the amount of Six Thousand Four Hundred Fifty Nine Dollars (\$6,459.00), to the Victims of Crime Act (VOCA) grant by City of Rochester's Legal Department;

FURTHER, that the sum of Twenty-Five Thousand Eight Hundred and Thirty-Six Dollars (\$25,836.00) be, and hereby is, appropriated to a non-lapsing Special Revenue Fund to be created for the purpose of carrying out the purposes of the Victims of Crime Act grant;

FURTHER, that the transfer of Six Thousand Four Hundred Fifty Nine Dollars (\$6,459.00) from the FY 2021 Legal Department Operating Budget to the non-lapsing Special Revenue fund stipulated above is hereby authorized;

FURTHER, that the City Manager is authorized to enter into a grant agreement and any other contracts with the New Hampshire Department of Justice that are necessary to receive and administer the grant funds detailed above; 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.

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City Clerk's Office

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02/27/2020

## City of Rochester Formal Council Meeting

### AGENDA BILL

**NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

|                |
|----------------|
| AGENDA SUBJECT |
|----------------|

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

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

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

#### COMMITTEE SIGN-OFF

|              |  |
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| COMMITTEE    |  |
| CHAIR PERSON |  |

#### DEPARTMENT APPROVALS

|                     |  |
|---------------------|--|
| DEPUTY CITY MANAGER |  |
| CITY MANAGER        |  |

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

|  |
|--|
|  |
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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**



## AGENDA BILL - FUNDING RESOLUTION

## EXHIBIT

Project Name: Date: Fiscal Year: 

Fund (select):

GF Water Sewer Arena CIP Water CIP Sewer CIP Arena CIP Special Revenue Fund Type: Lapsing Non-Lapsing 

## Deauthorization

|   | Org # | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|-------|----------|-----------|---------------|-----------------|-----------------|
| 1 |       |          |           | -             | -               | -               |
| 2 |       |          |           | -             | -               | -               |
| 3 |       |          |           | -             | -               | -               |
| 4 |       |          |           | -             | -               | -               |

## Appropriation

|   | Org # | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|-------|----------|-----------|---------------|-----------------|-----------------|
| 1 |       |          |           | -             | -               | -               |
| 2 |       |          |           | -             | -               | -               |
| 3 |       |          |           | -             | -               | -               |
| 4 |       |          |           | -             | -               | -               |

## Revenue

|   | Org # | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|-------|----------|-----------|---------------|-----------------|-----------------|
| 1 |       |          |           | -             | -               | -               |
| 2 |       |          |           | -             | -               | -               |
| 3 |       |          |           | -             | -               | -               |
| 4 |       |          |           | -             | -               | -               |

DUNS # CFDA # Grant # Grant Period: From   
To 

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

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

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**Resolution Authorizing Transfer from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund in the amount of \$1,664,787.00**

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

Pursuant to New Hampshire RSA Chapter 34, that One Million Six Hundred Sixty Four Thousand Seven Hundred Eighty Seven Dollars (\$1,664,787.00) be, and hereby is, transferred from the General Fund Unassigned Fund Balance to the School Building Capital Reserve Fund, which was created by the City Council by way of Resolution on December 15, 2015.

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.

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City Clerk's Office

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02/27/2020

**City of Rochester Formal Council Meeting****AGENDA BILL****NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

AGENDA SUBJECT Supplemental Appropriation - School Building Capital Reserve 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                                                                     | 03/03/2020                                         |   |  |
| DEPT. HEAD SIGNATURE                                                            |                                                    |   |  |
| DATE SUBMITTED                                                                  | 01/31/2020                                         |   |  |
| ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | 1 |  |

**COMMITTEE SIGN-OFF**

|              |    |
|--------------|----|
| COMMITTEE    | NA |
| CHAIR PERSON | NA |

**DEPARTMENT APPROVALS**

|                     |  |
|---------------------|--|
| DEPUTY CITY MANAGER |  |
| CITY MANAGER        |  |

**FINANCE & BUDGET INFORMATION**

|                                                                                            |                                      |
|--------------------------------------------------------------------------------------------|--------------------------------------|
| FINANCE DEPARTMENT APPROVAL                                                                |                                      |
| SOURCE OF FUNDS                                                                            | General Fund Unassigned Fund Balance |
| ACCOUNT NUMBER                                                                             | 17040051-593011-205xx                |
| AMOUNT                                                                                     | \$1,664,787.00                       |
| APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |                                      |

**LEGAL AUTHORITY**City Council Action Required  
Public Hearing Required

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

**SUMMARY STATEMENT**

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

The General Fund Unassigned Fund Balance "surplus" for Fiscal Year 2019 was \$4,742,193 as confirmed by the Independent Auditor and set forth on page 46 of the FY19 audited financial statements.

The 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 ..."

1/2 of the Fiscal Year 2019 surplus is \$2,371,096.

**RECOMMENDED ACTION**

Council authorization to transfer \$1,664,787 from the General Fund Unassigned Fund Balance to the City's School Building Capital Reserve Fund.

**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 ☒ **School Building Capital Reserve Fund**Fund Type: Annual Lapsing ☒ Multi-year 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 | 17040051 | 593011   | 205xx     | -             | -               | 1,664,787.00    |
| 2 |          |          |           | -             | -               | -               |
| 3 |          |          |           | -             | -               | -               |
| 4 |          |          |           | -             | -               | -               |

**Revenue**

|   | Org # | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|-------|----------|-----------|---------------|-----------------|-----------------|
| 1 | 11081 | 406101   |           | -             | -               | 1,644,787.00    |
| 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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City Clerk's Office

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**Resolution for Supplemental Appropriation and Authorizing Borrowing Authority**  
**Pursuant to RSA 33:9 to the Department of Public Works (DPW) Sewer Capital**  
**Improvements Plan (CIP) Fund for NPDES Permit Technical and Legal Assistance in an**  
**amount not to exceed \$300,000.00**

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 hereby appropriate an amount not to exceed Three Hundred Thousand Dollars (\$300,000.00) to the DPW Sewer CIP Fund for the purpose of paying costs associated with procuring technical and legal assistance related to the NPDES Permit, and further;

In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby is authorized to borrow the sum of Three Hundred Thousand Dollars (\$300,000.00) through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate

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.

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City Clerk's Office

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02/27/2020

## City of Rochester Formal Council Meeting

### AGENDA BILL

**NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

|                |
|----------------|
| AGENDA SUBJECT |
|----------------|

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

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

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

#### COMMITTEE SIGN-OFF

|              |  |
|--------------|--|
| COMMITTEE    |  |
| CHAIR PERSON |  |

#### DEPARTMENT APPROVALS

|                     |  |
|---------------------|--|
| DEPUTY CITY MANAGER |  |
| CITY MANAGER        |  |

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

|  |
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|  |
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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

**AGENDA BILL - FUNDING RESOLUTION****EXHIBIT**Project Name: Date: Fiscal Year: 

Fund (select):

GF Water Sewer Arena CIP Water CIP Sewer CIP Arena CIP Special Revenue Fund Type: Lapsing Non-Lapsing **Deauthorization**

|   | Org # | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|-------|----------|-----------|---------------|-----------------|-----------------|
| 1 |       |          |           | -             | -               | -               |
| 2 |       |          |           | -             | -               | -               |
| 3 |       |          |           | -             | -               | -               |
| 4 |       |          |           | -             | -               | -               |

**Appropriation**

|   | Org # | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|-------|----------|-----------|---------------|-----------------|-----------------|
| 1 |       |          |           | -             | -               | -               |
| 2 |       |          |           | -             | -               | -               |
| 3 |       |          |           | -             | -               | -               |
| 4 |       |          |           | -             | -               | -               |

**Revenue**

|   | Org # | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|-------|----------|-----------|---------------|-----------------|-----------------|
| 1 |       |          |           | -             | -               | -               |
| 2 |       |          |           | -             | -               | -               |
| 3 |       |          |           | -             | -               | -               |
| 4 |       |          |           | -             | -               | -               |

DUNS # CFDA # Grant # Grant Period: From   
To 

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

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office

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**Resolution Authorizing the Issuance of**  
**Refunding Bonds in accordance with RSA 33:3-d**

**WHEREAS**, the City of Rochester, New Hampshire (the "City") has issued certain \$9,263,000 General Obligation Bonds in January 2010 (the "2010 Series A Bonds"), which 2010 Bonds that mature on January 15 of the years 2021 through 2030, inclusive, in the aggregate outstanding principal amount of Three Million Four Hundred Fifty Thousand Dollars (\$3,450,000.00) are eligible to be refunded at par on any interest payment date on or after January 15, 2020 (the "Refunded Bonds"); and

**WHEREAS**, it appears likely that bonds issued today would have a net interest cost less than the net interest cost on the Refunded Bonds; and

**WHEREAS**, the City may be able to realize debt service savings by issuing certain refunding bonds (the "Refunding Bonds"), the proceeds of which would be utilized to current refund the Refunded Bonds and to pay certain other costs relating thereto;

**NOW THEREFORE, BE IT RESOLVED** that the City, acting by and through its Mayor and City Council, hereby authorizes the issuance of Refunding Bonds pursuant to the provisions of RSA 33:3-d, the proceeds of which shall be utilized to current refund or advance refund the Refunded Bonds, to pay the redemption premium, if any, applicable thereto, any principal and interest coming due on the Refunded Bonds prior to any redemption date, and to pay the costs of issuance of the Refunding Bonds, including any costs of credit enhancement; provided, however, that such refunding is only authorized to the extent that the same will achieve a net present value debt service savings in an amount equal to at least three percent (3%) of the outstanding principal amount of the Refunded Bonds; and

**IT IS FURTHER RESOLVED** that the City Treasurer, with the approval of the City Manager, is hereby authorized to issue the aforesaid Refunding Bonds by entering into a Bond Purchase Contract with such bond purchaser or underwriter as they may deem appropriate in connection with the issuance of the Refunding Bonds to evidence the City's approval of the terms and conditions of the Refunding Bonds; and

**IT IS FURTHER RESOLVED** that an Escrow Contract and such other documents as shall be required in connection with the issuance of the Refunding Bonds shall be signed on behalf of the City by the aforementioned individuals, or such other individuals as may be required by state law or as may be specified by bond counsel; and engage such other professionals (including a Financial Advisor, Escrow Agent, Verification Agent and Paying Agent), and to do such other things as are necessary to consummate the aforesaid refunding; and

**IT IS FURTHER RESOLVED** that all actions heretofore taken by the City consistent with the foregoing are hereby confirmed, ratified and approved.

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City Clerk's Office

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02/27/2020

**City of Rochester Formal Council Meeting****AGENDA BILL****NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**

|                                                                                                      |                                                                                                                                    |
|------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| AGENDA SUBJECT REFUNDING 2010 SERIES A GENERAL OBLIGATION BONDS - OUTSTANDING PRINCIPAL \$3,450,000  |                                                                                                                                    |
| COUNCIL ACTION ITEM <input checked="" type="checkbox"/><br>INFORMATION ONLY <input type="checkbox"/> | FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/><br>* 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                                                          | 03/03/2020                                         |  |  |
| DEPT. HEAD SIGNATURE                                                 |                                                    |  |  |
| DATE SUBMITTED                                                       | 02/25/2020                                         |  |  |
| ATTACHMENTS YES <input type="checkbox"/> NO <input type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED |  |  |

**COMMITTEE SIGN-OFF**

|              |    |
|--------------|----|
| COMMITTEE    | NA |
| CHAIR PERSON | NA |

**DEPARTMENT APPROVALS**

|                     |  |
|---------------------|--|
| DEPUTY CITY MANAGER |  |
| CITY MANAGER        |  |

**FINANCE & BUDGET INFORMATION**

|                                                                                            |                 |
|--------------------------------------------------------------------------------------------|-----------------|
| FINANCE DEPARTMENT APPROVAL                                                                |                 |
| SOURCE OF FUNDS                                                                            | REFUNDING BONDS |
| ACCOUNT NUMBER                                                                             | NA              |
| AMOUNT                                                                                     | \$3,450,000     |
| APPROPRIATION REQUIRED YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> |                 |

**LEGAL AUTHORITY**

|                           |
|---------------------------|
| CITY COUNCIL (RSA 33:3-d) |
|---------------------------|

**SUMMARY STATEMENT**

THIS REQUEST IS FOR THE CITY COUNCIL OF THE CITY OF ROCHESTER TO AUTHORIZE THE CITY MANAGER AND CITY TREASURER TO PROCEED WITH THE ISSUANCE OF REFUNDING BONDS WITH RESPECT TO THE 2010 GENERAL OBLIGATION BONDS THAT WERE ISSUED IN JANUARY 2010. THE 2010 BONDS THAT MATURE ON JANUARY 15 OF THE YEARS 2021 THROUGH 2030, INCLUSIVE, IN THE AGGREGATE OUTSTANDING PRINCIPAL AMOUNT OF \$3,450,000 ARE ELIGIBLE TO BE REFUNDED AT PAR ON ANY INTEREST PAYMENT DATE ON OR AFTER JANUARY 15, 2020.

THIS REFUNDING IS ONLY AUTHORIZED TO THE EXTENT THAT THE SAME WILL ACHIEVE A NET PRESENT VALUE DEBT SERVICE SAVINGS IN AN AMOUNT EQUAL TO AT LEAST THREE PERCENT (3%) OF THE OUTSTANDING PRINCIPAL. WHILE THE ACTUAL SAVINGS CANNOT BE DETERMINED UNTIL THE BIDS ARE RECEIVED ON THE DAY OF THE BOND SALE, THE CURRENT ESTIMATED PRESENT VALUE SAVINGS (NET OF ALL EXPENSES) IS APPROXIMATELY \$342,000.

**RECOMMENDED ACTION**

RECOMMEND COUNCIL APPROVAL TO ISSUE REFUNDING BONDS.