



**Regular City Council Meeting  
February 6, 2018  
Council Chambers  
7:00 PM  
Agenda**

1. **Call to Order**
2. **Opening Prayer**
  - 2.1 **Opening prayer led by Jessica Fournier, Troop Ambassador for the Girl Scouts of the Green and White Mountains Troop 10366**
3. **Presentation of the Colors**
  - 3.1 **Pledge of allegiance led by the Color Guard of The Girl Scouts of the Green and White Mountains Troop 10366**
4. **Roll Call**
5. **AB 82 Amendment to Chapter 42 of the General Ordinance of the City of Rochester Regarding the Location and Boundaries of Zoning Districts - Expanding the Neighborhood mixed use Zone along Wakefield Street and Columbus Avenue. (First Reading and Refer to a Public Hearing – *Abutters have been properly notified*) P. 7**
6. **Recess to Public Hearing**

**Rochester City Council Public Hearing  
February 6, 2018  
Council Chambers  
Agenda**

1. **Call to Order**
2. **AB 82 Amendment to Chapter 42 of the General Ordinance of the City of Rochester Regarding the Location and Boundaries of Zoning Districts P.7**
3. **Adjourn**

7. **Reconvene the Regular City Council Meeting**
8. **Acceptance of Minutes**
  - 8.1. **City of Rochester Inauguration – January 2, 2018 (*Motion to Approve*) P. 11**
  - 8.2. **Adjourned Regular City Council Meeting – January 9, 2018 (*Motion to Approve*) P. 15**
9. **Communications from the City Manager P. 27**
  - 9.1. **Employee of the Month Award P. 28**
  - 9.2. **City Manager’s Report P . 27**
10. **Communications from the Mayor**

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City Clerk's Office

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11. Presentations of Petitions and Council Correspondence
  - 11.1. Petition for Zoning Ordinance Amendment - Expand Downtown Commercial (DC) Zone – A. Raymond Varney (*Motion to Accept or Reject*) P. 49
  - 11.2. Petition for Zoning Amendment – Ralph Torr (*Motion to Accept or Reject*) P. 65
  - 11.3. School Department Request for Public Hearing – Shall the Rochester City Council adopt the Rochester-Wakefield AREA Agreement as amended by the AREA Agreement Review Committee and approved by the New Hampshire State Board of Education on February 18, 2015? P. 69
12. Nominations, Appointments, Resignations, and Elections
  - 12.1. **Resignation:** Amy Cann, Arts and Culture Commission
  - 12.2. **Resignation:** Jenn Bryant, Rochester School Board, Ward 1 Seat A
  - 12.3. **Resignation:** John Roesse, Library Trustee, Ward 6
13. Reports of Committees
  - 13.1. Community Development P. 73
  - 13.2. Joint School Board Committee P. 99
  - 13.3. Public Works and Building Committee P. 103
    - 13.3.1 **Committee Recommendation:** Norway Plains Road Development Street Acceptance. (*Refer to City Attorney to put into Legal Form*) P. 107 - 108
14. Old Business
15. Consent Calendar
16. New Business
  - 16.1. **Discussion:** Andrew Davis, NH Liquor Commission. Proposed Signage for State Liquor Store at the Ridge Marketplace P. 109
  - 16.2. **AB 65** Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Dimensional Standards in Downtown Commercial District (*Second Reading and Consideration for Adoption*) P. 115
  - 16.3. **AB 81** Resolution Authorizing Acceptance of Donation to the Fire Department in the Amount of \$25.00 and authorizing increase in amount of money the Fire Department may accept in donations. (*first reading, second reading, and consideration for approval*) P. 117
  - 16.4. **AB 63** Amendment to the City of Rochester’s General Ordinances Relative to Chapter 17.34 Entitled “Water Rate and Fee Schedule” (*Second Reading and Consideration for Adoption*) P. 121
  - 16.5. **AB 64** Amendment to the City of Rochester’s General Ordinances Relative to Chapter 16.25 Entitled “Wastewater Rate and Fee

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Schedule” (*Second Reading and Consideration for Adoption*) P. 123

- 16.6. **AB 83** Deauthorization of \$21,000 from the CIP account for Downtown Sign and Façade Program to be transferred to the Economic Development Fund P.125
- 16.7. **AB 56** Resolution Authorizing the Release of City Held Easement over 24 Stonewall Drive (*first reading, second reading, and consideration for approval*) P.129
- 16.8. **Discussion:** NH Senate Bill 193 “Education Freedom Savings Account” P. 133
  
- 17. Other
  
- 18. Non-Meeting/Non Public Session
  - 18.1 Non-Public Session, Land, RSA 91-A:3 II (d)
  - 18.2 Non-Public Session, Personnel, RSA 91-A:3,II (a)
  
- 19. Adjournment

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**AMENDMENT TO CHAPTER 42 OF THE GENERAL ORDINANCES OF THE CITY  
OF ROCHESTER REGARDING THE LOCATION AND BOUNDARIES OF ZONING  
DISTRICTS**

THE CITY OF ROCHESTER ORDAINS:

WHEREAS, Chapter 42.1, Section J establishes that the location and boundaries of zoning districts within the City of Rochester are established as shown on a map titled, "City of Rochester Zoning Map."

WHEREAS, Chapter 42.1, Section J further declares that the City of Rochester Zoning Map is incorporated by reference as party of Chapter 42 of the General Ordinances of Rochester regarding zoning.

WHEREAS, the Mayor and City Council of Rochester desire to amend the City of Rochester Zoning Map to expand the Neighborhood Mixed Use Zone along Wakefield Street and Columbus Avenue.

THEREFORE, the Mayor and City Council of Rochester ordain that the Neighborhood Mixed Use Zone in the City of Rochester along Wakefield Street and Columbus Avenue shall be expanded in accordance with the Attached Exhibit. (Exhibit A).

FURTHER, the City of Rochester Zoning Map shall be amended and updated to reflect that the above shown properties are included in the Neighborhood Mixed Use Zone and are removed from the Residential-2 Zone.

**The effective date of these amendments shall be upon passage.**



September 21, 2017

I respectfully request that the City of Rochester consider re-zoning Wakefield Street as mixed use. The area in question is currently zoned R2, yet abuts downtown commercial on one end and highway commercial on the other end. A good portion of the land involved houses Spaulding High School. We are looking to afford the opportunity for small businesses to be located adjacent to the downtown district on pathway to commercial district. This would serve to increase the value of these properties, while improving the overall look of this underappreciated city road.

As owner of the property at 147 Wakefield Street, I currently have one business located in my property. I'd like the opportunity to convert other portions of the building to also accommodate businesses. At present my mother has her State Farm Insurance Agency in the front part of my building. I'd like to convert part of the downstairs to a beauty salon for my sister. I feel this is good for the neighborhood, as these are not businesses that would create a sound or traffic nuisance. Commercial buildings are more likely to be kept up and improve the aesthetic look of the community.

Thank you for considering this petition.

Respectfully submitted,

Corey MacKoul

A handwritten signature in blue ink, appearing to read "Corey MacKoul", written over a horizontal line.

**Petition for Zoning Ordinance Amendment**



Date: Sept 21, 2017

The fillings of this petition and payment of the required fees, hereby propose a change in Chapter 42, Section \_\_\_\_\_, of the General Ordinances of the City of Rochester.

It is respectfully requested that the Honorable Mayor and City Council amend the above as follows:

(Note: Please give a completed description of the change requested; if a zoning change is proposed supply full legal description of the affected parcel or areas).

Request to rezone Wakefield Street area, which  
is currently zoned RZ and change to mixed use.

Area is sandwiched b/w downtown commercial and  
highway commercial.

half of the area involved is Spaulding High School.

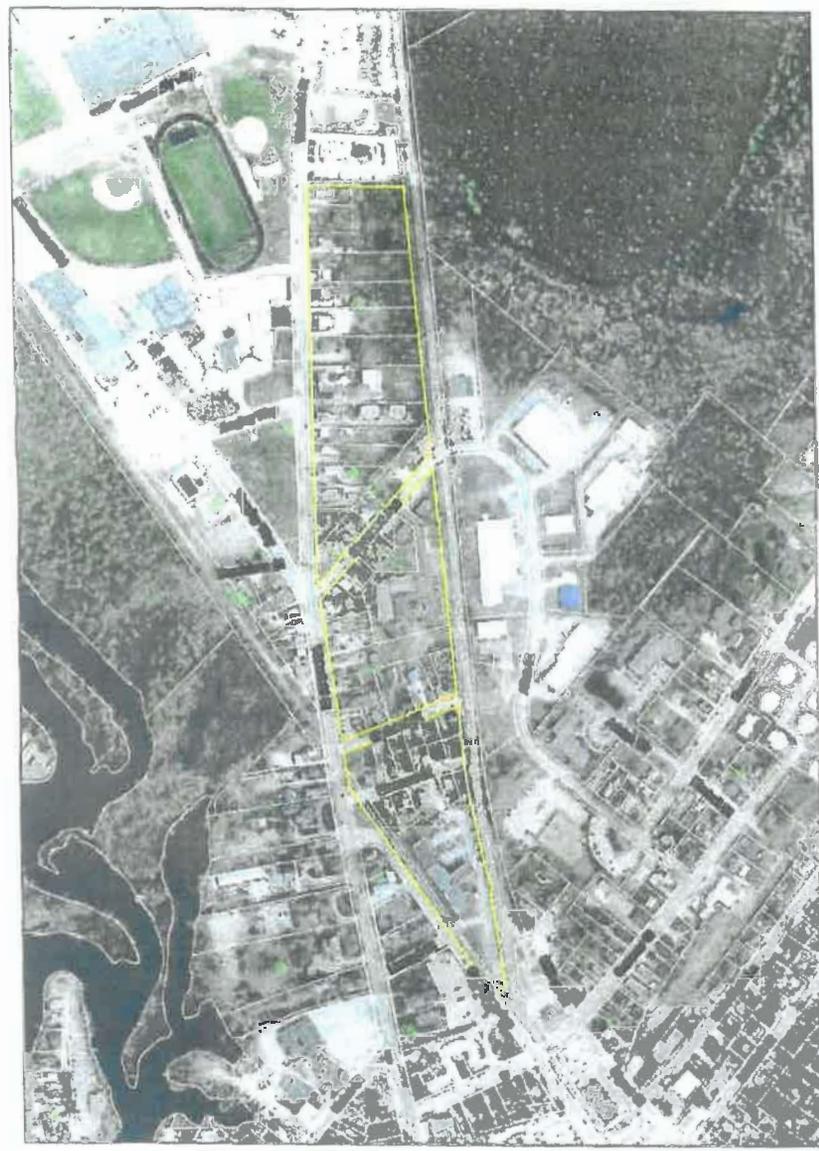
of remaining properties, only half are owner occupied.

Each petitioner must supply, printed name, signature, street address, and Map and Lot Number.

	<i>Printed Name</i>	<i>Signature</i>	<i>Street Address</i>	<i>Map &amp; Lot Number</i>
1	Corey MacKoul		147 Wakeful	113 Lot 55
2				
3				
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8				
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10				

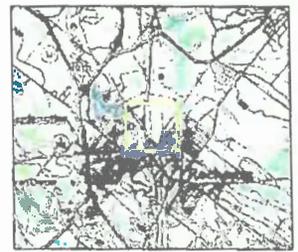
# EXHIBIT A

Proposed Zoning Revision

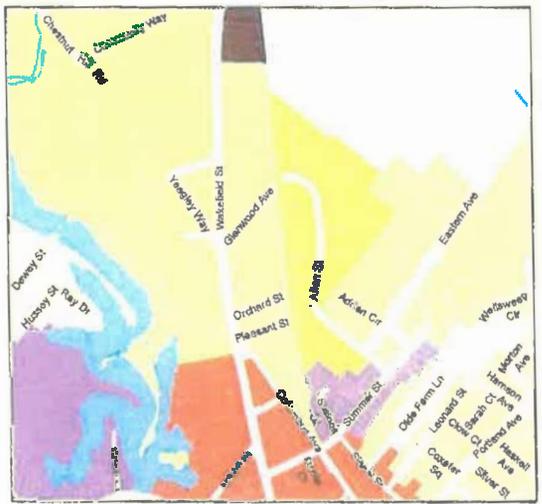


### Legend

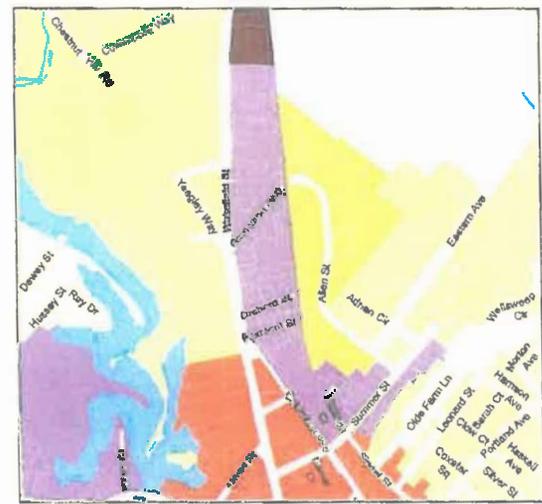
-  Proposed for Zoning Revision
-  Parcel Boundary
- Zoning Districts**
-  Agricultural
-  Residential - 1
-  Residential - 2
-  Neighborhood Mixed Use
-  Downtown Commercial
-  Highway Commercial
-  General Industrial



Current Zoning



Proposed Zoning



**INAUGURATION  
City Council/School Board  
Police Commission  
January 2, 2018  
Rochester Opera House  
7:00 PM**

<b><u>Councilors-Elect</u></b>	<b><u>School Board-Elect</u></b>
Thomas R. Abbott	Matthew Beaulieu
Donna Bogan	Julie Brown
Robert W. Gates	Jennifer L. Bryant
James P. Gray	Joseph Devine
Geoffrey T. Hamann	Anne Grassie
Jeremy Hutchinson	Paul Lynch
Sandra B. Keans	Amy Malone - absent
Peter Lachapelle	Matthew Pappas
Elaine M. Lauterborn	Audrey M. Stevens
Ralph W. Torr	Karen Stokes
A.Raymond Varney, Jr.	Raymond Turner - absent
David E. Walker	Robert J. Watson
<b><u>Mayor-Elect</u></b>	<b><u>Police Commissioners-Elect</u></b>
Caroline McCarley	Derek J. Peters
	Lisa M. Stanley
	David R. Stevens
<b><u>Others Present</u></b>	
Chaplain Ed Cilley	
Alexa Gagne, Spaulding High School	
Katie O'Connor, Poet Laureate	
Deputy City Manager Blaine Cox	
City Attorney Terence O'Rourke	
Daniel Fitzpatrick, City Manager	

**1. Call to Order**

Kelly Walters, City Clerk, called the meeting to order at 7:00 PM.

**2. Pledge of Allegiance**

**2.1. Presentation of the Colors**

Ms. Walters invited members of the Spaulding High School ROTC to approach the stage and lead the pledge of allegiance.

## **2.2. National Anthem**

Spaulding High School Senior All-State Soprano Alexa Gagne sang the Star Spangled Banner.

## **3. Opening Prayer**

### **3.1. Opening Prayer**

Reverend Ed Cilley, Chaplain for the City of Rochester Police Department, approached the podium and led all those gathered in the opening prayer.

### **3.2. Poem Recital**

Katie O'Connor, Poet Laureate of the City of Rochester, recited an original poem.

## **4. Roll Call of Councils-Elect**

Cassie Givara, Deputy City Clerk, took the roll call. All Councilors were present.

## **5. Mayor Takes Oath of Office**

Ms. Walters invited Terence O'Rourke, City Attorney, to come forward and administer the oath of office to Mayor Elect Caroline McCarley.

## **6. Councilors-Elect take Oath of Office**

Attorney O'Rourke had all councilors elect stand and raise their right hand to take the oath of office.

## **7. Roll Call of School Board Members-Elect**

Ms. Givara took a roll call of the School Board Members elect. All were present except Amy Malone and Raymond Turner.

## **8. School Board Members-Elect take Oath of Office**

Attorney O'Rourke had all School Board Members Elect stand and raise their right hand to take their oath of office.

## **9. Roll Call of Police Commissioners-Elect**

Ms. Givara read the roll call for Police Commissioners Elect. All Commissioners elect were present.

## **10. Police Commissioners-Elect take Oath of Office**

Attorney O'Rourke had the Police Commissioners Elect stand and raise their right hand to take their oath of office.

## **11. Election of Deputy Mayor**

Kelly Walter, City Clerk, handed the meeting off to Mayor McCarley who opened nominations for Deputy Mayor. Councilor Lachapelle nominated Councilor Varney. Councilor Bogan seconded the nomination. Mayor McCarley inquired if there were any other nominations from council. Councilor Hamann nominated Councilor Walker. Councilor Torr seconded the nomination. As there were no more nominations, Councilor Lachapelle **MOVED** that nominations cease. Councilor Bogan seconded the motion. **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Councilor Varney had won by a majority ballot vote with Councilor Varney receiving 9 votes, Councilor Walker receiving 3 votes, and one Councilor abstaining from voting.

## **12. Inaugural Address**

Mayor McCarley reflected back on her previous two years as Mayor of Rochester. She stated that it had been an honor and a challenge serving the City of Rochester, and she believes that Rochester is in a great place currently. Mayor McCarley said that in the coming years Council would have to make careful decisions to encourage and maintain the growth that is occurring in Rochester now. She also encouraged elected officials to visit local businesses, go to events and continue to spread the word about what a great City Rochester is and all that the City has to offer.

## **13. Old and/or New Business**

### **13.1. Planning Board Nominations**

Mayor McCarley announced that the planning board will meet for the first time in 2018 on January 9th, so tonight Council will proceed with nominations for the two open Planning Board positions. Mayor McCarley nominated Councilor David Walker as a regular member of the planning board. Councilor Lachapelle seconded the Nomination. The Nomination was approved by a unanimous hand count as the voice vote had been unclear.

Mayor McCarley nominated Councilor James Gray as an alternate member of the Planning Board. Councilor Torr seconded the Nomination. The Nomination passed by a majority hand count.

#### **14. Other**

Mayor McCarley requested that all elected officials remain seated on stage to allow city staff to have them sign their oaths of office. Mayor McCarley also addressed all the election officials who were in the audience and thanked them for their dedication and hard work on behalf of the City of Rochester.

#### **15. Adjourn**

Mayor McCarley **MOVED** to **ADJOURN** the meeting at 7:32 PM and announced that Council would reconvene this meeting on January 9th, 2018. Councilor Lachapelle seconded the Motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully Submitted,

Cassie Givara  
Deputy City Clerk

**Adjourned Regular City Council Meeting  
January 9, 2018  
Council Chambers  
7:00 PM**

<b><u>COUNCILORS PRESENT</u></b>	<b><u>OTHERS PRESENT</u></b>
Councilor Abbott	Blaine Cox, Deputy City Manager
Councilor Bogan	City Attorney Terence O'Rourke
Councilor Gates	Members of the Police Color Guard
Councilor Gray	Reverend Ed Cilley
Councilor Hamann	Joseph Devine, Compliance Officer
Councilor Hutchinson	Jim Grant, Director of Building, Zoning, and Licensing Services
Councilor Lachapelle	Nathaniel Byrne, Candidate for the Rochester School Board
Councilor Lauterborn	
Councilor Torr	
Councilor Varney	
Councilor Walker	
Mayor McCarley	

**MINUTES**

**1. Call to Order**

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

**2. Opening Prayer**

**2.1. Opening Prayer led by Reverend Ed Cilley, Chaplain for the Rochester Police Department**

The opening prayer was led by Reverend Ed Cilley, Chaplain for the Rochester Police Department.

**3. Presentation of the Colors**

**3.1. Pledge of Allegiance led by the Rochester Police Department's Color Guard**

The Pledge of Allegiance was led by the Rochester Police Department's Color Guard.

#### 4. Roll Call

Kelly Walters, City Clerk, called the roll. All Councilors were present except for Councilors Keans who arrived at 7:08 PM.

#### 5. Acceptance of Minutes

##### 5.1. Regular City Council Meeting: December 5, 2017 (Motion to Approve)

Councilor Lachapelle **Moved** to **ACCEPT** the December 5, 2017, Regular City Council meeting minutes. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

##### 5.2. Special City Council Meeting: December 19, 2017 (Motion to Approve)

Councilor Lachapelle **Moved** to **ACCEPT** the December 19, 2017, City Council Workshop meeting minutes. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

#### 6. Communications from the City Manager

##### 6.1. Employee of the Month Award

Deputy City Manager Blaine Cox invited Joe Devine, Compliance Officer, and Jim Grant, Director of Building, Zoning, and Licensing Services, to come forward. Deputy City Manager Cox announced that Joe Devine had been selected as the Employee of the Month for January, 2018.

##### 6.2. City Manager's Report

Deputy City Manager Cox informed the City Council that the following report could be found in the City Council packet:

Contracts and documents executed since last month:

- City Manager
  - City Manager Citation – presented by Library to Karyl McCoy
  - Comcast Senior Discount
- Department of Public Works
  - DOT Safety Audit – Route 125 – Gonic Road
  - DOT Project # 22712 – Salmon Falls Road Highway Safety Improvement Project – Contract Amendment
  - Ransom Environmental – Landfill Monitoring (DES site #198705045)

- Pavement Preservation – Downtown Parking & Road Markings
- RFP Environmental – Community Center
- Salmon Falls EDA Project – Certificate of Substantial Completion
- Security Agreements
  - 49 Flat Rock Bridge Rd, 16 & 25 Kodiak Ct, 109 Milton Rd, 43,47, 52, 59 & 268 Salmon Falls Rd
  - 14, 28 & 55 Salmon Falls Rd
  - 23 Kodiak Ct, 116 Milton Rd, 33 Salmon Falls Rd
- Water System Asset Management – Contract Wright Pierce
- Economic & Community Development
  - Blue Oasis JOB Loan – Life Insurance Requirement
  - Environmental Review – CAP Weatherization Project
  - Fire Department Grant – Rescue Boats – Application
  - Fire Department Grant – Rescue Boats – Terms & Conditions
  - Moose Plate Grant – Historic Documents Preservation
  - Stewardship Agreement for Land and Community Heritage Investment Program – City Hall Annex
- Finance
  - FY 17 Audit Legal Letters
- Information Technology
  - Microsoft Datacenter Licensing Agreement
  - Multi-State Information Sharing Analysis Center – Member Agreement
  - Systems Engineering – Active Directory/Windows Deployment Proposals \$6,000
- Legal Department
  - Redemption – 34 Nottingham Lane
  - Sale of 19 Pebblestone Lane
  - Security Agreement – 42 Salmon Falls Rd
- Police Department
  - Bicycle/Pedestrian Grant - \$4,557.48
  - DWI Grant – \$6,214.75
  - STEP Grant - \$4,557.48
- Planning Department
  - Services Agreement – Strafford Regional Planning Comm. - \$1,100
  - Services Agreement – Strafford Regional Planning Comm. - \$3,400

The following Computer Lease/Tuition Reimbursement Requests have been received by the City Manager's Office:

- Computer Lease – Frechette, B – Police

The following standard reports have been enclosed in the City Council packet:

- City Council Request & Inquiry Report - *No Items – No Report included*
- Monthly Overnight Travel Summary
- Permission & Permits Issued
- Personnel Action Report Summary

No discussion.

## 7. Communications from the Mayor

### 7.1. Mayoral Appointments

Mayor McCarley informed the City Council that she has re-appointed Stacey Marchionni as the Chair of the Riverwalk Committee.

Mayor McCarley nominated Susan DeRoy to serve as the Chair of the Rochester Economic Development Commission. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nominations cease and the Clerk cast one ballot for Ms. DeRoy. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Mayor McCarley thanked the Rochester Fire Department and all local agencies that assisted with the efforts of turning the Rochester Armory building on Brock Street into a temporary Emergency Warming Center during extreme cold temperatures in Rochester. It will be important to debrief with key members of the Community who came together during this event. Mayor McCarley said the City of Rochester can be proud about coming together as a Community to volunteer for such an unexpected situation.

## 8. Presentations of Petitions and Council Correspondence

No discussion.

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

### 9.1. **Resignation:** Jeremy Hutchinson, Planning Board

Mayor McCarley explained that now that Mr. Hutchinson is serving on the City Council it was necessary for him to tender his resignation on the Planning Board. Councilor Lauterborn **MOVED** to **ACCEPT** the resignation of Jeremy Hutchinson from the Planning Board, with thanks for his service. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a

unanimous voice vote.

## 9.2. **Elections: Rochester School Board, Ward 4 Seat A**

Mayor McCarley nominated Nathaniel Byrne to serve on the Rochester School Board, Ward 4, Seat A. Councilor Lachapelle seconded the motion. Councilor Walker **MOVED** that nominations cease. Councilor Lachapelle seconded the motion. Mayor McCarley announced that Nathaniel Byrne has been elected to the Rochester School Board by a unanimous roll call vote of 12 to 0. Councilors Lauterborn, Walker, Hutchinson, Lachapelle, Gray, Abbott, Torr, Hamann, Bogan, Gates, Varney, and Mayor McCarley voted in favor of the motion. *Councilor Keans arrived to the meeting just after this motion had been made.*

Attorney O'Rourke administered the Oath of Office to Nathaniel Byrne as a School Board Member of Ward 4, Seat A.

## 10. Reports of Committees

### 10.1. Appointments Review Committee

Councilor Keans said there are five re-appointments to the Recreation and Arena Commission. She said since these two Commissions are now combined into one commission, it has been a "reality" check to some of the members to see, *how and what*, the other Commission had been achieving.

Mayor McCarley said since there are five re-appointments to the same Commission it may make sense to combine the vote, if the City Council has no objections.

Councilor Keans read the names of all re-appointments to the Recreation and Arena Commission for the City Council. Mayor McCarley nominated all of the Committee's recommended re-appointments. Councilor Lachapelle seconded the nominations. Councilor Lachapelle **MOVED** that nominations cease and that the Clerk cast one ballot for the five reappointments. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

The five re-appointments are shown below:

- 10.1.1. **Re-Appointment: Paul Roberts, Recreation and Arena Commission, Term to Expire on 01/02/2020**
- 10.1.2. **Re-Appointment: Kevin Barry, Recreation and Arena Commission, Term to Expire on**

01/02/2021

- 10.1.3. **Re-Appointment:** Joan Strogen, Recreation and Arena Commission, Term to Expire on 01/02/2020
- 10.1.4. **Re-Appointment:** Dale Bickford, Recreation and Arena Commission, Term to Expire on 01/02/2021
- 10.1.5. **Re-Appointment:** Dave Anctil, Recreation and Arena Commission, Term to Expire on 01/02/2021

Councilor Keans reviewed the Committee's recommendation for Nicholas Bellows who is a librarian for another community and has lived in Rochester for a number of years.

- 10.1.6. **Appointment:** Nicholas Bellows, Library Trustee (Ward 1) Term to Expire on 01/02/2021

Mayor McCarley nominated Nicholas Bellows to be appointed as a Library Trustee for Ward 1, with a term to expire on January 2, 2021. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nominations cease and the Clerk cast one ballot for Mr. Bellows. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

## 10.2. Joint School Board Committee

Councilor Varney stated that the Committee had decided not to replace the CTE trusses at the December 18<sup>th</sup> Committee meeting. There is no new information to report at this time.

Mayor McCarley said that she has appointed Councilors Hutchinson and Hamann to serve on the Joint Building Committee to replace the two City Councilors who had previously been assigned to this Committee.

## 10.3. Public Safety Committee

- 10.3.1. **Committee Recommendation to the Full City Council:** To place "no thru truck" signs on both ends of Quail Drive with the gross vehicle weights recommended by DPW (*Motion to take off the Table for Council Action*)

Councilor Walker said that one item had been left in Committee concerning Quail Drive; however, this item shall be kept in Committee until

information has been provided about what weight limit should be printed on the sign.

Councilor Walker stated that the Public Safety Committee would continue to meet on the third Wednesday of each month; however, the January meeting has been canceled.

#### **10.4. Public Works and Building Committee**

Councilor Torr said there are no action items. He said it would be beneficial if the City could obtain a TIGER Grant for the Cocheco Crossing.

Councilor Lachapelle stated that the Codes and Ordinances Committee is scheduled to meet on February 1, 2018, at 6:00 PM. Mayor McCarley added that the Codes and Ordinances Committee would review the City Council Rules of Order at the February 1<sup>st</sup> meeting.

#### **11. Old Business**

No discussion.

#### **12. Consent Calendar**

Councilor Lachapelle **MOVED** to **ADOPT** the items of the Consent Calendar. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**12.1. AB 75 Resolution Deauthorizing Fiscal Year 2016-2017 Funding Related to the Highway Safety Sustained Traffic Enforcement Patrol (STEP) Grant in the amount of \$725.18 *Second Reading Required***

**12.2. AB 76 Resolution Deauthorizing Fiscal Year 2016-2017 Funding Related to the 2016 Highway Safety DWI Grant in the amount of \$591.54 *Second Reading Required***

#### **13. New Business**

**13.1. AB 78 Resolution Authorizing the Reprogramming of Community Development Block Grant Funds in the Gross Amount of \$25,374.77 *Second Reading Required***

Councilor Lachapelle **MOVED** to read the resolution by title only for a first time. Councilor Walker seconded the motion. The **MOTION**

**CARRIED** by a unanimous voice vote. Mayor McCarley read the resolution by title only as follows:

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

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

That on April 4, 2017 the City Council adopted the Fiscal Year 2017-2018 CDBG "Action Plan for the City of Rochester." As part of that plan, Twenty Five Thousand Three Hundred Seventy Four 77/100 Dollars (\$25,374.77) was appropriated for the Job Opportunity Benefit (JOB) Loan Program revolving loan fund.

As the JOB Loan Program revolving loan fund is now fully funded, the City Council now authorizes the reprogramming of Twenty Five Thousand Three Hundred Seventy Four 77/100 Dollars (\$25,374.77) from the JOB Loan Program into other CDBG activities. The funds will be maintained in their original accounts and made available to be reprogrammed into future Community Development Block Grant activities.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution. **CC FY18 01-09 AB 78**

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

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

**13.2. AB 77 Resolution Authorizing Expenditure of Insurance Reimbursement Funds by the Fire Department from the Fiscal Year 2012 Special Revenue Fund in the Amount of \$2,005.45 *Second Reading Required***

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

resolution by title only as follows:

**Resolution Authorizing the Expenditure of Insurance Reimbursement Funds by the Fire Department from the Fiscal Year 2012 Special Revenue Fund in the amount of \$2,005.45**

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

That Two Thousand Five and 45/100 Dollars (\$2,005.45) of previously appropriated funds is authorized to be expended from the FY12 Special Revenue Fund by the Fire Department for the purpose of hiring an appraisal service for Fire Department antiques and to purchase display cabinets for the same.

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 close out the FY12 Special Revenue Fund. **CC FY18 01-09 AB 77**

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

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

**13.3. AB 79 Resolution Authorizing Supplemental Appropriation to the Fire Department Fiscal Year 2018 Operating Budget for the Replacement of the Vehicle Assigned to the Fire Chief in the amount of \$75,000 *Second Reading Required***

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

**Resolution Authorizing Supplemental Appropriation to the Fire Department Fiscal Year 2018 Operating Budget for the Replacement of the Vehicle Assigned to the Fire Chief in the amount of \$75,000.00**

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

That Seventy Five Thousand Dollars (\$75,000.00) is hereby appropriated as a supplemental appropriation to the Fire Department FY2018 operating budget for the purpose of paying for costs and expenses associated with the purchase of an Emergency Management Sport Utility Vehicle (SUV). The funding for this supplemental appropriation shall be derived in its entirety from funds received from New Hampshire Public Risk Management Exchange (Primex3) as a result of the covered loss after the December 12, 2017 Fire Department SUV fire.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to establish and/or designate such accounts and or account numbers as are necessary to implement the transactions contemplated in this Resolution. **CC FY18 01-09 AB 79**

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Walker seconded the motion. Councilor Keans asked if the insurance is paying for the Fire Chief's replacement vehicle. Mayor McCarley replied yes, the source of funds is for the insurance reimbursement. The **MOTION CARRIED** by a unanimous voice vote.

**13.4. AB 80 Resolution Approving a Substance Abuse and Mental Health Services Administration Community-Based Coalition Enhancement Grant Application ( Only One Reading)**

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

**Resolution Approving a Substance Abuse and Mental Health Services Administration Community-Based Coalition Enhancement 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 Bridging the Gaps and the Rochester Police Department of a grant application in an amount up to One Hundred Fifty Thousand Dollars (\$150,000.00) total, or Fifty Thousand Dollars (\$50,000) per year for a period of three years, to the federal Substance Abuse and Mental Health Services Administration in order to continue funding youth substance abuse prevention work performed by Bridging the Gaps. **CC FY 18 AB 80**

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

#### **14. Other**

Kelly Walters, City Clerk, said she received a letter from the Planning Department relative to starting the process for a street acceptance application. The process is to first send the letter to the Mayor to accept the letter and to refer the matter to the Public Works Committee. The City Attorney has advised that the referral may take place without a formal resolution. Councilor Lachapelle **MOVED** to refer the application [NP Rochester Associates LLC] to the Public Works Committee for review. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

#### **15. Non-Meeting**

Mayor McCarley stated that there would be a Non-Meeting following the adjourned Regular meeting this evening; however, that vote can be taken up after this meeting is adjourned.

#### **16. Adjournment**

Councilor Lachapelle **MOVED** to **ADJOURN** the Regular City Council meeting at 7:20 PM. Councilor Walker seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Kelly Walters, CMC  
City Clerk

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left blank...*

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City Clerk's Office

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## *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)

### **8. CITY MANAGER'S REPORT P. 9** **February 6, 2018**

8.1 The Employee(s) of the Month is: Zeke Lapierre – Department of Public Works **P. 28**

8.2 Contracts and documents executed since last month:

- Bridging the Gaps
  - Memorandum of Understanding between BTG and the City of Rochester **P.29**
- City Manager
  - Acquisition of Cable Service letter from Atlantic Broadband **P. 30**
  - Retirement Announcement **P. 31**
  - Haying Agreement with Randall Parsell – Parsell Farms **P. 32**
- Department of Public Works
  - CWSRF Loan/Grant # CS-333122-13 –Disbursement #1 **P. 33**
  - Security Agreements
    - 39 & 51 Salmon Falls Road **P. 34**
    - 21 Salmon Falls Rd and 7 Kodiak Court **P. 35**
  - Whitehouse Road Exploration and Reporting Services Contract **P. 36**
- Economic & Community Development
  - Environmental Review Supplemental – Rochester housing Authority **P. 37**
- Fire
  - Forest Warden Appointment Form **P. 38**
- Legal Department
  - Redemption – 13 Joshua Street **P. 39**
  - Redemption – 43 River Street **P. 40**
- Tax Collector
  - Citizens Self Service Contracts – Tyler Technologies **P. 41**
  - Citizens Self Services Contract **P. 42**

6.3 The following Computer Lease/Tuition Reimbursement Requests have been received:

- Tuition Reimbursement – Marsh, J – Economic Development **P. 43**

6.4 The following standard reports have been enclosed:

- City Council Request & Inquiry Report **P. 44**
- Monthly Overnight Travel Summary **P. 45**
- Permission & Permits Issued **P. 46**
- Personnel Action Report Summary **P. 47**



2/1/2018

# City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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

August 7, 2017

Dear EOM Committee Members,

We would like to respectfully nominate Zeke Lapierre, Lead Operator for the Water Treatment Plant for Employee of the month for his significant contribution in producing the recently published 2016 Water Quality Report.

Each year the City is required by NH DES to complete a Water Quality Report for residents. Zeke took the lead on the task of enhancing the visual appeal of the report. Zeke has extensive knowledge in graphic design and used his creative skills to improve the overall layout, increase readability, and incorporate attractive photography of our water system. Each year the department's goal is to provide a thorough disclosure of water quality and operations to our customers, and to promote interest within the community. Zeke definitely went the extra mile in helping to accomplish that goal.

As a direct result of Zeke's initiative we published the best report in recent history and we are happy with the impact this will have on public relations and outreach. If the City were to contract out the service of creating a report of this caliber there would be a significant cost.

Please consider Zeke for Employee of the month we believe he went the extra mile and deserves this recognition.

Sincerely,

  
Lisa J. Clark



MICHAEL S. BEZANON, PE, CITY ENGINEER



RECEIVED

AUG 10 2017

FINANCE OFFICE  
CITY OF ROCHESTER

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

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

01/22/18

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**To**

Dan Fitzpatrick  
City Manager



Hello Dan,

Attached please find the updated Memorandum of Understanding between Bridging the Gaps and the City of Rochester. We need an updated copy for the Community-Based Coalition Enhancement (CARA) Grant application that we are getting ready to submit by the end of this week. There are no changes to the document other than date range, and having Nicole Rodler now sign as the BTG Advisory Board Chair.

Please let me know if you have any additional questions on this.

Best Regards,

Julie Perron

[Julie.perron@rochesterNH.net](mailto:Julie.perron@rochesterNH.net)

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**Bridging The Gaps** Rochester's PREVENTION Coalition

Tel 603-330-7160  
Fax 603-330-7164

23 Wakefield Street  
Rochester, NH 03867

[www.BridgingTheGapsNH.org](http://www.BridgingTheGapsNH.org)  
[Julie.perron@rochesterNH.net](mailto:Julie.perron@rochesterNH.net)

**Bridging The Gaps**  
ROCHESTER'S  
Substance Misuse  
PREVENTION Coalition



January 5, 2018  
CITY OF  
Received  
JAN 8 2018  
City Manager  
ROCHESTER

Mr. Daniel Fitzpatrick, City Manager  
City of Rochester  
31 Wakefield Street  
Rochester, NH 03867

**Re: Notice of Acquisition of the Cable System**

Dear Mr. Daniel Fitzpatrick:

This purpose of this letter is to inform you that Atlantic Broadband has completed the acquisition of the local Cable System from MetroCast serving your community. This transaction was announced last July and successfully concluded January 4<sup>th</sup>. There will be no change in any of the terms or conditions of the existing Franchise Agreement and the transition should be transparent to our subscribers.

After the transaction, our network now passes more than 850,000 homes and businesses from Maine to Florida, we have over 1,250 employees ready to serve our communities, and we are in a stronger position to make the investments necessary to deliver the advanced services that customers desire. As we move through 2018, we plan to transition from the MetroCast brand name to Atlantic Broadband and will roll out a number of enhanced services including faster Internet speeds to residential and business customers in the community. We are focused on making this an easy transition for our customers and we look forward to sharing these details with you in the future.

**ABOUT ATLANTIC BROADBAND**

Atlantic Broadband, a wholly-owned subsidiary of [Cogeco Communications Inc.](#) (TSX: CCA), is the 9<sup>th</sup> largest cable operator in the United States, based on the number of television service customers served. The company provides its residential and business customers with Internet, TV and Phone services in 11 states: Connecticut, Delaware, Florida, Maine, Maryland, New Hampshire, New York, Pennsylvania, South Carolina, Virginia and West Virginia. Atlantic Broadband is headquartered in Quincy, Massachusetts. To learn more about Atlantic Broadband, please visit [www.atlanticbb.com](http://www.atlanticbb.com).

Please feel free to reach out to me at 412-780-6546 or my email address at [fbradley@atlanticbb.com](mailto:fbradley@atlanticbb.com) with any questions you may have on the transition.

Thank you and we look forward to working with you.

Sincerely,

Francis Bradley  
Government & Franchising Affairs Manager



*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)



January 24, 2018

Mayor Caroline McCarley  
City Council  
31 Wakefield Street  
Rochester, NH 03867

Dear Mayor and Councilors,

As previously discussed in both informal and public settings, I am confirming my intention to retire from active full-time employment.

My last day of work will conclude with June 29, 2018. This date is the last work day of this current fiscal year.

Be assured of my coordination and assistance with any and all successor transition plans.

Sincerely,

Daniel W. Fitzpatrick  
City Manager



# MEMO

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City Manager's Office  
31 Wakefield Street  
Rochester, NH 03867-1917  
603-332-1167 FAX: 603-335-7565  
[samantha.rodgerson@rochesternh.net](mailto:samantha.rodgerson@rochesternh.net)

CITY OF  
Received  
JAN 22 2018  
City Manager  
ROCHESTER

January 22, 2018

RE: Haying Agreement – Parsell Farms

Mr. Parsell has requested to renew his Haying Agreement with the City of Rochester for the period of March 1, 2018 – March 1, 2019. Please sign where indicated if the City agrees to renew this agreement with Mr. Parsell.

Thank you,

Samantha Rodgers  
Senior Executive Assistant

2/1/2018



## 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)

CITY OF  
Received

JAN 17 2018

City Manager  
ROCHESTER

---

### INTEROFFICE MEMORANDUM

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**TO:** Daniel F. Fitzpatrick, City Manager  
Blaine Cox, Deputy City Manager

**FROM:** Lisa J. Clark, Admin & UB Office Supervisor

**DATE:** January 17, 2018

**SUBJECT:** CWSRF- Loan / Grant #CS-333122-13  
Disb #1 Sewer and Drainage Asset Management Project  
Disbursement Amount \$15,600

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

---

Attached please find one cover letter and form for the first disbursement request on the Sewer and Drainage Asset Management Clean Water State Revolving Fund (CWSRF) Grant / Loan. This has been reviewed by the finance office and is ready for transmittal to the State of NH Department of Environmental Services.

This Grant list the City Manager as the responsible party for signatures.

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

Signature

Blaine M. Cox, Deputy City Manager



# City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096 Fax (603) 335-4352

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

CITY OF  
Received

JAN 17 2018

City Manager  
ROCHESTER

---

## INTEROFFICE MEMORANDUM

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**TO:** Dan Fitzpatrick, City Manager  
**Date:** January 9<sup>th</sup>, 2018  
**From:** Owen Friend-Gray PE, Assistant City Engineer  
**SUBJECT:** Security Agreements: 39 and 51 Salmon Falls Road  
**CC:** Terence O'Rourke, City Attorney

---

Please see the attached security agreements for signature on the repayment plans for the sewer service connection at 39 Salmon Falls Rd with Mr. and Mrs. Quigley and 51 Salmon Falls Rd with Mr. and Mrs. Ham.

If you have any questions please let me know, if not, please sign and send to the Legal Department.

2/1/2018



## *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)

CITY OF  
Received  
JAN 17 2018  
City Manager  
ROCHESTER

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### INTEROFFICE MEMORANDUM

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**TO:** Dan Fitzpatrick, City Manager  
**Date:** January 16<sup>th</sup>, 2018  
**From:** Owen Friend-Gray PE, Assistant City Engineer  
**SUBJECT:** Security Agreements: 21 Salmon Falls Road and 7 Kodiak Court  
**CC:** Terence O'Rourke, City Attorney

---

Please see the attached security agreements for signature on the repayment plans for the sewer service connections at 21 Salmon Falls Rd with Mr. Lockhart and 7 Kodiak Ct with Mr. and Mrs. Stefanov.

**If you have any questions please let me know, if not, please sign and send to the Legal Department.**

2/1/2018



## 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)

CITY OF  
Received

JAN 25 2018

City Manager  
ROCHESTER

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### INTEROFFICE MEMORANDUM

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

**FROM:** Owen Friend-Gray PE, Assistant City Engineer

**DATE:** 24 January 2018

**SUBJECT:** Whitehouse Road Exploration and Reporting Services Contract

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

---

Attached is the S.W. Cole contract for exploration and reporting services for subsurface geotechnical investigations along Whitehouse Road. S.W. Cole is performing similar work for Unital at the same time and having the same contractor perform the work for both parties will allow for consistency in information and will allow the city to realize additional cost savings. There is sufficient funding in the CIP budget.

If you have any questions please let me know, if not please sign and forward this document to Dan Fitzpatrick, City Manager for signature.

Blaine M. Cox, Deputy City Manager

Please return contract to DPW for distribution and mailing

Date: January 18, 2018  
To: Dan Fitzpatrick  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
JAN 17 2018  
City Manager  
ROCHESTER

Re: Rochester Housing Authority Environmental Review Statement – Supplemental

Please see attached the supplemental Environmental Review Statement for the Rochester Housing Authority's remaining activities for FY 2017-2018. As per 24 CFR 58, the City of Rochester is the responsible entity for conducting environmental reviews for the Rochester Housing Authority. The environmental review statement requires the signature of the City Manager as the City of Rochester authority.

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



# ROCHESTER FIRE DEPARTMENT

MARK KLOSE  
CHIEF OF DEPARTMENT



January 24, 2018

CITY OF  
Received  
JAN 25 2018  
City Manager  
ROCHESTER

TO: Dan Fitzpatrick, City Manager

FROM: Fire Chief Mark Klose

SUBJECT: Warden Appointment Forms

Please sign the attached Warden Appointment Forms. These are so that the new employees will be able to give out brush permits. Please return to the Fire Department after signed.

Thank you.



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

CITY OF  
Received  
JAN 16 2018  
City Manager  
ROCHESTER

# Memorandum

To: Daniel Fitzpatrick, City Manager  
From: Terence O'Rourke, City Attorney *TMO*  
Date: January 16, 2018  
Re: Redemption of 13 Joshua Street

---

On December 5, 2017, the Tax Collector issued a Tax Deed for 13 Joshua Street. On January 16, 2018, the former owner, Tammy J. Brogan, redeemed the property in full. In order to complete the redemption process, the City must issue Mrs. Brogan a Quitclaim Deed which must be signed by the City Manager.

A. Property Taxes owed: \$3,041.25  
B. Notice Cost: \$10.00  
C. Registry fees: \$26.49

---

**TOTAL:** \$3,075.94



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

CITY OF  
Received  
JAN 17 2018  
City Manager  
ROCHESTER

# Memorandum

To: Daniel Fitzpatrick, City Manager  
From: Terence O'Rourke, City Attorney *TO*  
Date: January 12, 2018  
Re: Redemption of 43 River Street

---

On November 13, 2017, the Tax Collector issued a Tax Deed for 43 River Street. On January 12, 2018, the former owner, Matthew J. Croteau, redeemed the property in full. In order to complete the redemption process, the City must issue Mr. Croteau a Quitclaim Deed which must be signed by the City Manager.

A. Property Taxes owed:	\$30,301.71
B. 10% Penalty:	\$11,830.00
C. Notice Cost:	\$10.00
D. Registry fees:	\$26.49
-----	
<b>TOTAL:</b>	<b>\$42,168.20</b>



**CITY OF ROCHESTER, NH**  
**Tax Collectors's Office**  
 19 Wakefield Street  
 Rochester, New Hampshire 03867-1915  
 Phone (603) 332-1136  
 Fax (603) 335-7580

2/1/2018

CITY OF  
 Received  
 JAN 22 2018  
 City Manager  
 ROCHESTER

---

**INTEROFFICE MEMORANDUM**

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**TO:** Dan Fitzpatrick, City Manager  
 Blaine M. Cox, Deputy City Manager

**FROM:** Doreen Jones, Tax Collector

**DATE:** January 22, 2018

**SUBJECT:** Contracts to be signed for Citizen Self Service

---

Attached please find a copy of the Citizen Self Service contract from Tyler Technologies. Tyler will be implementing and hosting this service. Taxpayers will be able to see and pay their tax bills online. This was included in the Tax Collector's FY 18 CIP budget.

You signed a contract in December 2017, however Tyler has adjusted the fees. There is no third party software fee, therefore the contract has been lowered by \$9,450.00. This signed contract should be returned to the Tax Collector to be passed on to Tyler Technologies.

Signature  Date: JAN 23 2018  
 Dan Fitzpatrick, City Manager

Signature  Date: 1.22.18  
 Blaine M. Cox, Deputy City Manager



CITY OF ROCHESTER, NH  
Tax Collectors's Office  
19 Wakefield Street  
Rochester, New Hampshire 03867-1915  
Phone (603) 332-1136  
Fax (603) 335-7580

2/1/2018

CITY OF  
Received  
JAN 12 2018  
CITY MANAGER  
ROCHESTER

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**INTEROFFICE MEMORANDUM**

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**TO:** Dan Fitzpatrick, City Manager  
Blaine M. Cox, Deputy City Manager

**FROM:** Doreen Jones, Tax Collector

**DATE:** January 12, 2018

**SUBJECT:** Contracts to be signed for Citizen Self Service

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

---

Attached are three contracts that need to be signed to get Citizen Self Service started.

One contract is the Service Agreement that authorizes the credit/debit card processor to have access to our checking account to deposit funds or to charge back transactions.

The second contract is the convenience fee agreement to charge the taxpayers to pay their tax bills.

The third contract is the contract between Value Payment Systems which will be our credit card processor.

Signature  Date: JAN 12 2018  
Dan Fitzpatrick, City Manager

Signature  Date: 1-12-2018  
Blaine M. Cox, Deputy City Manager



# City of Rochester, New Hampshire

Office of Finance and Administration  
31 Wakefield Street • Rochester, NH 03867-1917  
(603) 335-7609 Fax (603) 335-7589

## Tuition Reimbursement Pre-Approval Form

1. Applicant's Name: Jenn Marsh
2. Department: Economic Development
3. The course(s) is(are) related to the employee's job or as part of a career development program: Yes  No
4. Number of Courses for this employee already approved for the current fiscal year is: 0 (attach copies of prior approvals)
5. Course(s) for which reimbursement is now being requested:
  - a. Name of Course Bus Envr, Innov 3  
Entrepreneurs; Cost: \$1,881<sup>00</sup>; and  
dates of Course: from 2/12/18 to 4/22/18
  - b. Name of Course \_\_\_\_\_; Cost: \_\_\_\_\_; and  
dates of Course: from \_\_\_\_\_ to \_\_\_\_\_
  - c. Name of Course \_\_\_\_\_; Cost: \_\_\_\_\_; and  
dates of Course: from \_\_\_\_\_ to \_\_\_\_\_
6. Reimbursement for only the cost of the course will be as follows:  
100% for an A grade; 90% for a B grade; 70% for a C grade.
7. Upon course completion, proof of course completion and grade attainment must be submitted for reimbursement.
8. Department head approval signature: Karen Pallard
9. Date of Department head's approval: 1/30/18
10. Finance Director approval signature: Belaus Cox
11. Date of Finance Department approval: 1-30-2018
12. City Manager's approval Signature: D. W. Fitzgerald
13. Date of City Manager's Signature: JAN 31 2018

DATE RECEIVED	DATE ISSUED	PERMISSION PERMITS	MISCELLANEOUS	DATE OF EVENT
1/11/2018	1/23/2018	TAG	Spaulding Cheer Boosters	2/16-18/2018
12/19/2018	1/23/2018	SOLICIT	Gonic Elementary fundraising	1/23/2018-2/23/2018
1/16/2018	1/23/2018	TAG	Rochester Youth Spirit	9/8-9 22-23/2018
12/26/2018	1/23/2018	TAG	SHS - Girls Soccer Boosters	9/14-16/2018
1/2/2018	1/5/2018	TAG	SHS - Future Business Leaders of America	1/13-14/2018
1/12/2018	1/23/2018	TAG	Chamber Parade Tagging	11/21-24 & 28 & 30 and 12/1/2018
1/12/2018	1/23/2018	EVENT	Business & Community Expo	9/12/2018
1/12/2018	1/23/2018	RAFFLE	Chamber Raffle	8/10/2018
1/12/2018	1/23/2018	BANNER	Chamber Parade Banner	11/12 - 12/3/2018
1/12/2018	1/23/2018	EVENT	Holiday Tree Lighting	11/30/2018
1/12/2018	1/23/2018	EVENT	Holiday Parade	12/2/2018
1/12/2018		MESSAGE	Legislative Breakfast	1/22/2018
1/12/2018		MESSAGE	Jumble Sale - First Church Congregational	1/27/2018
1/29/2018		MESSAGE	Blueberry Pancake Breakfast - First Church Cong.	2/10/2018
1/29/2018		MESSAGE	Fat Tuesday Supper & Silent Auct- First Church Cong.	2/13/2018
1/29/2018		MESSAGE	Book, Puzzles & Games - First Church Congreg.	2/24/2018
1/25/2018		MESSAGE	National Elks Anniversary Party	2/10/2018
1/23/2018		MESSAGE	Parent Child Dance - Recreation	2/9/2018

<b>NUMBER</b>	<b>COUNCIL MEMBER</b>	<b>FORUM</b>	<b>REQUEST/INQUIRY</b>	<b>ACTION</b>
1	Varney	PWC 1/18/2018	Granite State Business Park - walking lane painted?	Director Nourse to find out.



	NAME	POSITION	# of Employees	FT	PT	SEASONAL/TEMP	NEW HIRE	REHIRE	RETIREMENT	SEPARATED	STEP (CBA)	COLA (CBA)	MERIT PAY ADJ	NU PAY ADJ	PROMOTION	OTHER	MISC. INFO
FIRE	RICK DUNTON	FIREFIGHTER	1	X						X							
FIRE	PAUL LACLAIR	FIRE CAPTAIN	1	X					X								
FIRE	KEVIN BANKS	FIREFIGHTER	1	X							X						
FIRE	JOSH BIRON	FIREFIGHTER	1	X							X						
FIRE	DAVID LEVESQUE	FIREFIGHTER	1	X			X										
FIRE	TYLER THURBER	FIREFIGHTER	1	X			X										
FIRE	RON LACHAPELLE	FIRE CHAPLIN	1		X					X							
POLICE	PAUL TOUSSAINT	POLICE CHIEF	1	X										X			
POLICE	ALAN FLOOD	CROSSING GUARD	1		X	X	X										
POLICE	ROBERT FRECHETTE	PATROL OFFICER	1	X									X				
POLICE	ERIC BALL	PATROL OFFICER	1	X									X				
POLICE	LISA STANLEY	POLICE COMMISSION	1				X										
POLICE	DEREK PETERS	POLICE COMMISSION	1					X									
POLICE	JAMEY BALINT	POLICE SERGEANT	1	X									X				
POLICE	LUCIEN LEVESQUE	POLICE COMMISSION	1							X							
POLICE	BRUCE LINDSAY	POLICE COMMISSION	1							X							
POLICE	DAVID STEVENS	REF/SCOREKEEPER	1		X			X									
PUBLIC WORKS	JOSH SCOTTON	LEAD OPER.WWTP	1	X						X							
PUBLIC WORKS	MATTHEW MORRISSEY	WWTP LABORER	1	X			X										
PUBLIC WORKS	ERIC NAU	SEASONAL WINTER	1		X	X	X										
RECREATION	CARISSA MASKWA	PROGRAM LEAD	1		X	X											
RECREATION	COLE SULLIVAN	REF/SCOREKEEPER	1		X	X	X										
RECREATION	SHANE HUDSON	REF/SCOREKEEPER	1		X	X	X										

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left blank...*

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City Clerk's Office

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**Petition for Zoning Ordinance Amendment**

Date: 1/30/18

The fillings of this petition and payment of the required fees, hereby propose a change in Chapter 42, Section 15, of the General Ordinances of the City of Rochester.

It is respectfully requested that the Honorable Mayor and City Council amend the above as follows:

(Note: Please give a completed description of the change requested; if a zoning change is proposed supply full legal description of the affected parcel or areas).

1. Expand the Downtown Commercial (DC) zone by changing the Neighborhood Mixed Use (NMU) zone between the North Main Street Bridge and Holy Rosary Church from NMU to DC as shown on the attached map.
2. Revise the boundaries of the Special Downtown Overlay district to match the boundaries of the Downtown Commercial (DC) zone as shown on the attached map.
3. Revise Table 18-B Sales-Service-Office-Institutional Use by removing "Gas Station" and "Vehicle Sales" as permitted use in the Downtown Commercial (DC) zone.

Each petitioner must supply, printed name, signature, street address, and Map and Lot Number.

	<i>Printed Name</i>	<i>Signature</i>	<i>Street Address</i>	<i>Map &amp; Lot Number</i>
1	A. R. VARNEY, JR	<i>A.R. Varney Jr</i>	13 FOREST DR	DR
2				
3				
4				
5				
6				
7				
8				
9				
10				

### Proposed Zoning Revision - Downtown Commercial Zone

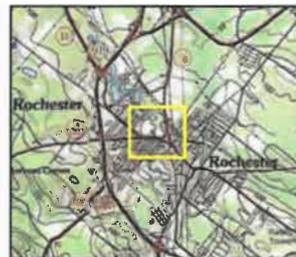


#### Legend

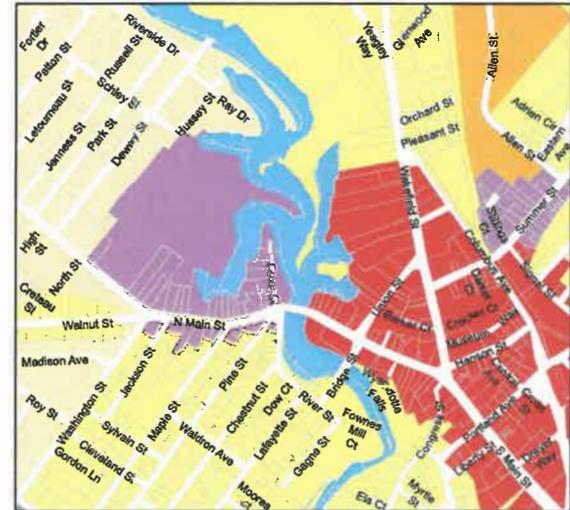
 Proposed for Zoning Revision  
 Parcel Boundary

#### Zoning Districts

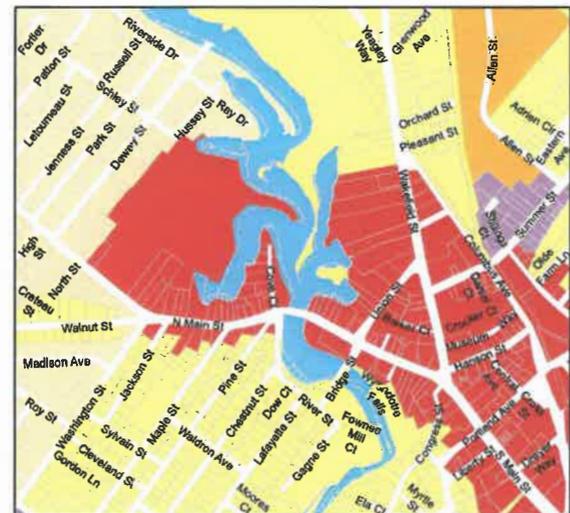
-  Residential - 1
-  Residential - 2
-  Neighborhood Mixed Use
-  Downtown Commercial
-  General Industrial



#### Current Zoning



#### Proposed Zoning



Proposed Zoning Revision - Special Downtown Overlay

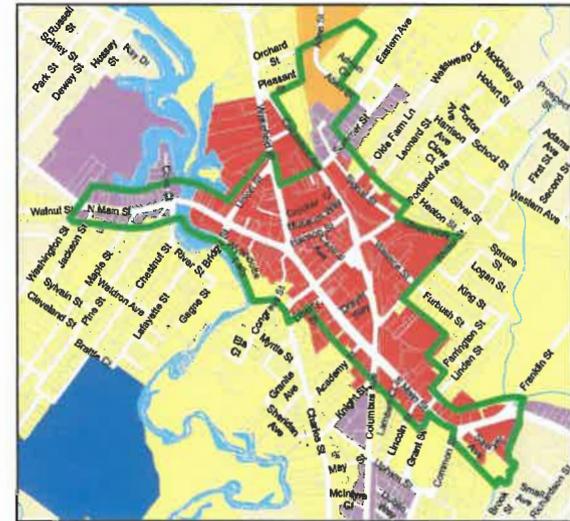


Legend

-  Proposed for Zoning Revision
  -  Parcel Boundary
  -  Special Downtown Overlay
- Zoning Districts**
-  Residential - 1
  -  Residential - 2
  -  Neighborhood Mixed Use
  -  Downtown Commercial
  -  Office Commercial
  -  General Industrial



Current Zoning



Proposed Zoning

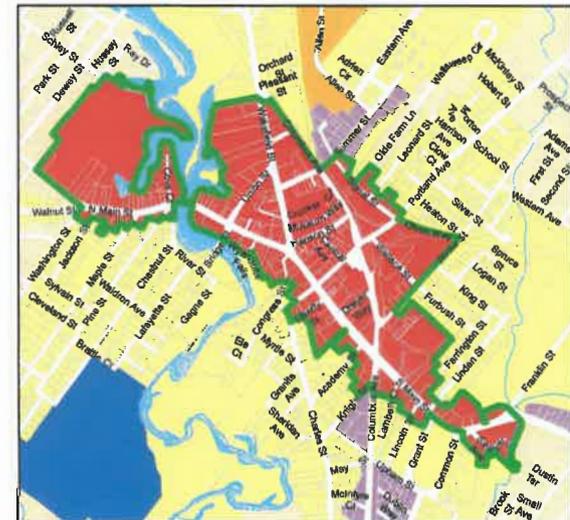


TABLE 18-B SALES-SERVICE-OFFICE-INSTITUTIONAL USES 8/7/2014

SALES-SERVICE-OFFICE-INSTITUTIONAL USES	Residential Districts				Commercial Districts				Industrial Districts		Special		Criteria/Conditions Section Reference
	R1	R2	NMU	AG	DC	OC	GR	HC	GI	RI	HS	AS	
Adult Day Care Center	-	-	E	E	P	P	-	P	E	-	P	-	Section 42.22
Adult Day Care Home	-	E	E	E	P	P	-	P	-	-	P	-	Section 42.22
Adult Oriented Establishment	-	-	-	-	-	-	-	-	-	C	-	-	Section 42.22
Agricultural Building, Reuse of Existing	C	C	-	C	-	P	-	-	-	-	-	-	Section 42.22
Antique Shop	-	C	P	-	P	P	P	P	-	-	-	-	Section 42.21
Artist Studio	-	C	P	-	P	P	-	P	-	-	-	-	Section 42.21
Bank	-	-	C	-	P	P	P	P	-	-	-	-	Section 42.21
Convenience Store	-	C	P	-	P	E	P	P	-	-	-	-	Section 42.21
Day Care - 1 (Day Care Residence)	P	P	P	P	P	P	-	P	-	-	P	-	
Day Care - 2 (Day Care - Family)	-	E	P	E	P	P	-	P	-	-	P	-	Sections 42.20 & 42.21
Day Care - 3 (Day Care Center)	-	-	E	E	P	P	-	P	E	-	E	-	Section 42.22
Florist	-	-	P	-	P	-	P	P	-	-	-	-	
Funeral Home	-	-	C	-	P	P	-	P	-	-	P	-	
Gas Station	-	-	-	-	P	-	P	P	-	-	-	-	Sections 42.20 & 42.21
Grocery Store	-	-	-	-	P	-	P	P	-	-	-	-	
Hospital	-	-	-	-	P	P	-	P	-	-	P	-	
House of Worship	-	C	C	C	P	C	-	P	-	-	P	-	Section 42.21
Housing Unit Sales	-	-	-	-	-	-	-	P	P	-	-	-	
Laundry Establishment - 1	-	C	P	-	P	-	-	P	-	-	-	-	Section 42.21
Laundry Establishment - 2	-	-	P	-	P	-	-	P	-	-	-	-	
Library	-	C	P	C	P	P	-	P	-	-	-	-	Section 42.21
Marina	-	-	-	-	-	-	-	P	-	-	-	-	
Museum	-	C	P	C	P	P	P	P	-	-	-	-	Section 42.21
Office	-	-	P	-	P	P	P	P	P	P	-	-	
Office, Medical	-	-	C	-	P	P	P	P	C	-	P	P	Section 42.21
Office, Professional	-	-	P	-	P	P	P	P	P	-	-	-	
Personal Service Establishment	-	-	P	-	P	P	P	P	-	-	-	-	
Retail Sales (under 5,000 square feet)	-	-	P	-	P	E	P	P	-	-	-	-	
Retail Sales (5,000 - 30,000 square feet)	-	-	-	-	P	-	P	P	-	-	-	-	
Retail Sales (over 30,000 square feet)	-	-	-	-	-	-	P	P	-	-	-	-	
Retail Service	-	-	C	-	P	P	P	P	-	-	-	-	Section 42.21
School, K-12	C	C	C	C	C	P	-	C	-	-	-	-	Section 42.21
School, Other	-	C	C	C	P	P	-	P	C	-	-	-	Section 42.21
Second Hand Shop	-	C	P	-	P	P	-	P	-	-	-	-	Section 42.21
Service Establishment	-	-	C	-	C	-	P	C	P	-	-	-	Section 42.21
Shelter	-	-	-	-	E	E	-	P	E	E	E	-	
Small Wind Energy Systems	P	P	P	P	P	P	P	P	P	P	P	P	Section 42.20
Vehicle Sales, New	-	-	C	-	-	-	P	P	-	-	-	-	Sections 42.20 & 42.21
Vehicles Sales, Used	-	-	C	-	-	-	P	P	-	-	-	-	Section 42.20
Vehicle Service	-	-	-	-	P	-	P	P	P	-	-	-	
Yard Sale, Commercial	-	-	-	-	-	-	-	C	-	-	-	-	Sections 42.20 & 42.22

\*LEGEND. P = Permitted Use, C = Conditional Use, E = Use Allowed by Special Exception

TABLE 18-A RESIDENTIAL USES 8/7/2014/4/2017

RESIDENTIAL USES	Residential Districts				Commercial Districts			Industrial Districts		Special		Criteria/Conditions
	R1	R2	AG	NMU	DC	OC	HC	GI	RI	HS	AS	Section Reference
Apartment, Accessory (accessory use)	E	P	P	P	P	P	P	-	-	E	-	Section 42.21 & 42.23
Apartment, Inlaw	P	P	P	P	P	P	P	-	-	-	-	
Apartment, Security	-	P	-	P	P	P	P	P	P	P	P	Sections 42.2 & 42.23
Assisted Living Facility	-	C	C	C	C	C	C	-	-	C	-	Section 42.21
Boarding House	-	-	-	-	E	-	-	-	-	-	-	
Community Residence - I	-	E	E	-	E	E	E	-	E	E	-	Section 42.22
Community Residence - II	-	-	E	-	-	E	-	-	E	E	-	Section 42.22
Conservation Subdivision	C	C	C	-	-	C	C	-	-	-	-	Sections 42.21 & 42.33I
Dwelling, Apartments (Apt/ Mixed Use Bldg)	-	-	-	P	P	C	P	-	-	-	-	Section 42.21
Dwelling, Multifamily Development	-	P	-	-	C	-	P	-	-	-	-	Sections 42.20 & 42.22
Dwelling, Multifamily	-	P	-	-	C	-	P	-	-	-	-	
Dwelling, Single Family	P	P	P	P	P	P	P	-	-	P	-	
Dwelling, Three & Four Family	-	P	-	C	C	C	P	-	-	-	-	Sections 42.21 & 42.33
Dwelling, Two Family	-	P	P	P	P	P	P	-	-	-	-	Sections 42.21 & 42.33
Flag Lots	-	C	C	-	-	-	-	-	-	C	-	Section 42.21
Home Occupation - 1 (accessory use)	P	P	P	P	P	P	P	-	-	P	-	Section 42.24
Home Occupation - 2 (accessory use)	P	P	P	P	P	P	P	-	-	P	-	Sections 42.22 & 42.24
Home Occupation - 3 (accessory use)	-	E	E	P	P	P	P	-	-	E	-	Sections 42.22 & 42.24
Manufactured Housing Unit on own lot	-	-	P	-	-	-	-	-	-	-	-	Sections 42.20 & 42.21
Nursing Home	-	-	C	-	-	C	-	-	-	P	-	Sections 42.20 & 42.21
Outdoor Wood-Fired Hydronic Boiler	-	-	P	-	-	-	-	-	-	-	-	Section 42.20
Porkchop Subdivision	-	-	C	-	-	-	-	-	-	-	-	Section 42.21
Residential Facility	-	-	E	-	-	E	-	-	E	E	-	Section 42.22
Senior Housing	-	P	C	C	C	C	-	-	-	-	-	Section 42.21
Temporary Structure	P	P	P	P	P	P	P	P	P	P	P	Section 42.20
Zero Lot Line Development	C	C	C	-	-	C	C	-	-	-	-	Section 42.33

\*LEGEND. P = Permitted Use, C = Conditional Use, E = Use Allowed by Special Exception

TABLE 18-C FOOD-LODGING-PUBLIC RECREATION USES 8/7/2014

FOOD-LODGING-PUBLIC RECREATION USES	Residential Districts				Commercial Districts				Industrial Districts		Special		Criteria/Conditions Section Reference
	R1	R2	NMU	AG	DC	OC	GR	HC	GI	RI	HS	AS	
Café	-	-	P	C	P	P	P	P	-	-	-	P	Section 42.21
Campground	-	-	-	E	-	-	-	-	-	E	-	-	Section 42.22
Caterer	-	-	P	-	P	P	-	P	P	P	-	-	
Club	-	-	C	-	P	P	-	P	-	-	-	-	Section 42.21
Community Center	-	-	P	-	P	P	P	P	-	-	-	-	
Conference Center	-	-	C	-	P	P	P	P	-	-	P	P	Section 42.21
Country Club	-	-	-	C	-	-	P	E	-	C	-	-	Section 42.21
Foodstand	-	-	E	-	E	E	P	E	E	E	E	E	Section 42.22
Function hall	-	-	-	-	P	P	P	P	-	-	-	-	
Golf Course	-	-	-	P	-	-	P	-	-	P	-	-	Section 42.22
Health Club	-	-	C	C	P	P	P	P	-	-	-	-	Section 42.21
Lodging, Bed and Breakfast	-	C	P	-	P	P	-	P	-	-	-	-	Section 42.21
Lodging, Hotel	-	-	C	-	P	C	P	P	-	-	C	C	Section 42.21
Lodging, Motel	-	-	-	-	-	-	P	P	-	-	-	C	Sections 42.20 & 42.21
Nightclub	-	-	-	-	E	-	P	P	-	-	-	-	
Recreation, Indoor	-	-	C	-	C	C	P	P	-	C	-	-	Section 42.21
Recreation, Outdoor	-	-	-	C	-	C	P	P	-	C	-	-	Section 42.21
Recreation, Park	P	P	P	P	P	P	-	P	-	C	-	-	Section 42.21
Restaurant	-	-	P	-	P	C	P	P	-	-	-	P	Section 42.21
Restaurant, Drive-through	-	-	-	-	P	-	P	P	-	-	-	-	
Tavern	-	-	C	-	P	-	P	P	-	-	-	P	Section 42.21
Theater/Cinema (5,000 s.f. or less)	-	-	P	-	P	P	P	P	-	-	-	-	Section 42.21
Theater/Cinema (over 5,000 s.f.)	-	-	-	-	C	-	P	P	-	-	-	-	Section 42.21

\*LEGEND. P = Permitted Use, C = Conditional Use, E = Use Allowed by Special Exception

TABLE 18-D INDUSTRIAL-STORAGE-TRANSPORT-UTILITY USES 8/7/2014

INDUSTRIAL-STORAGE-TRANSPORT-UTILITY-USES	Residential Districts				Commercial Districts				Industrial Districts		Special		Criteria/Conditions
	R1	R2	NMU	AG	DC	OC	GR	HC	GI	RI	HS	AS	Section Reference
Airport	-	-	-	E	-	-	-	-	-	-	-	P	Section 42.21
Contractor's Storage Yard	-	-	-	E	-	-	-	E	P	P	-	-	Sections 42.20 & 42.22
Distribution Center	-	-	-	-	-	-	P	C	P	-	-	-	Section 42.21
Emergency Services Facility	-	-	-	-	C	C	-	C	C	-	P	-	Section 42.21
Fuel Storage	-	-	-	-	-	-	P	E	E	-	-	-	Section 42.21
Helipad (accessory use)	-	-	-	E	-	E	P	E	P	P	P	P	Section 42.21
Industry, Heavy	-	-	-	-	-	-	P	E	P	E	-	-	Section 42.21
Industry, Light	-	-	-	-	-	-	P	P	P	-	-	-	Section 42.21
Industry, Recycling	-	-	-	-	-	-	-	-	-	P	-	-	Sections 42.20 & 42.22
Junkyard	-	-	-	-	-	-	-	E	E	P	-	-	Sections 42.20 & 42.22
Laundry Establishment - 3	-	-	-	-	-	-	-	P	P	-	-	-	
Mini-Warehouse	-	-	-	-	-	-	P	C	P	-	-	-	Sections 42.20 & 42.21
Monument Production	-	-	C	-	-	C	-	P	P	P	-	-	Section 42.21
Parking Lot	-	C	C	C	C	C	-	P	C	P	C	P	Section 42.21
Printing Facility	-	-	C	-	-	P	P	P	P	-	-	-	
Recycling Facility	-	-	-	-	-	-	-	E	E	P	-	-	Sections 42.20 & 42.22
Research and Development	-	-	-	-	E	P	P	P	P	-	-	-	Section 42.21
Sawmill	-	-	-	-	-	-	-	-	E	-	-	-	Section 42.21
Sawmill, Temporary (accessory use)	-	-	-	P	-	P	-	P	P	P	-	P	Section 42.21
Solid Waste Facility	-	-	-	-	-	-	-	-	-	P	-	-	Sections 42.20 & 42.22
Tank Farm	-	-	-	-	-	-	P	C	P	-	-	-	
Trade Shop	-	-	C	-	C	C	P	P	P	P	-	-	Section 42.21
Transportation Service	-	-	C	-	C	-	P	P	C	C	-	-	Section 42.21
Truck Terminal	-	-	-	-	-	-	P	-	C	C	-	-	Section 42.21
Utility - Substation	E	E	E	E	E	C	E	P	P	P	E	E	Section 42.21
Utility - power generation	-	-	-	-	E	-	E	-	E	E	-	-	Section 42.21
Warehouse	-	-	C	-	C	C	P	P	P	C	-	C	Sections 42.20, 42.21 & 42.23
Wireless Communications Facility	-	-	-	E	E	E	P	E	P	P	E	E	Sections 42.20 & 42.22

\*LEGEND. P = Permitted Use, C = Conditional Use, E = Use Allowed by Special Exception

TABLE 18-E AGRICULTURE-ANIMAL CARE-LAND ORIENTED USES 8/7/2014

AGRICULTURE-ANIMAL CARE-LAND ORIENTED USES	Residential Districts				Commercial Districts				Industrial Districts		Special		Criteria/Conditions
	R1	R2	NMU	AG	DC	OC	GR	HC	GI	RI	HS	AS	Section Reference
Cemetery	-	-	-	E	-	E	-	-	-	-	P	-	Section 42.22
Earth, Sand and Gravel Excavation/Processing	-	-	-	E	-	E	E	C	-	E	-	-	Sections 42.20 & 42.22
Fair	-	-	-	-	-	-	-	-	-	-	-	-	Section 42.2
Farm	E	-	-	P	-	E	-	E	-	E	-	E	Sections 42.20 & 42.22
Farm, Crops	E	E	-	P	-	P	-	P	P	P	-	P	Sections 42.20 & 42.22
Farmer's Market (temporary)	-	-	P	-	P	P	P	P	P	P	P	P	Section 42.2
Kennel (commercial)	-	-	-	E	-	E	-	E	E	E	-	-	Section 42.22
Kennel (private)	-	-	-	E	-	-	-	-	-	-	-	-	Section 42.22
Landscaping Materials	-	-	-	C	C	-	-	C	P	C	-	-	
Plant Nursery	-	-	C	P	C	P	P	P	-	P	-	-	
Roadside Farm Stand	-	-	C	P	P	P	E	E	-	E	-	-	Section 42.22
Stable, Commercial	-	-	-	P	-	E	-	E	-	P	-	-	Sections 42.20 & 42.22
Veterinary Clinic	-	-	C	E	-	P	P	P	C	P	-	-	Sections 42.20 & 42.22

\*LEGEND. P = Permitted Use, C = Conditional Use, E = Use Allowed by Special Exception

TABLE 19-A DIMENSIONAL STANDARDS - RESIDENTIAL DISTRICTS 8/7/2014

RESIDENTIAL DISTRICTS	LOTS			SETBACKS				OTHER					STANDARDS, NOTES, AND REFERENCES
	Minimum Lot Area (Square feet)	Minimum Frontage (Feet)	Minimum Lot Area/Dwelling Unit (Sq Ft)	Minimum Front (Feet)	Maximum Front (Feet)	Minimum Side (Feet)	Minimum Rear (Feet)	Maximum building footprint (%)	Maximum Lot Coverage (%)	Maximum number of stories	Minimum Building Height (Feet)	Maximum Building Height (Feet)	
<b>RESIDENTIAL-1 (R1)</b>													
Single family	10,000	100	-	10		10	20	30	35			35	See Section 42.19 - Dimensional Standards
All other uses	10,000	100	-	10		10	20	30	35			35	
<b>RESIDENTIAL-2 (R2)</b>													
Single family	6,000	60	-	10		8	20	30	35			35	See Section 42.19 - Dimensional Standards
Two family	9,000	80	-	10		8	20	30	45			35	See Section 42.19 - Dimensional Standards
Three & four family	12,000 & 15,000	80	-	15		10	25	30	60			35	See Section 42.19 - Dimensional Standards
Multifamily	30,000	100	5000 or 7500	15		10	25	30	60			35	See Section 42.19 - Dimensional Standards
All other uses	9,000	80	-	10		8	20	30	35			35	
<b>NEIGHBORHOOD MIXED USE (NMU)</b>													
All uses	6,000	60	- *	-	25	5 *	20		90	3	20	20	See Section 42.19 - Dimensional Standards
<b>AGRICULTURAL</b>													
Single Family, Conventional Subdivision, municipal water & sewer	20,000	150	-	20		10	20	30	35			35	See Section 42.19 - Dimensional Standards
Single Family, Conventional Subdivision, municipal water OR sewer	30,000	150	-	20		10	20	30	35			35	See Section 42.19 - Dimensional Standards
Single Family, Conventional Subdivision, neither municipal water nor sewer	45,000	150	-	20		10	20	30	35			35	See Section 42.19 - Dimensional Standards
Two Family	150% of single	150	-	20		10	20	30	40			-	See Section 42.19 - Dimensional Standards
Single Family Dwelling - Conservation Subdivision	6,000	60	-	20		10	20		35			35	See Section 42.33 - Conservation Subdivisions
All other uses	45,000	150	5000 or 7500	20		10	20		40			35	

**TABLE 19-B DIMENSIONAL STANDARDS - COMMERCIAL DISTRICTS 8/7/2014**

COMMERCIAL ZONING DISTRICTS	Lots				Setbacks				Standards				Notes, and References
	Minimum Lot Area (Square feet)	Minimum Frontage (feet)	Minimum Lot Area/ Dwelling Unit (Square feet)	Maximum Lot Coverage (%)	Minimum Front (Feet)	Maximum Front (Feet)	Minimum Side (Feet)	Minimum Rear (Feet)	Maximum Number of Stories	Minimum Number of Stories	Maximum Height (Feet)	Minimum Height (Feet)	
<b>DOWN TOWN COMMERCIAL (DC)</b>													
All Uses	4,000	40	5000/7500 <sup>2</sup>	-	-	10	- <sup>1</sup>	15	5	2	-	20	See Section 42.19(B)(8) Density Rings
<b>OFFICE COMMERCIAL</b>													
All Uses	10,000	80	5000 <sup>2</sup>	75	10	-	10 <sup>1</sup>	25	3	-	-	-	See Section 42.19 - Dimensional Standards
<b>HIGHWAY COMMERCIAL</b>													
All Uses	20,000	100	5000/7500 <sup>2</sup>	85	20	-	10 <sup>1</sup>	25	3	-	-	-	See Section 42.19 - Dimensional Standards and 42.19(B)(8) Density Rings
<b>GRANITE RIDGE</b>													
All Uses	-	50	-	-	-	-	-	-	-	-	-	-	

Note 1: For lots that adjoin a residential district, the side setback on the side adjoining the residential district shall be the larger of the required side setback in the subject commercial zone or the adjoining residential zone.

Note 2: For lots without both water and sewer, 10,000 square feet of lot area is required per additional dwelling unit beyond one.

Note: For lots without City sewer, the New Hampshire Division of Environmental Services (NHDES) requires minimum lot sizes which may be larger than those shown here.

**TABLE 19-C DIMENSIONAL STANDARDS - INDUSTRIAL DISTRICTS 8/7/2014**

INDUSTRIAL DISTRICTS	Lots			Setbacks			Height	Standards, Notes, and References
	Minimum Lot Area (Square Feet)	Minimum Frontage (Feet)	Maximum Lot Coverage (%)	Minimum Front (Feet)	Minimum Side (Feet)	Minimum Rear (Feet)	Maximum Height (Feet)	
GENERAL INDUSTRIAL (GI)								
See Below								See Section 42.19 - Dimensional Standards
RECYCLING INDUSTRIAL (RI)								
See Below								See Section 42.19 - Dimensional Standards
For GI and RI DISTRICTS								
All uses with <b>no</b> water or sewer	40,000	100	75	25	20 <sup>1</sup>	25	55	
All uses with water <b>or</b> sewer	30,000	100	75	25	20 <sup>1</sup>	25	55	
All uses with water <b>and</b> sewer	20,000	100	75	25	20 <sup>1</sup>	25	55	

**TABLE 19-D DIMENSIONAL STANDARDS - SPECIAL DISTRICTS 8/7/2014**

SPECIAL DISTRICTS	Lots			Setbacks		Standards, Notes, and References
	Minimum Lot Area (Square feet)	Minimum Frontage (Feet)	Maximum Lot Coverage (%)	Minimum to any Street	Minimum to any Lot Line	
<b>HOSPITAL SPECIAL (HS)</b>						
All uses (other than single family)	<u>none</u>	<u>none</u>	85	none	side-10 rear-25	
Single family	<u>none</u>	<u>none</u>	-	none	side-10 rear-25	
<b>AIRPORT SPECIAL (AS)</b>						
All uses	none	none	none	35	50	See Aviation Overlay District (AOD)

**42.15 Special Downtown Overlay District**

- a. **Boundaries.** The boundaries of the Special Downtown District coincide with the "fire limits" established in Section 40.13 of the General Ordinances of the City of Rochester. The district includes those areas classified on the Rochester Zoning Map as Downtown Commercial (DC) and Neighborhood Mixed Use (NMU) adjacent to North Main Street up to Washington Avenue and South Main Streets in Rochester proper and Main Streets in the NMU in Gonic and East Rochester.
  
- b. **Regulations and Restrictions - Special Downtown District.** The following regulations and restrictions shall apply in the Special Downtown District:
  - 1. Development within the Special Downtown District shall be exempt from the site plan review process, provided, however, that:
    - A. any construction of new structures within the Special Downtown District, and/or
    - B. any change to an existing structure or use within the Special Downtown District shall be subject to the site plan review process unless the Planning Director, after consultation with the Director of Building, Zoning, and Licensing Services, the Commissioner of Public Works, the Fire Chief, the Police Chief, the Economic Development Director, and one representative from the Planning Board appointed by the Board chair certifies in writing to the Planning Board that such proposed construction or change will have no significant adverse impact on the Special Downtown District.
  
  - 2. Existing structures and uses are exempt from the parking and loading requirements contained in Section 42.26 of this ordinance.
  
  - 3. New structures and uses, including changes to existing structures and uses, shall be subject to the parking and loading requirements contained in Section 42.26 of this ordinance, provided, however, that where a public parking facility is available within four hundred (400) feet of a structure or use, the specific parking requirements may be determined by the Director of Building, Zoning, and Licensing Services (or the Planning Board in the case of projects that are referred to the Board) on an individual basis. For the purposes of this section, the term "public parking facility" means a publicly owned off-street parking facility for 10 or more vehicles.
  
  - 4. The Planning Board shall be notified within ten (10) days of all projects being reviewed pursuant to this section. At the request of any Planning Board member, any project that has been reviewed, or is being reviewed, under this section may be referred to the full Planning Board for regular site plan review. In the event that a Planning Board member requests in writing that a project be referred to the Planning Board for regular site plan review, the Planning Board shall, within thirty (30) days of the date of the notification provided for in this paragraph, vote as to whether or not regular site plan review of such project shall be required.

## 42.6 Commercial Zoning Districts

### a. Introduction

The Downtown Master Plan provides guidance in revitalizing the downtown. It is hoped that downtown Rochester remains the heart of the city, as an active place that is densely populated and used by all citizens, in different ways and at different times. It is emphasized that carefully crafted laws - pertaining to driveway access, parking, signage, lighting, and building layout and design – are necessary to ensure that the Downtown Commercial District remains vibrant.

1. Pedestrian Orientation. The DC, NMU and OC zoning districts have a strong pedestrian orientation. The districts are structured to accommodate the automobile, as well, but not at the expense of pedestrian character.
2. Automobile Orientation. The HC, and some areas of the OC, districts have a strong automobile orientation. Nonetheless, quality of design and attention to pedestrian character is still important in these zones as people will still be walking to and within the sites.

### b. General Terms

Uses which are permitted by right, conditionally, or by special exception are listed in Section 18 – Use Regulations. Dimensional regulations are presented in Section 19 – Dimensional Regulations. Other applicable requirements for development within commercial zoning districts are presented throughout this chapter.

### c. Downtown Commercial District (DC)

#### 1. District Location

The most intensive pedestrian oriented commercial area in the city is the DC District where there is the strongest sense of enclosure. Buildings are predominantly multistory, of masonry construction, and built right to the sidewalk, with a clear, consistent, relatively uninterrupted street wall (with the side walls of buildings butting up to each other).

#### 2. Objectives

- A. Provide for a mix of uses within the zone;
- B. Preserve existing historic architectural structures and designs;
- C. Provide for the adaptive reuse of existing historic and non-historic structures;
- D. Encourage commercial and city-wide re-development;
- E. Provide for safe pedestrian and non-automotive travel within the district;
- F. Provide for minimum to no restrictions on hours of operations;

- C. Parking requirements
  - i. Nonresidential Uses. There are no off-street parking requirements for nonresidential uses in the DC District.
  - ii. Residential Uses. For residential uses a parking plan must be approved by the Planning Board (see Site Plan Regulations).
- D. Parking areas  
 Within the DC District no parking is allowed in front yards and is allowed in rear and side yards by conditional use.

**d. Office Commercial District (OC)**

**1. District Location**

This district is located in transitional areas as well as along the major nodes and corridors. The OC District includes some older structures that have been converted to commercial uses and also includes some larger, undeveloped sites.

**2. Objectives**

- A. The purpose of the district is to preserve the wood-frame architecture, as much as feasible, with a mix of residential and low impact nonresidential uses (office, institutional, bed and breakfasts, and limited retail up to 2,500 square feet).
- B. Allows for large scale office, institutional, hospitality, and civic uses and is ideally oriented toward campus type settings.
- C. Oriented toward open, suburban type corridors. The district is distinctly automobile oriented.
- D. Orientation. See *Figure 4-D – Recommended Site Design in OC Districts, below.*

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City Clerk's Office

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Planning & Development Department  
City Hall - Second Floor  
31 Wakefield Street  
ROCHESTER, NEW HAMPSHIRE 03867-1917  
(603) 335-1338 - Fax (603) 335-7585  
Web Site: <http://www.rochesternh.net>

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

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Torr  
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CITY CLERK'S OFFICE  
ROCHESTER, NH

### PROCEDURES FOR AMENDING THE ZONING ORDINANCE (CHAPTER 42)

1. **Procedure.** The procedure for amending this chapter is specified in RSA 675:2 and 675:7. Amendments to this Zoning Ordinance may be initiated by any citizen, the Planning Board, the City Council, the Mayor, the City Manager, or any department or other City board or commission in accordance with this chapter. The chronological steps for enacting zoning amendments are as follows:

A. **Petition Form.** A blank petition form is obtained from the Planning Department.

B. **Submission.** The petition is completed and returned to the City Clerk's office along with a fee of \$100.00 and any other pertinent materials. In the case of text amendments (See subsection 2, below) the petition shall include specific proposed language.

The fee is not charged, and the formal petition form need not be used, for amendments initiated by any board, commission, department, or other City official acting in an official capacity.

C. The City Clerk's office forwards a copy of the petition to the Planning Department.

D. **Deadline.** See RSA 675:2 and 675:7.

E. **Council Consideration.** The petition is placed on the City Council agenda for consideration. At its discretion, the Council may deny the petition at this stage. If acceptable, it is sent to the City Attorney to place it into legal form. .

At the discretion of the City Manager, this step may be skipped and the petition may be sent directly to the City Attorney to place into legal form.

F. **Legal Form.** The City Attorney places the petition into legal form.

G. **First Reading.** City Council holds first reading on the petition. At its discretion the Council may deny the petition at this stage. When a petition is denied at any stage, the Council may elect to initiate an alternative amendment or to request that the Planning Board formulate an alternative amendment.

H. **Planning Board Recommendation.** The Planning Board makes a formal recommendation on the petition. The board must make its recommendation within 45 days of first reading. At its discretion, the City Council may extend this timeframe up to an additional 30 days.

If the Planning Board recommends against a zoning amendment, a 2/3 vote of the City Council shall be required to adopt the amendment. If the Planning Board does not submit a recommendation within 45 days

**Petition for Zoning Ordinance Amendment**

Date: 11/9/2017

The fillings of this petition and payment of the required fees, hereby propose a change in Chapter 42, Section 42.20 & Table 18-A, of the General Ordinances of the City of Rochester.

It is respectfully requested that the Honorable Mayor and City Council amend the above as follows:  
 (Note: Please give a completed description of the change requested; if a zoning change is proposed supply full legal description of the affected parcel or areas).

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**Please see attached documents**

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Each petitioner must supply, printed name, signature, street address, and Map and Lot Number.

	<i>Printed Name</i>	<i>Signature</i>	<i>Street Address</i>	<i>Map &amp; Lot Number</i>
<b>1</b>	<b>Ralph Torr</b>		<b>283 Chestnut Hill Road</b>	<b>0206-0041-0000</b>
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				
<b>7</b>				
<b>8</b>				
<b>9</b>				
<b>10</b>				

TABLE 18-A RESIDENTIAL USES

RESIDENTIAL USES	Residential Districts			Commercial Districts				Industrial Districts		Special		Criteria/Conditions
	R1	R2	AG	NMU	DC	OC	HC	GI	RI	HS	AS	Section Reference
Apartment, Accessory (accessory use)	E	P	P	P	P	P	P	-	-	-	-	Section 42.21 & 42.23
Apartment, Inlaw	P	P	P	P	P	P	P	-	-	-	-	
Apartment, Security	-	P	-	P	P	P	P	P	P	P	P	Sections 42.2 & 42.23
Assisted Living Facility	-	C	C	C	C	C	C	-	-	C	-	Section 42.21
Boarding House	-	-	-	-	E	-	-	-	-	-	-	
Community Residence - I	-	E	E	-	E	E	E	-	E	E	-	Section 42.22
Community Residence - II	-	-	E	-	-	E	-	-	E	E	-	Section 42.22
Conservation Subdivision	C	C	C	-	-	C	C	-	-	-	-	Sections 42.21 & 42.33i
Dwelling, Apartments (Apt/ Mixed Use Bldg)	-	-	-	P	P	C	P	-	-	-	-	Section 42.21
Dwelling, Multifamily Development	-	P	-	-	C	-	P	-	-	-	-	Sections 42.20 & 42.22
Dwelling, Multifamily	-	P	-	-	C	-	P	-	-	-	-	
Dwelling, Single Family	P	P	P	P	P	P	P	-	-	P	-	
Dwelling, Three & Four Family	-	P	-	C	C	C	P	-	-	-	-	Sections 42.21 & 42.33
Dwelling, Two Family	-	P	P	P	P	P	P	-	-	-	-	Sections 42.21& 42.33
Flag Lots	-	C	C	-	-	-	-	-	-	C	-	Section 42.21
Home Occupation - 1 (accessory use)	P	P	P	P	P	P	P	-	-	P	-	Section 42.24
Home Occupation - 2 (accessory use)	P	P	P	P	P	P	P	-	-	P	-	Sections 42.22 & 42.24
Home Occupation - 3 (accessory use)	-	E	E	P	P	P	P	-	-	E	-	Sections 42.22 & 42.24
Manufactured Housing Unit on own lot	-	-	P	-	-	-	-	-	-	-	-	Section 42.20 & 42.21
Manufactured Housing Park			P									Section 42.20
Nursing Home	-	-	C	-	-	C	-	-	-	P	-	Section 42.20 & 42.21
Outdoor Wood-Fired Hydronic Boiler	-	-	P	-	-	-	-	-	-	-	-	Section 42.20
Porkchop Subdivision	-	-	C	-	-	-	-	-	-	-	-	Section 42.21
Residential Facility	-	-	E	-	-	E	-	-	E	E	-	Section 42.22
Senior Housing	-	P	C	C	C	C	-	-	-	-	-	Section 42.21
Temporary Structure	P	P	P	P	P	P	P	P	P	P	P	Section 42.20
Zero Lot Line Development	C	C	C	-	-	C	C	-	-	-	-	Section 42.33

\*LEGEND. P = Permitted Use, C = Conditional Use, E = Use Allowed by Special Exception

**Insert the following after Section 42.20(b)(9):**

10. Manufactured Housing Park – Shall be in accordance with the standards contained in the Rochester Mobile Home Ordinance.

**Change Section 42.20(b)(10) to read:**

11. Manufactured Housing Unit – Not part of an existing Mobile Home Park

- A. Manufactured Housing Unit on own Lot

- i. Manufactured Homes are allowed only: i) on individual lots in the AG zoning district; ii) within manufactured housing subdivisions, located in the AG zoning district; and iii) within established mobile home parks on approved pads/lots
- ii. Additions to Manufactured Homes. There shall be no additions constructed onto manufactured homes with the exception of garages, skirting, carports, cabanas, awnings, canopies, porches, decks, and steps. All must be approved by the Director of Building, Zoning, and Licensing Services.

- B. Manufactured Housing Unit in Manufactured Housing Park

- i. Shall be in accordance with the standards contained in the Rochester Mobile Home Ordinance.

**Renumber the rest of 42.20(b) to accommodate this insertion.**

# City of Rochester School Department

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

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

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

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

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



January 19, 2018

CITY OF  
Received

JAN 19 2018

City Manager  
ROCHESTER

**Mr. Daniel Fitzpatrick, City Manager**  
And Rochester City Council Members  
31 Wakefield Street  
Rochester, NH 03867

Dear Mr. Fitzpatrick and Council Members,

An AREA Plan Review Committee comprised of members of the Rochester School Board and Wakefield School Board, has recommended to the New Hampshire Department of Education that the AREA Agreement between the Rochester and Wakefield School Departments be amended.

Under RSA 195-A:14, and pursuant to provisions in the current AREA Agreement, any amendment to the Agreement must be approved by the legislative bodies of the affected school districts. Further, at least ten days prior to a vote of the legislative body, a public hearing is required for discussion and possible debate of the proposed amendments. These meetings must be advertised in a newspaper of general circulation within the school district.

This letter is to request that the Rochester City Council schedule a public hearing to consider the amendment and include the following question on the agenda of the subsequent meeting:

*Shall the Rochester City Council adopt the Rochester-Wakefield AREA Agreement as amended by the AREA Agreement Review Committee and approved by the New Hampshire State Board of Education on February 18, 2015?*

The attached copy of the AREA Agreement identifies the proposed amendments. I suggest that it be made available to the public prior to and during the public hearing.

The amendment has been approved initially by the New Hampshire Department of Education and the voters of Wakefield. The final two steps are to get Rochester City Council's approval, and a final submission to the NHDOE.

If there are any questions concerning this the amendments or their potential impact on Rochester, I will be happy to attend a City Council meeting or provide any other information that may be desired.

Sincerely,

Michael L. Hopkins  
Superintendent

## Rochester School Department/Wakefield School District AREA AGREEMENT

### ROCHESTER AREA SCHOOL Rochester, New Hampshire

THIS AGREEMENT is entered into pursuant to Chapter 195-A of the New Hampshire Statutes Annotated, as amended, for the School District of Wakefield.

A. The name of the Authorized Regional Enrollment AREA School shall be the Rochester Area School, located in Rochester.

B. The Wakefield School District shall be the sending district, and the Rochester School District shall be the receiving district; and together they shall form the region which shall be served by the Rochester Area School. The receiving district shall be responsible for Grades 9–12.

C. The rate of tuition shall be determined annually and shall be the estimated cost of current expenses per high school student in average daily membership, as estimated, for the year immediately preceding that for which the charge is made. A rental charge of 2% shall be included in the tuition rate and shall be calculated in accordance with the provisions of RSA 194:27, based on the fair capacity of the Rochester Area School buildings. The tuition rate shall be estimated by the receiving district not later than December 31 of each year preceding the year the charge is made and the sending district shall be notified in writing at that time.

D. The initial date of operating responsibility shall be July 1, 1970. The amended AREA Agreement shall be effective July 1, 2018.

The school board of the sending district may, each year, approve attendance at, and pay tuition to, any school district other than the Rochester Area School for a total of not more than ten percent (10%) of *the sending district's students in Grades 9-12. each grade level covered by this Agreement (i.e. grades 9-12).* Said approvals may continue, at the discretion of the sending district school board, until graduation of approved students. The receiving district shall be notified of any such approval on or before June 1 prior to the school year in which said students would have entered the Rochester Area School. The school board of the sending district also may pay tuition for students requiring special education to attend an approved school providing such education. If the school board of the sending district has approved the maximum number of placements permitted above, additional students may be approved for such placement by mutual agreement of the superintendents of the sending school district and the receiving school district, if said placement is in the best interest of the students, in accordance with RSA 193:3.

E. The receiving district shall bill the sending district on a triannual basis and the sending district shall pay said tuition rate on a triannual basis not later than November 21, March 3, and June 16. The tuition for a student who attends a portion of the full school year shall be the product of the weekly rate and his average daily membership until April 1, after which time the full tuition rate will be charged.

F. There shall be annually at least two joint board meetings, (October and April) of the Wakefield and Rochester Area School Boards for the purpose of consultation and advice about any and all matters of joint interest.

G. The Rochester Area School shall give the sending district progress reports and attendance reports for all students enrolled under the provisions of this Written Plan.

It is understood that the same student regulations will apply to the students from the sending district as to those of the receiving district.

H. Any incentive aid, as provided under RSA 195-A:10, I and II, shall be credited to the sending

district of Wakefield in the amount made for the students from each district in the Area School according to the grade level in which they are enrolled.

I. The written plan may be amended by the several districts comprising the region, consistent with the provisions of RSA 195-A, except that no amendment shall be effective unless the question of adopting such amendment is submitted: (1) at an annual school district meeting to the voters of the Wakefield School District, voting by ballot with the use of the check list after reasonable opportunity for debate in open meeting, and unless a majority of the voters of said district shall vote in favor of adopting such amendment, and (2) at a regular or special meeting of the Rochester City Council at which there shall be a reasonable opportunity for debate in open meeting, and unless a majority of the city council members shall vote in favor of adopting such amendment. Furthermore, no amendment to the written plan shall be considered except: (1) at an annual meeting of the Wakefield School District and unless the text of such amendment is included in an appropriate article in the warrant of such meeting, and (2) at a regular or special meeting of the Rochester City Council and unless the text of such amendment is included in an appropriate Resolution considered at such meeting. It shall be the duty of the school board of each district to hold a public hearing concerning the adoption of any amendment to the written plan at least ten days before such annual meeting or city council meeting and to cause notice of such hearing and the text of the proposed amendment to be published in a newspaper having general circulation in the area before such hearing.

**For the Rochester School Board**

**For the Wakefield School Board**

\_\_\_\_\_  
, Chair

\_\_\_\_\_  
[Name], Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

**For the New Hampshire Department of Education**

\_\_\_\_\_  
[Name], Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

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City Clerk's Office

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# Rochester City Council

## Community Development Committee

### MEETING MINUTES

**Elaine Lauterborn, Chairperson**  
**Donna Bogan, Vice Chairperson**  
**Tom Abbott**  
**Jeremy Hutchinson**  
**James Gray**

<b>Meeting Date:</b>	Monday, January 8, 2018	
<b>Members Present:</b>	Tom Abbott Donna Bogan James Gray Jeremy Hutchinson Elaine Lauterborn	<b>Members Absent:</b> N/A
<b>Guests/Staff:</b>	Caroline McCarley, Mayor Julian Long, Community Development Coordinator John Marzinzik, Frisbie Memorial Hospital Stephanie Turek, Frisbie Memorial Hospital Susan Ford, My Friend's Place Stacia Jablonski, Homemakers Health Services Rad Nichols, Cooperative Alliance for Seacoast Transportation Tracy Donaldson, Dover Adult Learning Center Jessica Doe, Dover Adult Learning Center Pamela Becker, Community Partners Julie Reynolds, Cornerstone VNA Julia LaFleur, Court Appointed Special Advocates of New Hampshire Martha Stone, Cross Roads House John Burns, SOS Recovery Center Tory Soper, Strafford County Family Justice Center Betsey Andrews Parker, Community Action Partnership of Strafford County Kristen Welch, Community Action Partnership of Strafford County Martha Hewitt, Tri-City Consumers' Action Co-operative David Totty, Director of Rochester School Facilities Stacey Price, Rochester Housing Authority Evan Mullen, Port One Architects	

Councilor Lauterborn called the meeting to order at 7:00 p.m. Motion was made by Councilor Bogan and seconded by Councilor Hutchinson to approve the November 13, 2017 minutes. The minutes were approved unanimously. Motion was made by Councilor Bogan and seconded by Councilor Hutchinson to approve the November 29, 2017 minutes. The minutes were approved unanimously.

<b>PUBLIC INPUT</b>	There was no public input.
<b>ZONING AMENDMENT PETITION – Referral from December 5,</b>	Councilor Lauterborn provided an overview of the location of the property at 147 Wakefield Street and reviewed the allowable uses that would apply to the

<p><b>2017 City Council Meeting</b></p>	<p>property if the zoning amendment petition were granted. Councilor Lauterborn and Councilor Bogan expressed the preference that the zoning amendment petition not be granted, but Councilor Bogan suggested that the Community Development Committee should defer to the Planning Board.</p> <p><b><i>The consensus of the Committee was to offer no recommendation on the petition and to defer to the Planning Board's decision.</i></b></p>
<p><b>ECONOMIC DEVELOPMENT STRATEGIC PLAN</b></p>	<p>Mr. Long told the Committee that the Rochester Economic Development Commission has already reviewed and approved the finalized draft of the Economic Development Strategic Plan. Councilor Lauterborn asked the Committee members if they had any questions, but there were none.</p> <p><b><i>Motion was made by Councilor Bogan and seconded by Councilor Gray to approve the Economic Development Strategic Plan. The motion passed unanimously.</i></b></p>
<p><b>FY 2018-2019 GRANT APPLICATION PRESENTATIONS</b></p>	<p>Mr. Long declared two potential conflicts of interest related to Community Development Block Grant (CDBG) applications requesting funding for FY 2018-2019: one from SOS Recovery Center, requesting funding to support staff salaries for addiction recovery services, and one from Dover Adult Learning Center, requesting funding to support its high school equivalency testing program. The Rochester SOS Recovery Center and the Dover Adult Learning Center's Rochester location are both physically located within First Church Congregational, UCC, and Mr. Long stated that he currently serves as moderator for First Church Congregational's church council. Mr. Long stated that he did not believe this would affect the integrity of the application review process or his ability to remain impartial and objective, and he added that he would be requesting an official waiver from the U.S. Department of Housing and Urban Development (HUD) regarding these conflicts.</p>

Mr. Long also stated that he serves as the Rochester representative on the board of directors for the Cooperative Alliance for Seacoast Transportation (COAST) but would be acting in his capacity as Community Development Coordinator for the City, not a board member, throughout the evening's proceedings.

Mr. Marzinzik and Ms. Turek from Frisbie Memorial Hospital presented a request for funding to support the hospital's Rochester Community Recovery Center and its recovery operations. Mr. Marzinzik explained that a previous grant has now ended and, while the hospital pays for night coverage, additional funding is needed for day coverage.

Councilor Gray asked if these funds would be the first step is setting up a Safe Stations program in Rochester. Councilor Gray also mentioned the need for respite care within the city. Mr. Marzinzik replied that this would help set up Safe Stations.

Councilor Hutchinson asked about the Rochester Community Recovery Center's metrics and successes. Ms. Turek stated that the recovery center served 203 clients in 2017. Councilor Lauterborn asked how many of these clients were Rochester residents, and Ms. Turek replied that 102 of the clients were Rochester residents.

Ms. Ford from My Friend's Place provided an overview of the shelter's services (including emergency shelter, clothes, toiletries, and Salvation Army vouchers) and stated that My Friend's Place had provided 1,800 bed nights last year at a value of \$40,000. Councilor Hutchinson asked if My Friend's Place receives any CDBG funding from Dover, and Ms. Ford replied that the shelter receives a slightly higher amount of CDBG funds from Dover than from Rochester.

Ms. Jablonski from Homemakers Health Services provided an overview of Homemakers' services, which

include home health care, adult day out program, and non-medical home support. She stated that 568 clients were served in 2017, 44% of those clients being Rochester residents and 37% of Rochester clients being low to moderate income.

Councilor Lauterborn asked where most of the organization's funding comes from, and Ms. Jablonski replied that funding comes from Medicaid, Medicare, Title 3 B, and some from state reimbursements. She added that there is no funding for travel reimbursements. Councilor Lauterborn asked if the agency has had a lot of staffing turn-over or changes in programs, and Ms. Jablonski replied that the agency has had several executive directors in the last few years but has maintained its services and programming.

Mr. Nichols from the Cooperative Alliance for Seacoast Transportation (COAST) provided an overview of the bus routes that provide service to Rochester and noted that the route servicing the Granite Ridge development is seeing significant ridership. Mr. Nichols stated that the final request will be determined at the January 2018 COAST board of directors meeting but will likely be about \$126,000.

Councilor Lauterborn asked how the funding formulas for all of the communities are developed. Mr. Nichols replied that the funding formulas are based on ridership and service miles. Councilor Lauterborn noted that Rochester has a long history of fully funding COAST's annual funding requests.

Councilor Hutchinson asked if there are any plans for more bus shelters, and Mr. Nichols said that COAST would be very open to that, especially as Rochester allows advertising on the shelters. Councilor Hutchinson asked how many bus shelters are located in Rochester, and Mr. Nichols said there are five or six shelters. Councilor Lauterborn asked what kinds of businesses can advertise on the shelters, and Mr.

Nichols said that advertisers have included the Rochester Opera House, local health care providers, and McDonald's. He added that gambling, alcohol, etc., are not allowed to be advertised on the shelters.

Ms. Donaldson from Dover Adult Learning Center stated that the Rochester location provides child care, high school equivalency testing services, English as a Second Language classes, and computer classes. She added that the learning center partners with several other agencies, such as MY TURN, Great Bay Community College, Bud Carlson Academy, and local homeless shelters. Ms. Doe, a current student at Dover Adult Learning Center, stated that the learning center's scheduling flexibility has allowed her, as a busy working mother, to pursue her high school completion.

Councilor Lauterborn stated that it was good that the learning center partners with other non-profit agencies. Councilor Bogan asked how many hours Ms. Doe attends class, and Ms. Doe replied that she attends two hours per week and has already passed three of her needed tests. Councilor Lauterborn expressed the Committee's admiration for Jessica in continuing her education.

Ms. Becker from Community Partners stated that the agency's pilot rental assistance for persons with mental illnesses or development disabilities project has gone well and that all awarded FY 2017-2018 funds have been expended. Four families were served, and Community Partners hopes to serve 10 families in FY 2018-2019.

Councilor Lauterborn asked how Community Partners determined that its funding request of \$10,800 is needed. Ms. Becker stated it was based on how quickly they expended all of the awarded funds from this year. Councilor Hutchinson asked how many Rochester families would be served, and Ms. Becker replied that all Rochester CDBG funds would be used

to assist Rochester families.

Ms. Reynolds from Cornerstone VNA gave an overview of the agency and its health services, including pediatrics hospice, home care, and elderly homemaking services. Ms. Reynolds added that there have been challenges with Medicare reimbursements lately, making local funding especially important. Councilor Lauterborn asked if the agency has seen an increase in Medicare rejecting claims, and Ms. Reynolds replied that health care providers are seeing that as well as increased auditing.

Ms. LaFleur from Court Appointed Special Advocates of New Hampshire (CASA) stated that the agency provides volunteer guardians ad litem for abused and neglected children and served 76 Rochester children in FY 2016-2017. Ms. LaFleur added that CASA's services save the state money, as otherwise paid guardians ad litem would need to be provided through state funds at about \$60 per hour.

Councilors Lauterborn and Hutchinson asked whether other communities contribute funding to CASA. Ms. LaFleur replied that communities statewide provide funding as well as the state and federal governments. Councilor Hutchinson asked whether CASA's Rochester CDBG request is about average for the town requests, and Ms. LaFleur replied that the request is a bit more than what is requested of smaller communities but less than what is requested from the City of Manchester.

Ms. Stone from Cross Roads House stated that the shelter served over 500 homeless persons last year, including 71 people from Rochester. She added that the shelter operated over capacity about 80% of the year and provides comprehensive services, case management, medical care, and housing stability case management to reduce recidivism.

Mr. Burns from the Rochester SOS Recovery Center

stated that the recovery center provides peer-based recovery, including crisis management, yoga, art, and music. He added that SOS Recovery is looking to expand training for recovery certifications, as there is a workforce deficit in the field due to lack of certification.

Councilor Lauterborn asked whether the recovery center would be able to do its project if less funding than requested is awarded, and Mr. Burns replied that any funding is useful. Councilor Lauterborn asked whether the SOS Recovery Center works with the Rochester Community Recovery Center or has clients in common. Mr. Burns replied that the two recovery centers partners to a certain extent and have some client overlap. He added that the Rochester SOS Recovery Center has 20 to 30 unique visitors per month.

Ms. Soper from the Strafford County Family Justice Center stated that the justice center provides services for survivors of domestic violence, sexual abuse, elder abuse, and stalking. The family justice center is requesting funding to subdivide its existing offices, located in the Rochester Community Center, to provide designated child care space, space for staff from New Hampshire Legal Assistance, and space for faith-based services.

Councilor Lauterborn asked if the family justice center is just subdividing its space, not expanding, and why this would cost so much. Ms. Soper confirmed they are just subdividing and said that the contractor estimated it would cost the amount requested due to the electrical and HVAC work required.

Ms. Andrews Parker from the Community Action Partnership of Strafford County (CAP) stated that CAP is the sole local provider of weatherization services, which allows residents to remain in homes they might otherwise not be able to remain in. She added that CAP hires local contractors to perform the work and

that every local dollar leverages five dollars in other funding. Ms. Andrews Parker also stated that CAP is requesting general city funding for its general programs, such as fuel assistance. She added that 37% of CAP's clients are Rochester residents.

Councilor Lauterborn asked whether the weatherization funds requested would be used just for Rochester residents, and Ms. Andrews Parker confirmed. She added that CAP has almost entirely expended its FY 2017-2018 weatherization funds due to high demand for services.

Ms. Hewitt from Tri-City Consumers' Action Co-operative (Tri-City Coop) stated that Tri-City Coop provides non-medical peer to peer mental health services, including transportation to and from the agency's offices. She added that Tri-City Coop has seen an increase in clients who are homeless. Councilor Lauterborn asked what the funding request will fund, and Ms. Hewitt replied that it will cover the cost of utilities, computers, and related expenses.

Mr. Totty from the Rochester School Department explained that Maple Street Magnet School has been ordered by the Office of Civil Rights to become ADA complaint. The School Department is requesting funding to install a new chair lift at Maple Street Magnet School as well as a chair lift at Spaulding High School to reach the auditoriums.

Councilor Lauterborn asked whether it isn't sufficient to provide services on the first floor, and Mr. Totty replied that it's sufficient in the short term but not the long term. Councilor Bogan asked if a ramp couldn't be used instead, and Mr. Totty replied that a ramp likely would not be cheaper than a lift. Councilor Gray asked if Maple Street Magnet School is CDBG eligible based on the school's location, and Mr. Long stated that it is eligible based on the population to be served being persons with disabilities. Councilor Hutchinson asked how many students with disabilities there are at the

school, and Mr. Totty replied that he did not know exact numbers but that there are at least some at the high school.

Ms. Price from the Rochester Housing Authority stated that the housing authority is seeking funding to renovate a donated building (165 Charles Street) to create eight units of housing for chronically homeless persons. The funding would be used specifically to install an elevator in the split-level building.

Councilor Abbott asked whether the number of units is below the threshold for accessibility requirements. Mr. Mullen explained that the change in use of the building requires accessibility. Councilor Bogan asked whether there would be a time limit on the housing, and Ms. Price replied that it would be permanent housing. Councilor Lauterborn asked whether there would be staff on site, and Ms. Price replied that there would be social service agencies and housing authority personnel at the location. Councilor Gray asked whether a ramp installed the rear of the building could be used instead of an elevator, and Mr. Mullen replied that it would be difficult to install a ramp because the building is split-level.

Councilor Hutchinson asked if there are any concerns from the Planning Board, and Ms. Price replied that the Planning Board has approved the project with slight modifications. Councilor Lauterborn asked whether it would be less expensive to sell the donated building and purchase a more suitable location. Ms. Price replied that the building is not very sellable and that other buildings would have similar issues. Councilor Gray asked whether the funding request accounts for Davis-Bacon Act wage requirements, and Mr. Mullen stated that while he could not speak to Davis-Bacon requirements, the project is seeking to reduce overall costs through engineering.

**FY 2018-2019 CDBG  
ANNUAL ACTION PLAN  
– First Review**

Councilor Lauterborn provided a brief overview of the FY 2017-2018 CDBG Action Plan decision process, specifically the Committee's recommendation of

	<p>funding for the Rochester Community Center tennis court lights project. Councilor Hutchinson stated that he had not received the electronic copy of the FY 2018-2019 draft action plan, and Mr. Long stated that he would email the draft action plan to the Committee to ensure all councilors have a copy. Mr. Long provided a brief outline of the timeline for adoption of the draft action plan: the plan will be approved by the Committee at its February meeting, the full City Council will do a first reading at the April meeting, a public hearing will be held at the April workshop meeting, and the full City Council will do a second reading and adoption at the May meeting.</p>
<p><b>PROGRAM REPORT – Current CDBG Projects, Continuing CDBG Projects, JOB Loan Program Report, Non-CDBG Grants</b></p>	<p>Mr. Long presented a brief overview of continuing and current CDBG projects. The final FY 2016-2017 carryover project, the backup generator at the Homeless Center for Strafford County, has been completed. All that remains is paying the related invoices. Mr. Long also mentioned that the Recreation Department and the Department of Public Works agreed to postpone the Community Center tennis court lights project until June 2018 to avoid interference with the spring tennis season.</p> <p>Mr. Long also stated that HUD recently extended the deadline for submission for the Assessment of Fair Housing and that he would provide further updates as they become available.</p> <p>Mr. Long provided updates on several non-CDBG grants, including assistance to Bridging the Gaps with a new grant application to the Substance Abuse and Mental Health Services Administration, assistance to the Fire Department for a state Homeland Security grant application, and assistance to the School Department with a grant application to fund planning work at the Bud Carlson Academy.</p>
<p><b>WORKFORCE HOUSING CHARRETTE APPLICATION – Potential Locations Update</b></p>	<p>Mr. Long stated that he had reached out to multiple property owners, including the owners of Fownes Mill and the Royal Pizza building, to request permission to do a workforce housing charrette with their property. While some of these inquiries are ongoing, no</p>

	<p>property owners have agreed as of yet. Mr. Long suggested that the 38 Hanson Street property, which is now owned by the City, be considered as a back-up property for use on the workforce housing charrette application. The consensus of the Committee was to allow 38 Hanson Street to serve as a back-up option for the workforce housing charrette application.</p> <p>Councilor Abbott also suggested that Mr. Long reach out to property owner Dave Lemieux regarding the charrette, and Mr. Long stated that he would do so.</p>
<b>OTHER BUSINESS</b>	<p>Councilor Gray stated that in addition to workforce housing, there is a need for respite housing, as the nearest available housing exists in Manchester. Councilor Bogan asked about the funding behind Serenity House, and Councilor Lauterborn asked Mr. Long to reach out to Serenity House to find out more information. Mr. Long stated he would do so.</p>

The meeting was adjourned at 9:53 p.m.

**Next Meeting** – Monday, February 12, 2018 at 7:00 p.m. in Conference Room B (Cocheco Room) at the City Hall Annex (33 Wakefield Street)

**Topics** –FY 2018-2019 CDBG Annual Action Plan, CDBG Projects Program Report, Workforce Housing Charrette Application

## Rochester Community Development Block Grant (CDBG) Rent Assistance

Community Partners is designated by the State of New Hampshire as the Community Mental Health Center and Area Agency for Developmental Services (DS) in Strafford County. In 2014, Community Partners was designated as the ServiceLink provider for Strafford County.

Community Partners' Rochester CDBG Program will be an essential component of our efforts to prevent homelessness and ensure sustainable housing for our consumers. This program directly aligns with the Rochester CDBG program priority of assistance to the homeless, and support for the population at risk of homelessness.

Over the past 14 years, with Dover CDBG support, we have been able to impact nearly 325 individuals in Dover, aiding them in securing permanent and affordable housing. With the start of the same program in Rochester we have supported 9 people with the \$3,000 we received last year.

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

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

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

CDBG funds are a critical piece of Community Partners services. Persistently high rental rates in Strafford County and Rochester (\$1,156 for 2 BR in Strafford County area) make affordable housing impossible for vulnerable populations.

The majority of CP clients are reliant on Social Security benefits as many are unable to work due to disability. In early 2017, the average monthly disability benefit in the US was \$1,146 - barely enough to keep an individual above the poverty level.

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

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

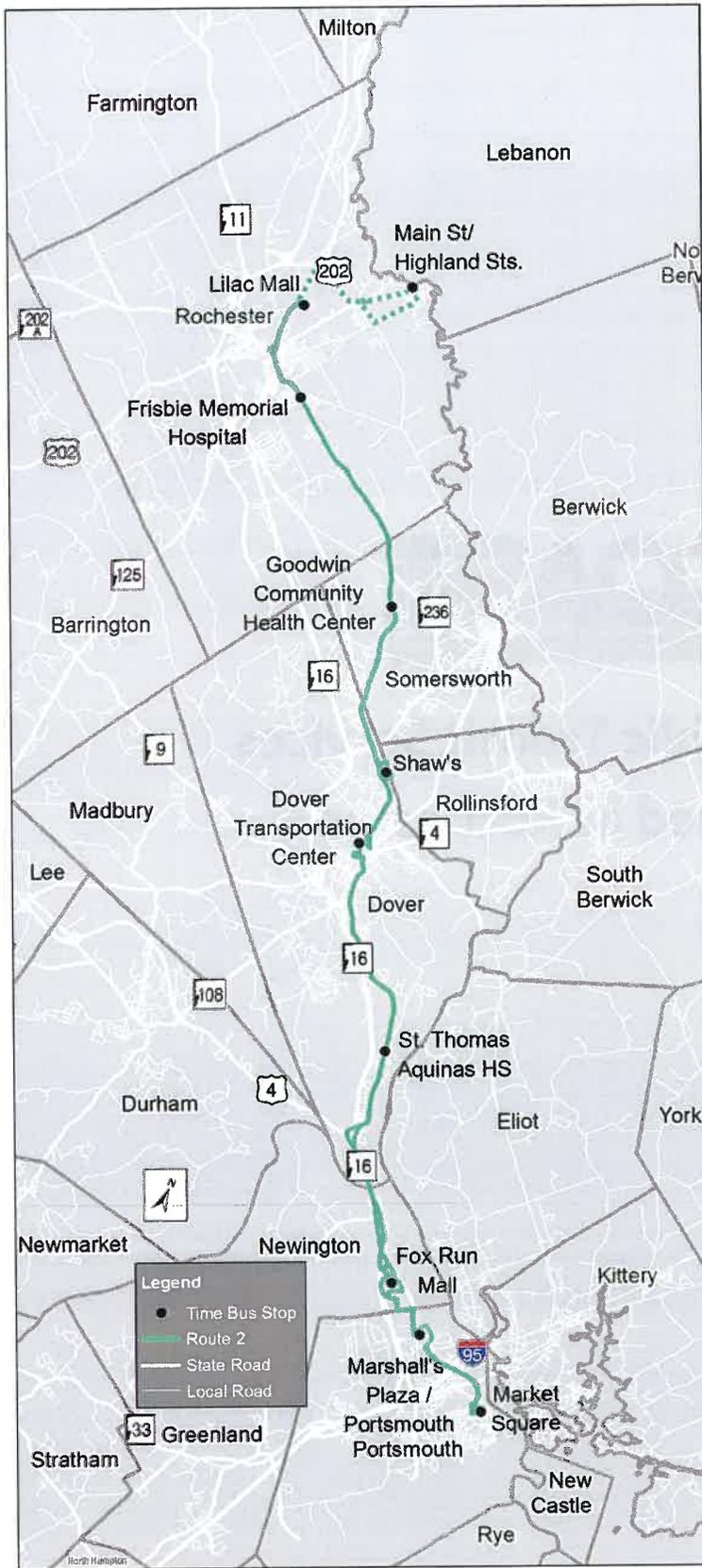
This request directly aligns with the Rochester CDBG program priority of assistance to the homeless, and support for the population at risk of homelessness. Our proposed CDBG program offers assistance to very low income renters, aiding them in securing decent, affordable housing and maintaining a suitable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



## **COAST Public Transit Services Provided in Rochester**



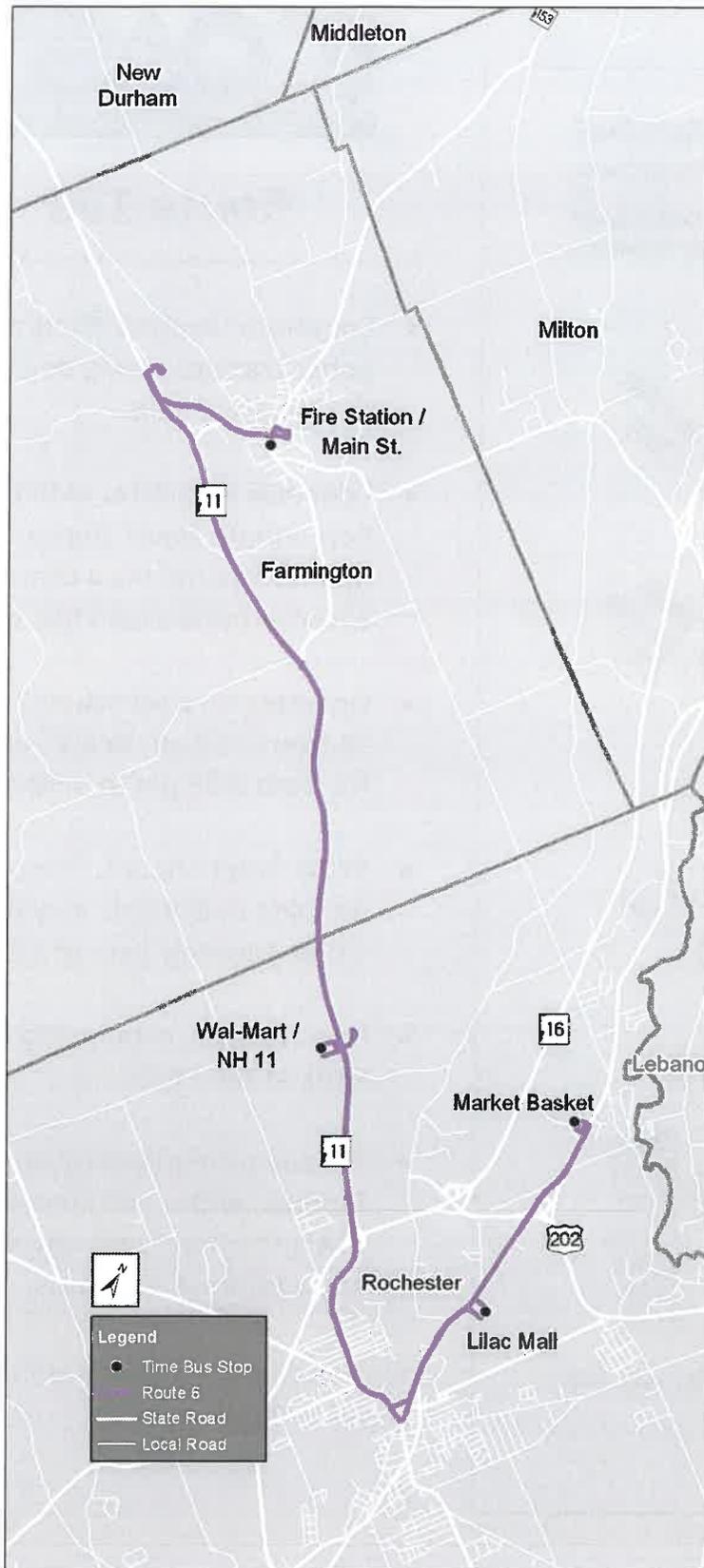
## Route 2



- Fixed-route public transit service, open to the general public.
- Connects Rochester with Somersworth, Dover, Newington and Portsmouth.
- Operates on a set schedule, M-F, 5:30 am to 9:30 pm and Sat., 6:45 am to 9:45 pm.
- 30-60 minute frequency M-F and 90-120 minute frequency on Sat.
- \$1.50 fare to board. Seniors and disabled individuals may ride for \$0.75. Discounted ticket and pass options available.
- Primary uses: commuting to work & school, going shopping & to medical appointments.
- Can make transfers and connections between COAST and Wildcat Transit at Shaw's and the downtown Transportation Center, both in Dover.
- Can connect via COAST to C&J (Dover & Portsmouth) and the Downeaster (Dover).



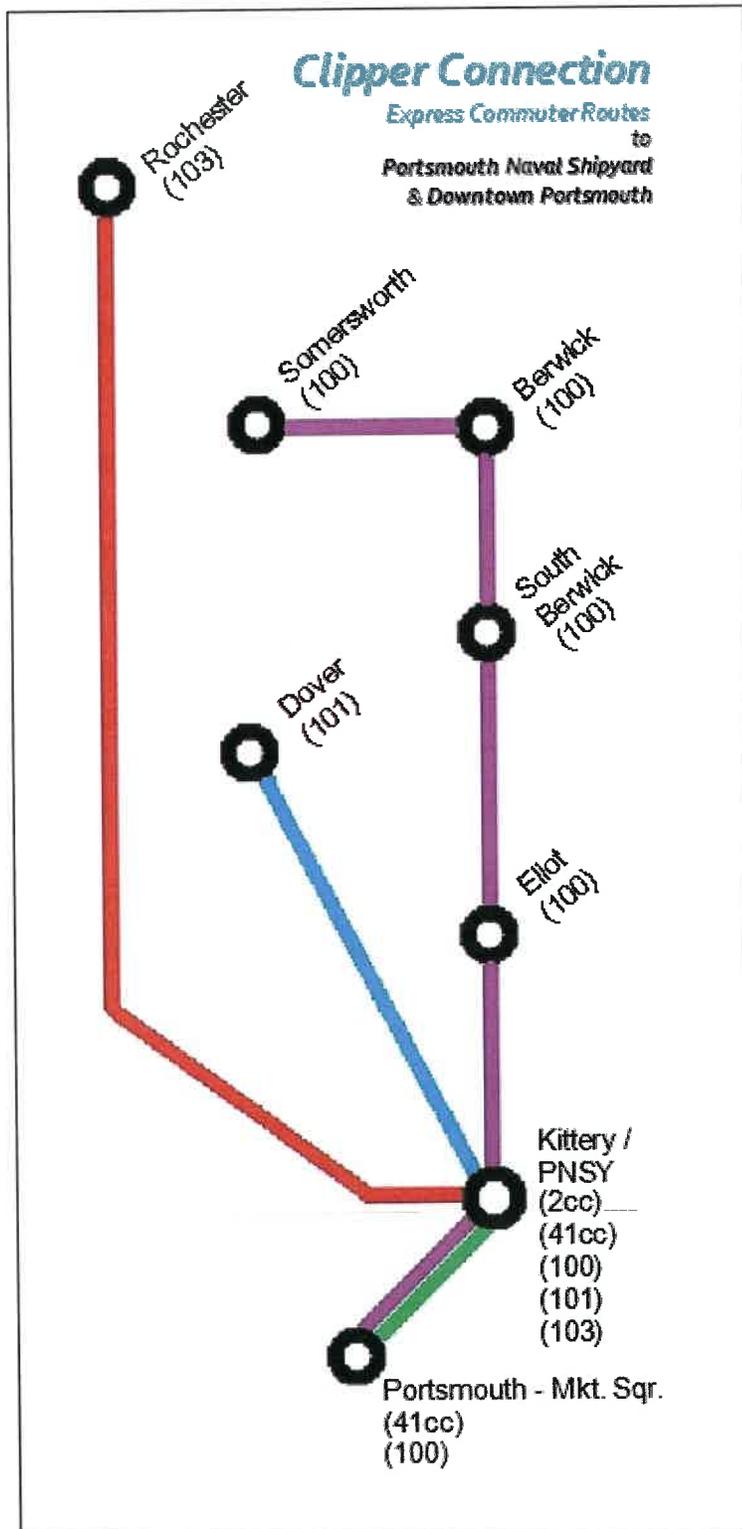
## Route 6



- Fixed-route public transit service, open to the general public.
- Connects Rochester with Farmington.
- Operates on a set schedule, M-F, 5:50 am to 6:50 pm.
- 60-90 minute frequency. Mid-afternoon service gap between 2:00 pm and 4:15 pm.
- \$1.50 fare to board. Seniors and disabled individuals may ride for \$0.75. Discounted ticket and pass options available.
- Primary uses: commuting to work & school, going shopping & to medical appointments.
- Can make transfers and connections between COAST and Wildcat Transit at Shaw's and the downtown Transportation Center, both in Dover.
- Can connect via COAST to C&J (Dover & Portsmouth) and the Downeaster (Dover).



## Route 103



- Commuter Express Fixed-route public transit service, open to the general public.
- Connects Rochester with the Portsmouth Naval Shipyard (& Market Square) via a commuter-based express coach bus service.
- Operates on a set schedule, M-F, SB from 5:50 am to 6:25 am and NB from 3:45 pm to 4:30 pm.
- \$7.00 fare to board. Seniors and disabled individuals may ride for \$3.50. Monthly pass of \$255.
- Primary uses: commuting to work at the PNSY.
- Funded primarily through the farebox, with small amounts of FTA and other funds covering any additional expenses.
- No required match from the local communities.



## ADA Paratransit Service



**Curb-to-Curb, Reservation Based Rides**  
For people who cannot make some or all of their trips on the fixed-route bus due to a disability



### Who Can Use COAST's ADA Paratransit Service?

Passengers must be found eligible for the service before they can schedule trips. Eligibility is based on the passenger's inability to make some or all trips on the fixed-route system due to a disability. In making an eligibility decision, COAST does not consider the applicant's ability to drive a car or eligibility for any other state or federal program.



### How to Apply for ADA Paratransit Service?

Call the COAST office and speak with our staff. We will send you a two-part application form. One part is for the applicant (or a designee) to fill out. The second part is for a medical professional to fill out.

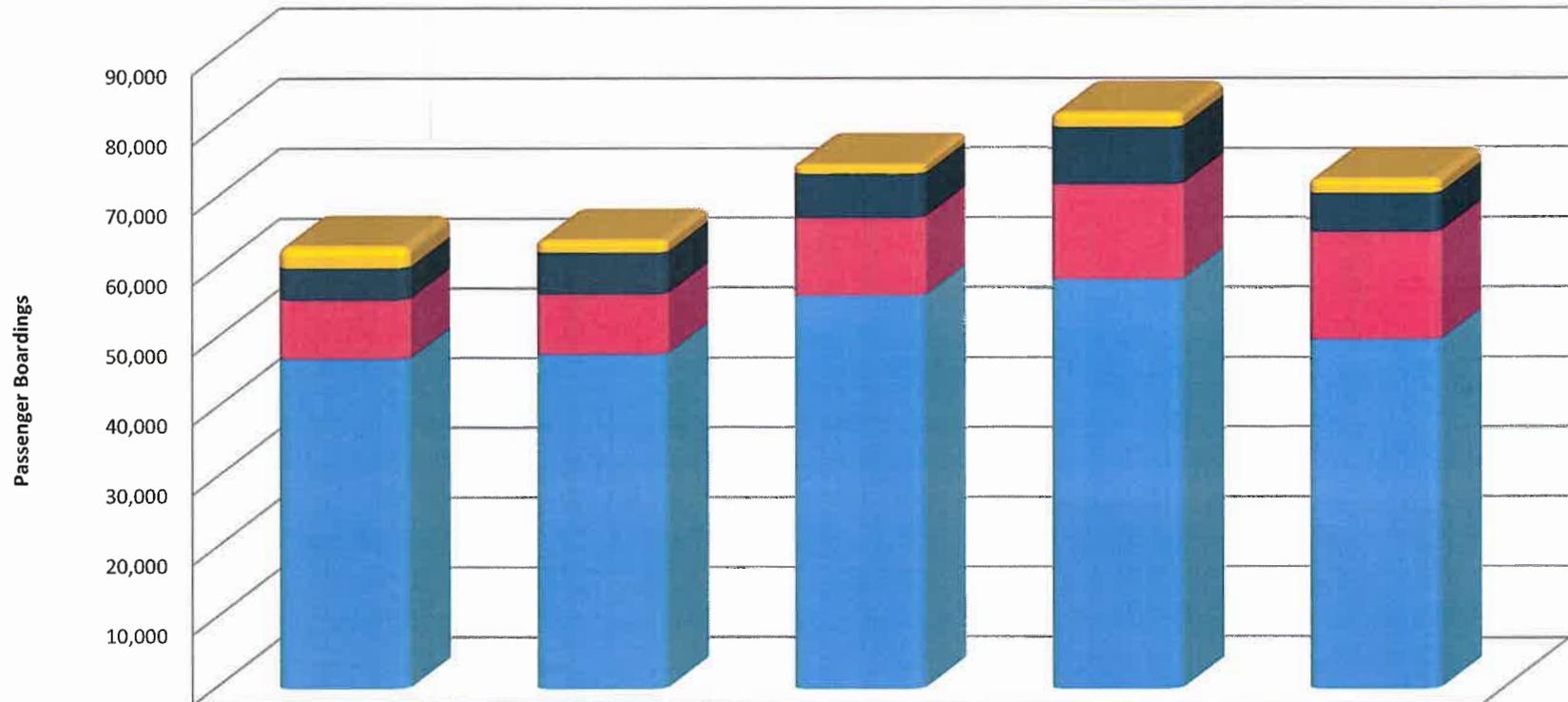
After COAST receives the completed application, we will schedule an in-person interview and orientation at our office in Dover. Transportation to and from the interview is provided at no cost.



### When and Where Trips are Available?

Clients can schedule trips between any points within  $\frac{3}{4}$  mile of a COAST bus route. There are no restrictions on the type of destination. Trips can be scheduled on the same days and approximate times that the fixed-route bus runs. Depending on the area, there may be no service or limited service on weekends.

### COAST Ridership in Rochester (FY13-17)



	FY13	FY14	FY15	FY16	FY17
ADA Paratransit	2,947	1,737	1,263	1,949	1,977
Route 103	4,585	5,960	6,303	8,235	5,545
Route 6	8,476	8,580	11,150	13,595	15,421
Route 2	47,093	47,763	56,127	58,446	49,836



## Approved FY2018 Operating Budget

	Proposed 2018 Budget		Approved 2017 Budget	\$ Difference	%
<b>Revenues</b>					
Fares/Contract Revenue	\$ 795,328	<i>Based on FY17 experience</i>	\$ 893,889	\$ (98,561)	-11.0%
Advertising	\$ 300,000	<i>Based on FY17 experience</i>	\$ 230,000	\$ 70,000	30.4%
Interest & Other Income	\$ 18,000	<i>Interest, Rebates, Asset Sales, Misc. Items</i>	\$ 18,000	\$ -	0.0%
Local Match	\$ 647,788	<i>Projected receipts from Communities &amp; Others for Operating Match</i>	\$ 568,785	\$ 79,003	13.9%
State Funding (NH/ME)	\$ -	<i>Funds from New Hampshire and/or Maine</i>	\$ -	\$ -	0.0%
Federal Funding	\$ 3,121,844	<i>Formula Driven Based on Expenses</i>	\$ 2,006,496	\$ 1,115,348	55.6%
Other State/Local Assistance	\$ 617,929	<i>Local share of Trolley / FastTrans / CMAQ Routes</i>	\$ 1,478,586	\$ (860,657)	-58.2%
Non Cash Contributions	\$ 3,000	<i>Lease @ 6 Sumner Dr.</i>	\$ 3,000	\$ -	0.0%
CommuteSMART TMA	\$ 140,000	<i>As per CMAQ Project Budget</i>	\$ 140,000	\$ -	0.0%
ACT / Coordination	\$ 233,634	<i>As per ACT approval</i>	\$ 858,657	\$ (625,023)	-72.8%
<b>Total Revenues</b>	<b>\$ 5,877,523</b>		<b>\$ 6,197,413</b>	<b>\$ (319,890)</b>	<b>-5.2%</b>
<b>Expenses</b>					
Wages	\$ 2,498,800	<i>Based on service level projections &amp; one additional staff position</i>	\$ 2,399,316	\$ 99,484	4.1%
Fringes	\$ 1,279,744	<i>Based on service level projections &amp; renewal expectations</i>	\$ 1,202,013	\$ 77,731	6.5%
Contract Services	\$ 370,175	<i>Based on annualized FY17 experience &amp; known upcoming new contracts</i>	\$ 273,851	\$ 96,324	35.2%
Materials & Supplies	\$ 708,144	<i>Based on annualized FY17 experience</i>	\$ 814,050	\$ (105,906)	-13.0%
Utilities	\$ 88,902	<i>Based on annualized FY17 experience</i>	\$ 69,052	\$ 19,850	28.7%
Insurance	\$ 419,398	<i>Based on FY17 experience &amp; poor commercial vehicle industry experience</i>	\$ 271,347	\$ 148,050	54.6%
Purchased Trans.	\$ -		\$ -	\$ -	0.0%
Misc. Items	\$ 88,044	<i>Based on annualized FY17 experience &amp; continued lease of 6 Sumner Drive</i>	\$ 103,027	\$ (14,984)	-14.5%
Planning & Marketing	\$ 100,000	<i>Level</i>	\$ 100,000	\$ -	0.0%
CommuteSMART TMA	\$ 140,000	<i>As per CMAQ Project Budget</i>	\$ 140,000	\$ -	0.0%
ACT / Coordination	\$ 233,634	<i>As per ACT approval</i>	\$ 858,657	\$ (625,023)	-72.8%
Contingency	\$ -	<i>None planned currently</i>	\$ -	\$ -	-
<b>Total Expenses</b>	<b>\$ 5,926,841</b>		<b>\$ 6,231,313</b>	<b>\$ (304,473)</b>	<b>-4.9%</b>
Gain / Loss	\$ (49,318)		\$ (33,900)		
Reserves	\$ 49,318		\$ 33,900		



## Approved 5 Year Capital Spending Schedule

Item	#	2018	#	2019	#	2020	#	2021	#	2022
<b>Facility</b>										
Average Annual Facility Investment		\$ 315,000		\$ 15,000		\$ 15,225		\$ 15,453		\$ 15,685
Facility Master Plan A&E Services		\$ 50,000								
Replacement Facility & Vehicle Storage - Multi Year Project						\$ 5,000,000				
		<b>\$ 365,000</b>		<b>\$ 15,000</b>		<b>\$ 5,015,225</b>		<b>\$ 15,453</b>		<b>\$ 15,685</b>
<b>Revenue Vehicles</b>										
45' Motorcoach (used)	0	\$ -	0	\$ -	2	\$ 45,000	0	\$ -	2	\$ 47,000
40' LF HD Transit Bus	0	\$ -	0	\$ -	4	\$ 1,900,000	0	\$ -	0	\$ -
35' LF HD Transit Bus	0	\$ -	0	\$ -	0	\$ -	0	\$ -	0	\$ -
<30' LD Cutaway Bus	4	\$ 325,000	0	\$ -	3	\$ 255,000	0	\$ -	0	\$ -
ADA Accessible Minivan	2	\$ 100,000	0	\$ -	3	\$ 156,000	2	\$ 107,000	0	\$ -
HD Bus Mid-life Refurbishments	0	\$ -	6	\$ 300,000	0	\$ -	3	\$ 180,000	0	\$ -
		<b>\$ 425,000</b>		<b>\$ 300,000</b>		<b>\$ 2,356,000</b>		<b>\$ 287,000</b>		<b>\$ 47,000</b>
<b>Service Vehicles</b>										
Operation Support Veh.		\$ -	1	\$ 30,000		\$ -	1	\$ 30,000		\$ -
Maint. Support Veh.		\$ -		\$ -		\$ -	1	\$ 54,000		\$ -
Admin. Veh.		\$ -		\$ -	1	\$ 30,000		\$ -		\$ -
		<b>\$ -</b>		<b>\$ 30,000</b>		<b>\$ 30,000</b>		<b>\$ 84,000</b>		<b>\$ -</b>
<b>Equipment (Shop, Office, Ops.)</b>										
Average Annual Equipment Investment		\$ 30,000		\$ 30,900		\$ 31,827		\$ 32,782		\$ 33,765
Real-Time Bus Information & APC System		\$ 280,000								
Traffic Signal Prioritization	D	\$ 385,000	R	\$ 285,000	P	\$ 305,000	S	\$ 295,000	P	\$ 302,700
Increased Technology Needs		\$ 93,081		\$ 95,873		\$ 98,749		\$ 101,712		\$ 104,763
		<b>\$ 788,081</b>		<b>\$ 411,773</b>		<b>\$ 435,576</b>		<b>\$ 429,493</b>		<b>\$ 441,228</b>
<b>Amenities (Bus Stops, etc.)</b>										
Average Annual Amenities Investment		\$ 47,807		\$ 49,241		\$ 50,718		\$ 52,240		\$ 53,807
		<b>\$ 47,807</b>		<b>\$ 49,241</b>		<b>\$ 50,718</b>		<b>\$ 52,240</b>		<b>\$ 53,807</b>
<b>Total Capital Needs</b>		<b>\$ 1,625,887</b>		<b>\$ 806,014</b>		<b>\$ 7,887,519</b>		<b>\$ 868,187</b>		<b>\$ 557,720</b>
Federal Share @80%		\$ 960,710		\$ 644,811		\$ 1,495,304		\$ 608,949		\$ 446,176
Federal Share @ 85%		\$ 361,250		\$ -		\$ 349,350		\$ 90,950		\$ -
State Share @ 10% of Revenue Vehs. Only (when available)		\$ -		\$ -		\$ 190,000		\$ -		\$ -
Local Share @ 10% - 20%		\$ 303,927		\$ 161,203		\$ 5,852,865		\$ 168,287		\$ 111,544



## Funding Formula Summary

COAST uses a funding formula to provide an equitable way of determining municipal funding of the regional public transit system. Since COAST's inception the formula has evolved as federal funding sources have come and gone, the census has impacted the region and attempts have been made to refine the formula to provide more equitable assessments.

In 2016 the organization undertook a reassessment of the previously employed formula based on feedback from member communities that had requested such a review. The latest iteration of the formula was developed through a subcommittee of the COAST Board of Directors, presented to interested Town and City Managers for their input, and ultimately approved by the COAST Board on January 25, 2017. The newly approved formula will serve as the basis for COAST's municipal funding requests for our core system (Rtes. 1, 2, 6, 7 & ADA paratransit) starting in the FY18 budget year.

The funding formula is a blended average, by community, of four separate factors that measure the supply and demand of our services in the member communities:

- 1) Weekly demand response (DR) service miles
- 2) DR ridership
- 3) Weekly fixed-route (FR) service miles
- 4) FR ridership

The DR & FR factors are weighted in accordance with the percentage of each service type in the projected budget. The end result is an overall assessment of the financial contribution needed from each community served by COAST.

Additionally, a minimum municipal contribution level was set, at \$20,000. This level was modeled on the minimum contribution level necessary to participate in the NH Municipal Association (NHMA).

Finally, beginning in FY18 a small portion of the request will reflect COAST's ongoing capital needs to match available federal funds at a 80/20 ratio.

Unlike in the past updates to each of the variables is easily accomplished on an annual basis from reliable sources that COAST already had in place.

- 1) Weekly FR Service Miles are a calculation of the scheduled fixed-route service miles in the proposed upcoming FY budget.

As approved January 25, 2017

- 2) FR Ridership is an estimate of ridership in the previous FY, calculated based on extensive ongoing boarding and alighting surveys taken by COAST staff throughout the year.
- 3) Weekly DR Service Miles is an allocation of miles from the previous FY based on the number of boardings in each community.
- 4) DR Ridership represents the previous FY's boardings by community.

The total amount of municipal funding requested is determined only after considering and applying all other revenue sources against projected expenses in the projected operating budget.



## DRAFT 2019 Municipal Funding Formula & Requests

(for the period 10/1/18 - 9/30/19)

### Funding Formula

- For regional COAST bus service on Routes 1, 2, 6, 7 & ADA paratransit services for disabled individuals.
- Based on Uneven Blended Averages of Weekly DR/FR Service Miles & DR/FR Ridership.

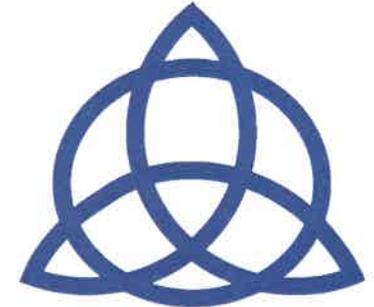
	Weekly DR Service Miles (4)	Local % of DR Service Miles	DR Ridership (3)	Local % of Total DR Ridership	Weekly FR Service Miles (1)	Local % of Total Service Miles	Fixed-Route Ridership (2)	Local % of Total FR Ridership
Berwick	3.8	0.19	29	0.18	106	1.92	3,270	1.15
Dover	659.1	32.45	5,099	32.06	1,731	31.57	104,018	36.48
Exeter	3.5	0.17	28	0.18	198	3.61	1,498	0.53
Farmington	31.7	1.56	254	1.60	401	7.32	7,733	2.71
Newington	35.4	1.74	269	1.69	224	4.08	26,291	9.22
Newmarket	12.9	0.63	97	0.61	218	3.98	1,379	0.48
Portsmouth	860.6	42.37	6,429	40.42	365	6.66	35,709	12.52
Rochester	250.7	12.34	1,977	12.43	1,233	22.50	65,256	22.89
Somersworth	173.5	8.54	1,722	10.83	1,005	18.34	39,965	14.02
	<b>2,031</b>		<b>15,904</b>		<b>5,482</b>		<b>285,121</b>	

### Proposed Funding Shares

	% of Total Budget	FY19 Request Calc	FY18 Request	\$ Change FY18 - FY19	% Change FY18 - FY19	Adjusted (\$)	Adjusted FY19 Request	% Change FY18 - FY19 adj.
Berwick	1.2	\$ 7,793	\$ 20,000	\$ (12,207)	-61.04%	\$ 12,207	\$ 20,000	0.00%
Dover	33.6	\$ 222,263	\$ 198,540	\$ 23,723	11.95%	\$ (12,386)	\$ 209,877	5.71%
Exeter	1.6	\$ 10,370	\$ 20,000	\$ (9,630)	-48.15%	\$ 9,630	\$ 20,000	0.00%
Farmington	4.1	\$ 27,174	\$ 25,427	\$ 1,747	6.87%	\$ (1,226)	\$ 25,948	2.05%
Newington	5.3	\$ 35,367	\$ 33,573	\$ 1,794	5.34%	\$ (1,596)	\$ 33,772	0.59%
Newmarket	1.8	\$ 11,956	\$ 20,000	\$ (8,044)	-40.22%	\$ 8,044	\$ 20,000	0.00%
Portsmouth	18.1	\$ 119,574	\$ 113,539	\$ 6,035	5.32%	\$ (4,394)	\$ 115,180	1.45%
Rochester	20.0	\$ 132,142	\$ 118,527	\$ 13,615	11.49%	\$ (5,961)	\$ 126,181	6.46%
Somersworth	14.5	\$ 95,714	\$ 85,598	\$ 10,116	11.82%	\$ (4,318)	\$ 91,396	6.77%
	<b>100.0</b>	<b>\$ 662,354</b>	<b>\$ 635,204</b>	<b>\$ 27,150</b>	<b>4.27%</b>	<b>\$ (0)</b>	<b>\$ 662,354</b>	<b>4.27%</b>

#### Sheet Notes:

1. Scheduled fixed-route service miles only.
2. Represents only those riders who rode COAST's core services in FY17 (Rtes. 1, 2, 6 & 7 trips associated with these routes).
3. Represents ADA ridership by core community from FY17.
4. Allocation of actual weekly service miles from FY17 based on the number of boardings and alightings in each community.
5. DR service factors are weighted to equal the same percentage the service represents as a part of the projected budget (26.6%).  
FR service factors are weighted at 73.4%.



TRI-CITY CONSUMERS'  
ACTION CO-OPERATIVE

## Tri-City Co-Op

*A Peer Support Agency  
Providing a non-medical  
approach to mental health  
wellness & recovery for adults  
eighteen (18) years and older  
who reside in Strafford County*

Monday-Friday: 8:30 AM – 4: 30 PM  
Saturday: 8:30 AM – 12:30 PM

55 Summer Street  
Rochester, NH 03867

(603) 948-1036

(603) 948-1043

**FAX:** (603) 948-1047

tricitycoop@metrocast.net

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

### NH Peer Support

#### Warm Lines

**Seacoast Consumer Alliance Peer Support Center, Inc. /Tri-City Consumers' Action Co-Operative**

Every day, 6:00 PM to 9:00 PM

1-800-809-6262

#### Stepping Stone, Claremont, NH

Every day, 5:00 PM to 10:00 PM

1-888-582-0920

#### Cornerbridge, Laconia, NH

Every day, 5:00 PM to 10:00 PM

1-800-306-4334

#### Alternative Life Center, Conway, NH

Every day, 5:00 PM to 10:00 PM

1-866-447-1765

#### Monadnock Area Peer Support, Keene, NH

Every day, 5:00 PM to 10:00 PM

1-866-352-5093

#### Open House

Members, board members and the community are welcome to our Open House in the fall.

#### Our Annual Meeting

Is held in October to nominate and vote on new board members.

#### Monthly Board Meetings

Members are welcome to attend our board meetings. For more information on all these events call 948-1036 or 948-1043.

Mail to:

Tri-City Consumers' Action Co-Operative  
55 Summer Street  
Rochester NH 03867



Tri-City Consumers' Action Co-Operative is a 501(c) (3) non-profit organization and donations are tax-deductible. 7/2013

## Mission Statement

We are dedicated to providing an alternative, non-medical approach to wellness and recovery. We offer a non-judgmental, non-critical, safe, supportive and educational environment for individuals struggling and recovering with a variety of mental health issues. Staff and members share leadership and decision making.

This agency is a place where people practice relational skills, patience, respect and tolerance for diversity. Members learn to see themselves as citizens of the greater community. Members must be 18 years old and older.

## Intentional Peer Support

We use Intentional Peer Support (IPS), developed by Shery Mead, MSW, to help members grow in relation to each other by practicing four tasks: connection, worldview, mutuality and moving towards. We expect members to espouse values and demonstrate competencies. Staff incorporates IPS under different names into weekly groups.

## Newsletter Requests for Submission

Please make your submission by mid-month for inclusion in the next issue:

- Article or essay
- Book review or movie review
- Quote
- Recipe
- Poem

## Daily Education

Sign up for our monthly newsletter and calendar. Each calendar contains a selection of programs, such as...

- Challenging perceived self-limitations;
- Developing different roles and levels of leadership;
- Moving toward goals;
- Sharing decision-making;
- Developing beliefs that enhance growth;
- Speaking words of affirmation;
- Risking new behaviors in order to recover and grow;
- Creating a wellness recovery action plan;
- Advocating for yourself;
- Focusing on outcomes;
- Honoring each other's truth;
- Eating in versus eating out; and
- Creating art as a way to recover.
- Wellness, Recovery Action Plan
- Summer Gardening
- Hiking/Outings

**An Adult Education Wellness Center.**

**All services provided by the Co-Op are free of charge.**

## Want to Learn More About Us? <sup>2/1/2018</sup>

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Name

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Mailing Address

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City, State, Zip Code

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Phone

---

E- Mail Address

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Date of Birth

## Programming Interests?

- Communication & Interpersonal Skills
- Goal Setting & Personal Growth
- Life Skills (e.g., Budgeting, Shopping, Cooking, etc.)
- Nutrition & Exercise
- Education about Recovery & Wellness
- Art as Recovery
- Computer Literacy & Internet Skills
- Specific program interest?

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Call us at 948-1036 or return this section to Tri-City Consumers' Action Co-Operative, 55 Summer Street, Rochester, NH 03867. We'll contact you, invite you to visit us and give you a tour. We hope you decide to join our community.

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City Clerk's Office

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**Rochester School Board / Rochester City Council**  
**CTE Renovation Joint Building Committee**  
Spaulding High School Creteau Technology Center – Room T200  
January 29, 2018  
7:00 p.m.

**Agenda**

1. Pledge of Allegiance
2. Approval of the December 18, 2017 Minutes
3. Update – Lavallee/Brensinger Architects
4. Other
5. Public Comment
6. Adjournment

**Members:**

School Board Members:

Matthew Pappas, Chair  
Paul Lynch  
Matthew Beaulieu  
Audrey Stevens  
Raymond Turner  
Robert Watson

City Council Members:

Caroline McCarley, Mayor  
Raymond Varney, Vice-Chair  
Thomas Abbott  
James Gray  
Geoffrey Hamann  
Jeremy Hutchinson

**Rochester School Board / Rochester City Council**  
 CTE Joint Building Committee Minutes  
 December 18, 2017 7:00 pm  
 Richard Creteau Technology Center, Room T200

DRAFT

**Members Present:**School Board

Mr. Paul Lynch  
 Mrs. Audrey Stevens  
 Mr. Raymond Turner  
 Mr. Robert Watson

**Members Absent:**

Mr. Thomas J. Jean  
 Mr. Matthew Pappas,  
 Chair

City Council

Mayor Caroline McCarley  
 Mr. Raymond Varney,  
 Vice Chair  
 Mr. Thomas Abbott  
 Mr. James Gray  
 Mr. Donald Hamann  
 Mr. Thomas Willis

**Also Present:**

Mr. Michael Hopkins, Superintendent  
 Mr. Kyle Repucci, Asst. Superintendent  
 Mrs. Michele Halligan-Foley  
 Mr. David Totty  
 Mrs. Robin Despina  
 Ms. Anne Ketterer  
 Mr. Lance Whitehead  
 Mr. Peter Bruckner  
 Mr. Carl Dubois  
 Mrs. Linda Bartlett  
 Press & Guests

The Vice Chair called the meeting to order at 7:00 p.m. with a quorum present. Members participated in the pledge of allegiance.

**Approval of Minutes**

Mr. Varney moved, second by Mr. Watson, the Committee approve the minutes of the October 31, 2017 CTE Joint Building Committee. The motion carried unanimously.

**Update from Lavallo/Brensinger**

**Roof Trusses** - Mr. Whitehead reviewed the laboratory test results provided by Wood Science Consulting (WSC) on the wooden trusses at the CTE. These trusses do have the same chemical that was used in the trusses at the Gonic School. However, the testing found no evidence of visual wood degradation and only minor reduction in strength. Wood Science Consulting reported that there was no immediate damage or deterioration noted during the on-site review of the trusses but also recommended a stringent testing protocol to monitor. The Structural Engineer from Foley Buhl Roberts (FBR), believes the strength reduction, though minimal, would be cause enough for the truss replacement. The differing truss conditions between the Gonic School and the CTE was discussed. The trusses at the CTE have less degradation likely due to the consistent attic conditions. If it is decided not to replace the trusses, it would be important not to change the attic conditions. A test protocol was developed by both FBR & WSC and had requirements for continuous, biennial and six year testing.

The Committee reviewed two major options regarding the wood trusses. Option A – keep the trusses in place and enact strict testing protocol or Option B- replace the roof at a cost of approximately 1.5 million dollars. Enacting the testing protocol is estimated to cost \$14,000 every

six years. Replacing the roof would potentially add 4-6 months to the renovation project. The possibility of obtaining infrastructure funds from the state was discussed but was not considered to be a likely option. A question was asked about the condition of the Rochester Middle School trusses, which exist over the main entrance of the school to the entrance of the library. They are reported to be in the same condition as the CTE trusses. The history of the roof maintenance at the Gonic school was reviewed and likely contributed to the condition of the trusses. In addition, the trusses at Gonic were constructed from southern yellow pine which is slightly inferior to the spruce/pine/fir trusses used at the Rochester Middle School and the CTE.

The budget impact of replacing the trusses was reviewed. It would add approximately 1.5 million to the scope of the project. State funding for increase could be requested but can't be guaranteed.

Information on cutting the scope of the project to absorb the cost of replacing the trusses at the CTE was shared. \$500,000 would be cut from equipment and the rest would need to be cut from the renovation scope. It was estimated that every ten years, the cost of the replacing the trusses would be doubled.

Discussion continued regarding the value of monitoring the trusses with a potential for replacement years after the renovation vs. the cost of replacing non-failing trusses now.

Mr. Gray moved, second by Mr. Willis, to adopt the option of monitoring the trusses with the suggested protocol. The motion carried unanimously.

Mr. Varney suggested that we notify both the School Board and the City Council with the decision and the potential future risk of the trusses.

**CTE Renovation Update**– Mr. Whitehead stated that he will provide a link to all the Design Development drawings for anyone who is interested. Harvey Construction is working on new estimates based on the drawings. He reviewed the next steps in the project including meetings this week on the final equipment review, with the Technical Review Committee and with the Interior Design Committee. In January of 2018, he will present to Rochester Planning Board. The Civil Engineer has met with the utilities and Unitil wants the gas line re-routed. The abandoned sewer line is not an issue with the project. Mr. Lynch asked if the cost savings have been finalized after cutting the on-site generator from the project. Those estimates have not been finalized.

**Next Meeting** - The next meeting is for the CTE JBC is confirmed for January 29, 2018. Both the Design Development drawings and the interior design will be available at that time.

### **Adjournment**

Mr. Watson moved, second by Mrs. Stevens, to adjourn at 7:47 pm. The motion carried unanimously.

Respectfully submitted,

Michael Hopkins  
Board Secretary

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City Clerk's Office

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**Public Works and Buildings Committee**

**January 18, 2018**

**Council Chambers**

**MEMBERS PRESENT**

Councilor Ralph Torr – Chairman

Councilor Ray Varney

Councilor Sandy Keans

Councilor Geoff Hamann

**MEMBERS ABSENT**

Councilor David Walker

**OTHERS PRESENT**

Councilor James Gray

Daniel Fitzpatrick, City Manager

Blaine Cox, Deputy City Manager

Peter C. Nourse PE, Director of City Service

Dan Camara, GIS Coordinator

**MINUTES**

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

**1. Approve minutes from the December 21, 2017 Public Works & Buildings Meeting.**

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

*Councilor Varney made a motion to accept minutes as presented for the December 21, 2017 Public Works Committee meeting. The motion was seconded by Councilor Hamann. The Motion passed unanimously.*

**2. Public Input -**

There was no one present for public input.

**3. Round Pond/Watershed Land Acquisitions** – Mr. Nourse stated that they started looking into this 5 years ago. The City began by investing in a feasibility study to augment the Round Pond Reservoir by increasing the capacity. He stated that we have completed an environmental impact study which was coordinated with several agencies. Mr. Nourse displayed Round Pond on the monitor. He stated that the west side of the pond is in Barrington and the east portion is in Rochester. Mr. Nourse stated that the study has showed that there are no significant environmental impacts in raising the level up 8 feet. He stated that this would almost triple the volume of water available and add another 1 1/2 million gallons per day to the water system which would support the drinking water demands for the City of Rochester for the foreseeable future. Mr. Nourse stated that staff will be meeting with the Department of Environmental Services (NHDES) on January 30, 2018 discuss the project. Mr. Nourse stated that there are several permits that will be needed. He sited Shore Land Permit, Dredge and Fill Permit and a Dam Permit. Mr. Nourse stated the City Council has invested in this project in the

past CIP budgets and will likely be doing so in upcoming budgets. Mr. Nourse stated that a portion of the 24" ductile iron transmission pipeline running from Round Pond to the Rochester Reservoir was replaced last year with a 30" polyethylene pipe. He stated that it was replaced as it was very old and leaking. Mr. Nourse stated that staff is going to be working to replace the old ductile pipe from the Rochester Reservoir to the Berry's River Dam. He stated that this pipe is also an old ductile iron pipe with similar problems. Mr. Nourse went on to say that the goal at this time is to start construction for the augmentation of Round Pond in 2021. He stated it will require a couple of dams. He stated the shoreline topography is fairly steep and the City will have to bring it up about 8 ft. Mr. Nourse stated it is believed that Rochester has flowage rights in the town of Barrington and that the City Attorney is looking into it.

**Berry River Watershed / Farmington Properties** - Mr. Nourse stated that he would also like to discuss the Berry River Watershed. He stated that there are about 8,000 acres in Barrington, Farmington, Rochester and Strafford. He stated that the water comes down from Blue Job down to Whaleback Pond to Tufts Pond. Mr. Nourse stated that 60 percent of watershed lands in New Hampshire are unprotected and as a department our staff is interested in protecting source water lands because Water Treatment actually begins at the source. He stated that the City of Rochester owns 4 land parcels in the Town of Farmington, which are associated with our watershed. He stated they include Tufts Pond and Whaleback Pond. Mr. Nourse said that these ponds take water from the watershed and send it to Rochester Reservoir and Round Pond Reservoir. Mr. Nourse displayed the current tax bill from Farmington on the monitor. He stated that previous to this tax year the property was taxed a total of \$250 and now is taxed approximately \$30,000. He stated that the Town of Farmington has changed the status of the property from "current use" to fair market value; which is a legitimate legal move through an existing statute, but now these properties are taxed the same as other buildable properties, which they are not. Mr. Nourse stated that although these are water front properties, they are in a protected watershed and they cannot be built on. Mr. Cox stated that there was a determination that it is not legal to have municipally owned properties in "current use". He stated that City Representatives approached the Town of Farmington to explore the use of a pilot program for taxes on the watershed and they did not want to participate. He stated it is being appealed to the BTLA for abatement and Staff is exploring placing the property into a conservation status in order to have it appraised differently which would reduce or eliminate the taxes. Mr. Nourse stated he brought this matter up now because any status change to the property must be mad by April 1, 2018. Mr. Nourse stated he is exploring the process of putting the land in conservation status. It has been discussed to donate the parcels to Southeast Land Trust (SELT) to preserve, and Rochester would have a conservation easement for them to manage the property to some degree. Mr. Nourse stated that the City is still discussing details to how and when this could be done with SELT. Councilor Torr asked how many acres do the 4 parcels in Farmington total.

Mr. Nourse said 124 acres. Councilor Keans asked where Farmington gets their water supply and would they want to use this water in the future. Mr. Nourse said they have wells and would not need this property in any way. He stated that he is surprised at how strong Farmington came on. He stated the City of Rochester has been a good neighbor to Farmington. Mr. Nourse noted that staff cleans the area, and maintains it nicely. He stated that there is passive recreation like hiking and geo caching and we allow all of that on our property. The land is not posted. He stated that staff schedules summer draw downs with Farmington to prohibit potential disturbances to their dug wells. Mr. Nourse stated the City puts out a bid for chemicals annually and has added Farmington to the bid in order to assist them with better pricing. Councilor Keans asked what would be in it for Farmington if they agreed to a pilot. Mr. Nourse stated that they would receive revenue. He stated that Barrington has a pilot with the City of Rochester without any issues. Councilor Keans asked if the land could be developed. Mr. Nourse said Whaleback could not as it is very wet but Tufts could be, but he doesn't see it being developed due to surrounding properties in conservation status. Councilor Varney mentioned shore land permitting that would likely rule out development. Councilor Varney asked if this could prohibit the project to increase the capacity of Round Pond. Mr. Nourse stated that it would not. Councilor Varney asked the total cost of the Round Pond Expansion Project. Mr. Nourse said it is approximately a five million dollar project. There was discussion regarding ground water development. Mr. Nourse stated that it does not seem like an option for Rochester at this time. Councilor Varney asked if the Round Pond Project would need funding in the FY19 CIP. Mr. Nourse stated that we currently have funding that should take us through permitting. He stated that there is \$500,000 in the FY20 CIP for design and 5.2 million in FY21 for construction. Councilor Varney asked if we were going to stop spending money on ground water development. Mr. Nourse stated that staff would look at that and advise the Council on the decision. Councilor Varney stated that he did not feel the City could do both Groundwater Development and raise the Round Pond water level. Councilor Hamann stated his take away from the discussion is no more wells and to preserve surface water sources and raise the level of Round Pond. Councilor Varney agreed and stated we shouldn't spend any more money than we have to on the groundwater exploration. Mr. Nourse agreed that the focus would be on the surface water augmentation.

4. **Congress Street Parking Lot/Downtown Lighting**-Mr. Nourse said the Congress Street parking lot was completed prior to 2009 and the lighting was never completed. The wiring was put in but not the lamps due to funding shortages. He stated that the underground wiring was completed. Mr. Nourse state that he is proposing the use of the approximately 40K surplus from the downtown lighting project funds and 30K proposed in the FY19 CIP to get these lamp posts installed. Mr. Nourse stated for \$70,000 the 7 decorative lamps could be installed. He stated that currently there are 2 existing cobra heads in the area and that one faces out to the street and one faces the parking lot. He

believes that these could be removed once the decorative ones are in. Councilor Keans asked if there is permitted parking there for the winter. Mr. Nourse stated yes. Councilor Torr asked how many parking spaces there were. Mr. Nourse said there were 35 spaces. Councilor Torr also asked how many apartments were there. Mr. Nourse said he wasn't sure. Councilor Torr asked if the parking lot was lit up at night. Mr. Nourse said it was not. Councilor Hamann asked if there was any crime near the parking lot. Mr. Nourse said at one time there was someone living on a mattress near the dumpster.

5. **Chestnut Hill Road-Drinking Water-**Mr. Nourse said back in December Lydall gave an explanation of the issue to this Committee. He stated there were two properties being discussed. One property was the only property tested that was above the limit for PFO's and was they were in negotiations for tying in to the City's water and the other property had previously refused to have testing but eventually had agreed to be tested and the results were pending. Mr. Nourse stated that those results are back and there were no violations so Lydall will contact the resident to let them know they will discontinue the delivery of bottled water.

- **NPDES Permitting-** Mr. Nourse stated there was a meeting with the Governor last Friday. He stated that the Rochester Mayor was there and the Great Bay Coalition members including Dover, Portsmouth, Rochester and the attorneys were present. Mr. Nourse stated that the Coalition felt this was the best meeting they had experience in seven years and he stated that the Governor was very interested in the situation and ready to assist communities. Mr. Nourse stated that Senate bill 450 (SB450) which is a bill that would put the delegation of authority to the State level instead of the Federal level, meaning that NHDES would be issuing the permits instead of USEPA. Mr. Nourse stated that 46 states have their own version of DES issuing permits and that, Massachusetts and Idaho are in the process of changing to the State authority and that leaves New Hampshire and New Mexico as the only states that would be regulated by the EPA. Mr. Nourse stated he thinks the Communities can partner better at state agency level and could better negotiate the permitting process based on the science and actual conditions within our communities. The alternative is to accept their limits and build 25 million dollars worth of infrastructure.

#### 6. **Project Updates**

**Colonial Pines -** Mr. Nourse said they brought in a new engineer that will be working on the design of this sewer project. He stated that the 12" line has made it under the Spaulding and there is a manhole structure on either side. Mr. Nourse stated that the next step for the spring is to run the pipe approximately 1,000 feet down Rail Road Avenue to tie into the existing line that runs to the Wastewater Plant. He stated that and would like modify the current construction contract to complete this work. Mr. Nourse displayed a preliminary design on the monitor which showed the project going in at Juniper up to Hillsdale and Lowell and picking up the cross streets along the way. Councilor Keans expressed concern for the most needed areas. Mr. Nourse stated that he has survey

results that do show those areas and he is looking at that data. He stated that we will be having a public meeting and hopes to gather additional information there.

**Strafford Square-**Mr. Nourse wrote a letter back in November to DOT for additional funds. He stated he requested 2.6 million dollars which is the estimated for the actual cost of the roundabout itself. He stated NHDOT proposed a compromise that would give us up to 1 million dollars more for the project. He further stated that this proposal will need to go to Governor and Council. Mr. Nourse stated he would like to see the underground utilities portion constructed this year but Fairport is really holding up the process. He advised that there will be a meeting with Fairpoint and their new engineer next month. Councilor Torr expressed concern for traffic issues. Mr. Nourse stated that there would be a detailed traffic plan. Councilor Torr asked when the project would likely start. Mr. Nourse stated once Fairpoint comes back and designs the changes the city can prepare the bid for the Utility Project. He stated he would like that to happen this construction season. Mr. Nourse stated the roundabout will be constructed the year following the utilities.

**Rochester Hill Tank Repair-** Mr. Nourse stated that He and Mr. Cox participated in the mediation process with Wright-Pierce and the contractors regarding the Rochester Hill Water Tank failure. He stated that it was successful mediation with a settlement in the goal amount.

**Other:**

**Snow Budget-** Councilor Keans asked about the snow budget. Mr. Nourse said there was an article in the paper and it was pretty accurate. The overtime is 59 percent expended. The material line for sand and salt is 50 percent expended. If this winter continues as it has been we will likely go over budget. Mr. Nourse stated that for the past six years there has only been one year that we were within budget.

**Crosswalks-** Councilor Varney asked about the crosswalks downtown. Mr. Nourse said that the plan is to restripe the downtown including crosswalks in the spring. He stated that the DPW has ordered the 37 crosswalk signs to be installed which include North Main Street and on near the Common on South Main. Councilor Keans said there are 3 crosswalks on South Main Street that she thought were of concern. Councilor Varney stated that he would like to see them go up as soon as possible.

**Granite State Business Park Lighting Project** – Councilor Varney asked the status of the project. Mr. Nourse stated he believe it was completed. Councilor Varney asked if we had painted it so that there was a walking lane. Mr. Nourse stated he would check on that.

**Norway Plains Road Development Street Acceptance -** Mr. Nourse stated that the City has received a letter requesting the next phase of this project for street acceptance. He stated that the deed has been submitted along with all testing data. Mr. Nourse had a display on the monitor showing that this acceptance was the second phase of the project. He stated we have accepted the roads in phase 1 and that the final phase 3 has yet to be

completed. Councilor Varney asked if this means they will get there toters for trash and recycling. Mr. Nourse stated yes, they would be part of the City's contract with acceptance. Mr. Nourse stated that the DWP will recommend acceptance for this portion of Millers Farm Lane and Range Way.

**Lighting at the Community Center-**Councilor Varney asked about the Community Center Renovations at the Community Center. He stated that we had authorized \$100,000 and there appears to be some work outstanding regarding the outside lighting.

**DPW Design-** Councilor Varney asked about the Public Works Building Design. Mr. Nourse said the engineers are preparing to solicit this project as a design build request for proposal (RFP). Councilor Varney asked when we would see the design. Mr. Fitzpatrick said we need to secure a location first.

**Tennis Court-**Councilor Torr asked about the tennis courts at the Community Center. Mr. Nourse said they would be completed around the tennis team's schedule.

**Potholes-** Councilor Varney asked about the potholes if DPW was keeping up with them.

*Chairman Torr made a motion to adjourn at 8:04 PM. Councilor Hamann seconded the motion. The motion passed unanimously.*

Minutes respectfully submitted by Laura Miller, Secretary II, Rochester DPW.

*The notice below was sent via email to City Council and Planning Board on Monday 1/22/2018:*

Hi Planning Board and City Council,

The NH State Liquor Store will be moving into the Ridge Marketplace. The new building is nearly complete and is the one located nearest to Wal-Mart.

Attached are images of the proposed Liquor Store signage. These signs do not meet our ordinances because they are too big, but variances can't be required because the State is exempt from local ordinances. HOWEVER, there is a law that allows the City (you all) to require the State to present their project in a public hearing so that the City's comments/requests can be heard. The value in these meetings is that sometimes the State will amend their proposed design so that it will be more in-line with what the City vocalizes as important.

We are alerting you to this matter because there is a billboard size sign proposed along Route 11, and based on past comments we've heard that this size sign may not be something you support. As some of you will remember, existing billboard sign that is currently along Route 11 in front of this development required a zoning variance and the ZBA granted the variance even though it was not widely supported by several City Councilor's or Planning Board members.

Attached to this email is a document showing five images of the proposed signage. The proposed double faced billboard sign is 19.7' long and 7' wide and will be 25' in the air; this sign will be in addition to the existing billboard sign. (For comparison the existing billboard is 24' long, 11' wide, and 30' tall).

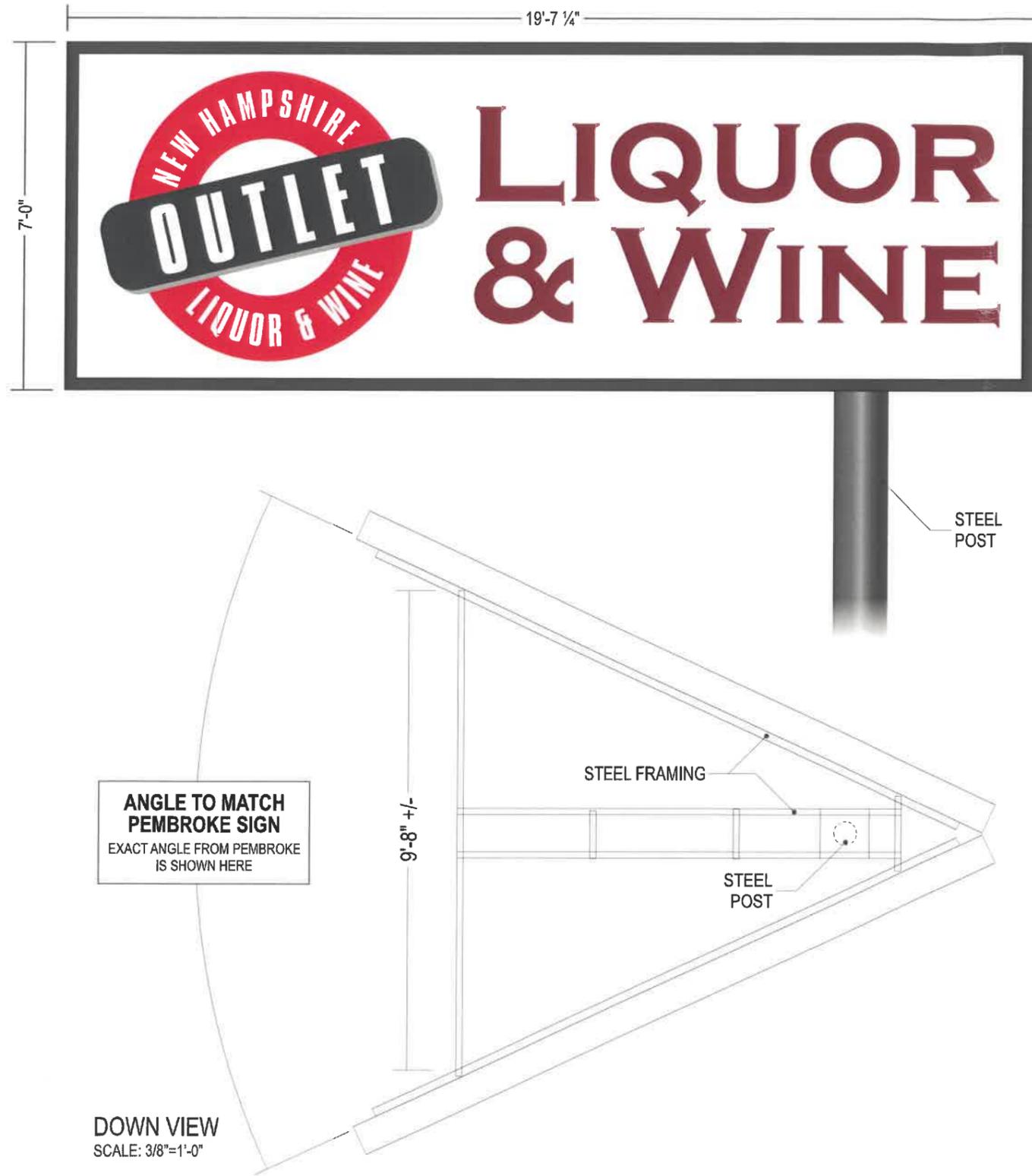
Think about this and let us know if you would like the State to come to the Planning Board to talk about their proposal and signs.

Thank you ,

Seth Creighton  
Chief Planner  
City of Rochester Planning & Development  
33 Wakefield Street  
Rochester, NH 03867  
603-335-1338 (Phone)

**ITEM C** - V-SHAPED PYLON SIGN W/ FLEX FACE CABINETS - MFG. DETAILS

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



Job Name: NH LIQUOR & WINE OUTLET		 <p>158 Greeley St., Hudson, NH 03051 (603) 882-2638 Fax (603) 882-7680 For Service: 800-227-5674</p>
Location: 92 FARMINGTON ROAD, ROCHESTER, NH 03867		
Design Specifications Accepted By:	Drawn By: JN	
Client:	Sales Rep: BARN	
Landlord:	PM: KH/RK Date: 11/10/17	
<b>PROJECT APPROVAL</b>		© COPYRIGHT 2017 THE BARLO GROUP
Design:	Date:	<small>THIS DESIGN CONCEPT IS THE PROPERTY OF THE BARLO GROUP. ALL PRODUCTION AND DUPLICATION RIGHTS ARE RESERVED BY THE BARLO GROUP. THIS PRINT IS DESIGNED FOR YOUR PERSONAL USE AND IS NOT TO BE USED OUTSIDE YOUR ORGANIZATION OR EXHIBITED IN ANY FASHION.</small>    
Engineering:	Date:	
Estimating:	Date:	
Sales:	Date:	
Production:	Date:	
Installation:	Date:	
File Name: NHLWO Rochester NH 171103288 11-14		
<b>B-17-11-03288</b>		SHEET: 3.1

JOB#:

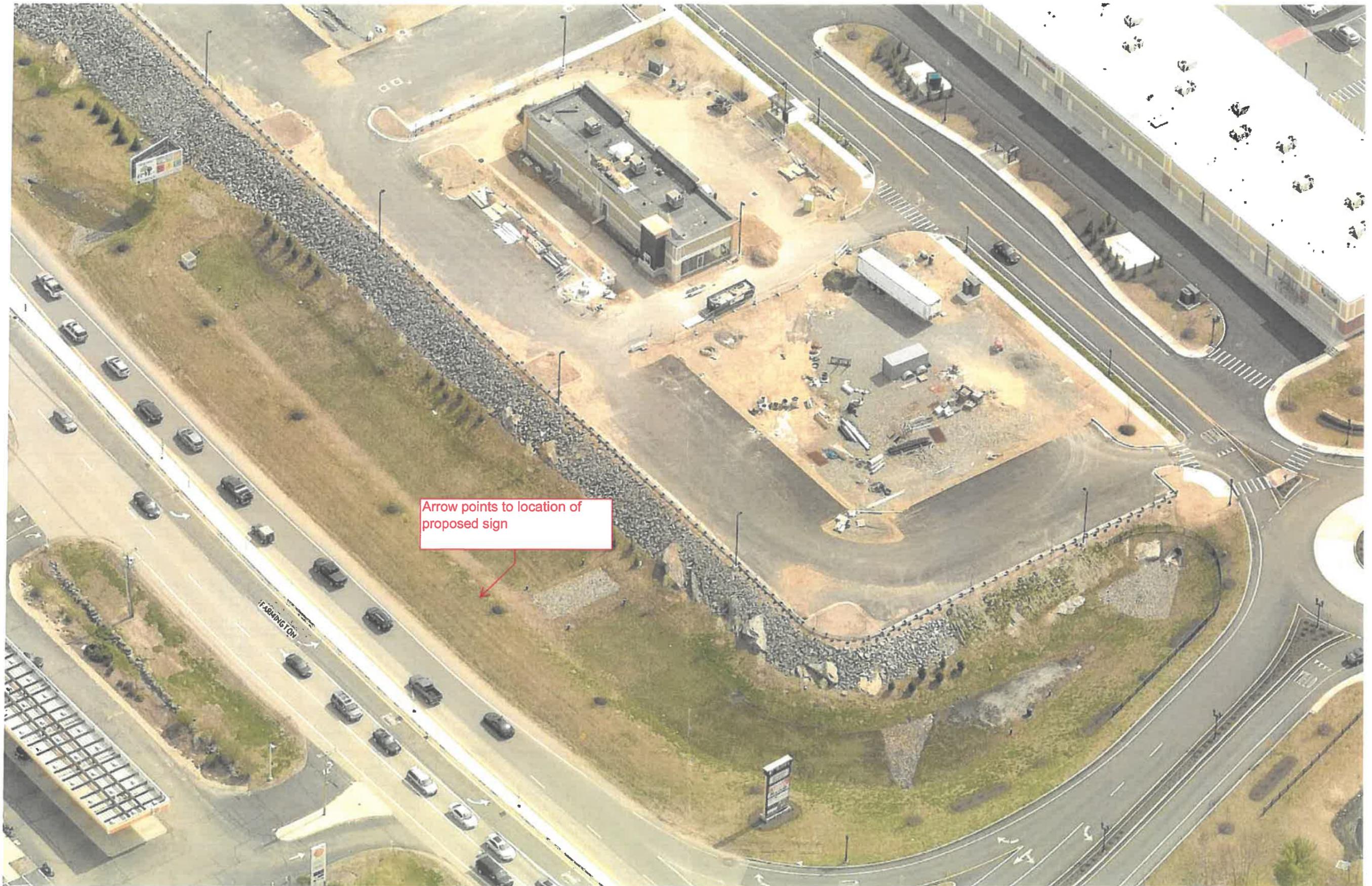
**ITEM C** - V-SHAPED PYLON SIGN W/ FLEX FACE CABINETS

APPROX. SCALE: 1/4"=1'-0"



PROPOSED

TENANT CABINET		
Colors - Fabrication	Colors - Copy	
Cabinet: PTM Black - BEA USED ON BACK OF SIGNS	Background: White	
Retainers: PTM Black		
Divider Bars: N/A	Copy: 3630-73 Dark Red	
Face: WHITE FLEX	3630-61 Slate Gray	
Back: MATTE BLACK BEA (PAINTING MAY BE REQUIRED)	3630-22 Black	
Lighting: White LED	3630-49 Burgundy	
SCOPE OF WORK		
Internally Lit Pylon Sign		
Overall Length: <b>19'-7 1/4"</b> Overall Height: <b>25'-0" +/-</b> Total Sq. Feet: <b>137.22</b>		
<b>MANUFACTURE &amp; INSTALL (2) S/F INTERNALLY LIT SIGN CABINETS WITH FLEX FACES &amp; STANDARD 3M TRANSLUCENT VINYL GRAPHICS.</b>		
THE CABINETS WILL BE MOUNTED TO A V-SHAPED STEEL FRAME THAT WILL BE ATTACHED TO A SINGLE STEEL POST.		
ALL FRAMING & MOUNTING HARDWARE TO BE PAINTED BLACK		
Job Name: NH LIQUOR & WINE OUTLET	 <p>158 Greeley St., Hudson, NH 03051 (603) 882-2638 Fax (603) 882-7680 For Service: 800-227-6674</p>	
Location: 92 FARMINGTON ROAD, ROCHESTER, NH 03867		
Design Specifications Accepted By:		Drawn By: JN
Client:		Sales Rep: BARN
Landlord:		PM: KH/RK Date: 11/10/17
PROJECT APPROVAL		
Design: _____ Date: _____	© COPYRIGHT 2017 THE BARLO GROUP THIS DESIGN CONCEPT IS THE PROPERTY OF THE BARLO GROUP. ALL PRODUCTION AND DUPLICATION RIGHTS ARE RESERVED BY THE BARLO GROUP. THIS PRINT IS DESIGNED FOR YOUR PERSONAL USE AND IS NOT TO BE USED OUTSIDE YOUR ORGANIZATION OR EXHIBITED IN ANY FASHION.  Underwriters Laboratories Inc.®	
Engineering: _____ Date: _____		
Estimating: _____ Date: _____		
Sales: _____ Date: _____		
Production: _____ Date: _____		
Installation: _____ Date: _____	File Name: NHLWO Rochester NH 171103288 11-14 <b>B-17-11-03288</b> SHEET: 3.0	



Arrow points to location of proposed sign

JOB#:

**ITEM A** - FACE-LIT LED CHANNEL LETTERS MOUNTED TO A ROOF

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

FONT: **Friz Quadrata**



1" OUTLINE

EXISTING SUPPORTS  
BY GC

3" MIN. STROKE

12 1/2" MAX. STROKE

HORIZONTAL SUPPORTS  
BY BARLO AS REQUIRED



PROPOSED - SCALE: 3/32"=1'-0"

TENANT CABINET	
Colors - Fabrication	Colors - Copy
Face: 7328 WHITE ACRYLIC	Face: WHITE
Returns: BLACK BEA	Outline: 1"
Trim: 1" BLACK	Vinyl: 3630-49 BURGUNDY
Back: WHITE BEA	
Lighting: WHITE LED	

SCOPE OF WORK		
Set of LED Lit Channel Letters	Cap 42"	LC 33 7/8" Stroke 3" & 12 1/2"
Overall Length: 89'-0"	Overall Height: 4'-4"	Total Sq. Feet: SEE DWG.

**MANUFACTURE & INSTALL** (1) SET OF LED LIT CHANNEL LETTERS WITH STANDARD 3M TRANSLUCENT VINYL GRAPHICS WITH HORIZONTAL FRAMING.

THE LETTER SET WILL BE MOUNTED TO THE EXISTING ROOF SUPPORTS PREVIOUSLY INSTALLED BY THE GC

Job Name: NH LIQUOR & WINE OUTLET	
Location: 92 FARMINGTON ROAD, ROCHESTER, NH 03867	
Design Specifications Accepted By:	Drawn By: JN
Client:	Sales Rep: BARN
Landlord:	PM: KH/RK
	Date: 11/10/17



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Design:	Date:	
Engineering:	Date:	
Estimating:	Date:	
Sales:	Date:	
Production:	Date:	
Installation:	Date:	

File Name: NHLWO Rochester NH 171103288 11-14

**B-17-11-03288**

SHEET: 1.0

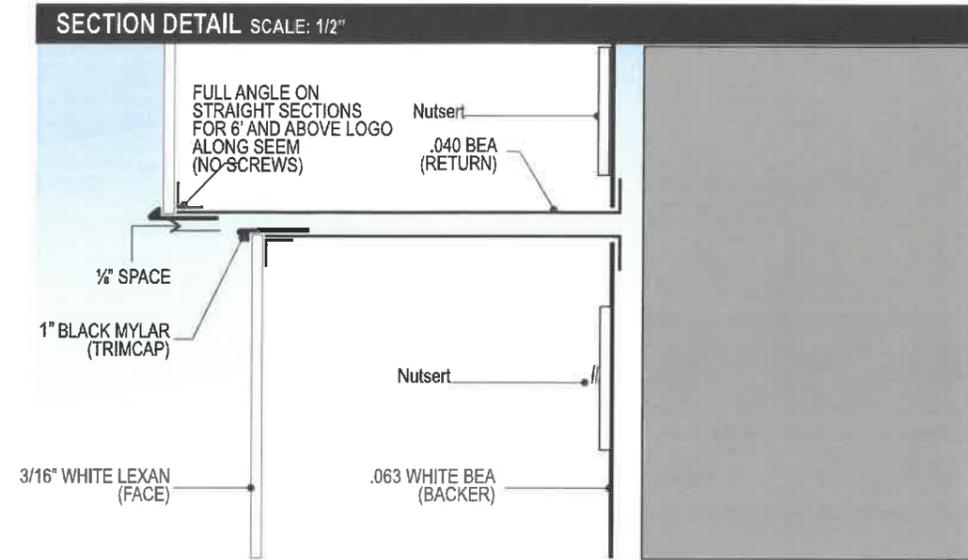
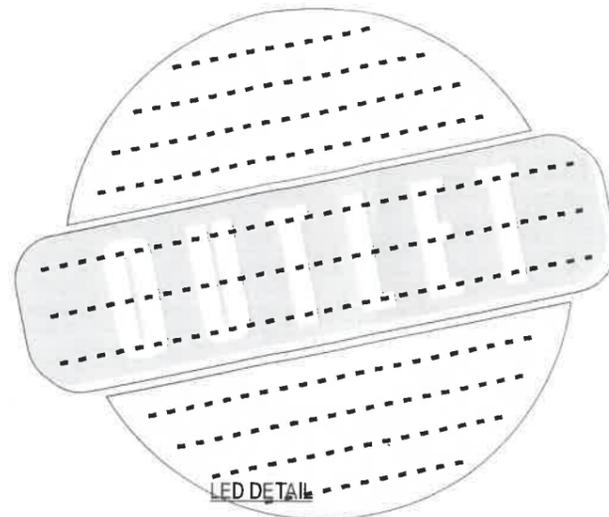
JOB#: \_\_\_\_\_

**ITEM B - FACE-LIT LED CHANNEL LOGO**

SCALE: 3/8"=1'-0"



**MOUNTING NOTE: INSTALL MIDDLE SECTION FIRST THEN TOP & BOTTOM LEAVING 1/8" CLEARANCE BETWEEN SECTIONS (NO SCREWS ALONG TRIMCAP IN CENTER SEAMS SEE SECTION DETAIL)**



TENANT CABINET	
Colors - Fabrication	Colors - Copy
Face: 7328 WHITE ACRYLIC	Face: WHITE
Returns: BLACK BEA	Outline: N/A
Trim: 1" BLACK	Vinyl: 3630-22 BLACK
Back: WHITE BEA	3630-73 DARK RED
Lighting: WHITE LED	3630-61 SLATE GRAY

SCOPE OF WORK		
Face-Lit LED Channel Logo		
Overall Length: 9'-6 3/4"	Overall Height: 8'-0"	Total Sq. Feet: 76.58

**MANUFACTURE & INSTALL (2) FACE-LIT CHANNEL LOGO'S WITH STANDARD 3M TRANSLUCENT VINYL GRAPHICS.**

THE LOGOS WILL BE BUILT IN 3 PIECES AND MOUNTED FLUSH TO THE WALL ON THE 2 SIDES OF THE ENTRANCE TOWERS, CENTERED TOP/BOTTOM, LEFT/RIGHT.



PROPOSED - SCALE: 1/8"=1'-0"

RETURNS  
NTS

Job Name: NH LIQUOR & WINE OUTLET	
Location: 92 FARMINGTON ROAD, ROCHESTER, NH 03867	
Design Specifications Accepted By:	Drawn By: JN
Client:	Sales Rep: BARN
Landlord:	PM: KH/RK
	Date: 11/10/17



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Design:	Date:	THIS DESIGN CONCEPT IS THE PROPERTY OF THE BARLO GROUP, ALL PRODUCTION AND DUPLICATION RIGHTS ARE RESERVED BY THE BARLO GROUP. THIS PRINT IS DESIGNED FOR YOUR PERSONAL USE AND IS NOT TO BE USED OUTSIDE YOUR ORGANIZATION OR EXHIBITED IN ANY FASHION.	
Engineering:	Date:	UL Underwriters Laboratories Inc.®	
Estimating:	Date:	TSSC UNITED STATES CANADA	
Sales:	Date:	File Name: NHLWO Rochester NH 171103288 11-14	
Production:	Date:	<b>B-17-11-03288</b>	
Installation:	Date:	SHEET: 2.0	

Amendment to Chapter 42 of the General Ordinances of the  
City of Rochester Regarding Dimensional Standards

**THE CITY OF ROCHESTER ORDAINS:**

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

**42.19 Dimensional Regulations**

**b. Dimensional Provisions.** General dimensional regulations and other regulations (as well as clarifications, notes, and references) specifically referenced to the tables follow.

- 8. Density Rings.** The density rings are shown on the Official City of Rochester's Zoning Map that is adopted as part of this Ordinance and only apply to multi-family dwellings/developments *not within the DC Zone*. The rings are as follows:

The minimum lot area per dwelling unit within a one (1) mile radius of the center of Rochester shall be 5,000 square feet. The minimum lot area per dwelling unit outside of the one (1) mile radius of the center of Rochester. Shall be 7,500 square feet.

The minimum lot area per dwelling unit within a one-half (1/2) mile radius of the center of Gonic and East Rochester, shall be 5,000 square feet. The minimum lot area per dwelling unit outside of the one-half (1/2) mile radius of the center of Gonic and East Rochester, shall be 7,500 square feet.

***For multi-family dwellings/developments within the DC Zone, the minimum lot per dwelling unit shall be 500 square feet.***

Any lot that is partially within the radius of a density ring shall be treated as if it were entirely within the radius of the density ring.

The effective date of these amendments shall be upon passage.

CC FY 18 12-05 AB 65

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City Clerk's Office

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**Resolution Accepting Donation to the Fire Department in the Amount of \$25.00 and authorizing increase in amount of money the Fire Department may accept in donations**

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

That a donation in the amount of Twenty-Five (\$25.00) to the Fire Department is hereby accepted and that the Fire Department budget line item #12020054 reflecting the maximum amount of donations to be accepted be increased to One Thousand Five Hundred Dollars (\$1,500.00).

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

**CC FY18 02-06 AB 81**



**City of Rochester Formal Council Meeting**

**AGENDA BILL**

**NOTE: Agenda Bills are due by 10 AM on the Monday the week before the City Council Meeting.**  
**AB 81**

AGENDA SUBJECT <b>Donation Acceptance and increase donation acceptance</b>
---

COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>
--

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

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

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

AGENDA DATE	<b>February 6, 2018</b>		
DEPT. HEAD SIGNATURE	Mark E. Klose, Fire Chief		
DATE SUBMITTED	January 18, 2018		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1	

**COMMITTEE SIGN-OFF**

COMMITTEE	
CHAIR PERSON	

**DEPARTMENT APPROVALS**

DEPUTY CITY MANAGER	
CITY MANAGER	

**FINANCE & BUDGET INFORMATION**

DIRECTOR OF FINANCE APPROVAL	
SOURCE OF FUNDS	<b>Donations</b>
ACCOUNT NUMBER	<b>12020054-58110</b>
AMOUNT	<b>\$1500.00</b>
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

**LEGAL AUTHORITY**

City Council
--------------

**SUMMARY STATEMENT**

A citizen made a \$25.00 donation to the fire department. The fire department has received the maximum amount of donations in line item 12020054 581100. All other donations must be approved by the City Council.

Increase the fire department acceptance of donations for the remainder of FY18 to \$1500.00 (12020054 581100)

**RECOMMENDED ACTION**

City Council approval to have Chief Klose to accept the \$25.00 donation and place funds in 12020054 581100 and increase the budget line 12020054 581100 to \$1500.00 for remainder of FY18



May your Christmas be filled with  
joy and special moments

Thank you so much for  
your help saving my house on  
Randall Rd, North Berwick, ME  
on Easter Sunday, April 16th !!  
God Bless You All!  
Sincerely,  
Gail James

GAIL M JAMES  
151 RANDALL RD  
N BERWICK, ME 03906

135  
54-7/114  
08

12/21/17  
Date

Pay to the Order of Rochester Fire Dept. \$ 25.00

Twenty - five Dollars



For \_\_\_\_\_

*James*



**Amendment to the City of Rochester's General Ordinances Relative to Chapter 17.34**  
**Entitled "Water Rate and Fee Schedule"**

**THE CITY OF ROCHESTER ORDAINS:**

I. That Chapter 17, Section 17.34 of the General Ordinances of the City of Rochester, entitled "Water Rate and Fee Schedule", be amended by deleting the portion of said ordinance entitled "Quarterly Water Rates" and by replacing such portion of the ordinance with the following:

**17.34 Water Rate and Fee Schedule**

Quarterly Water Rates

Residential Customers without exemption:	\$5.55	per 100 cu. ft. of water use
Residential Customers with exemption:	\$2.40	
Commercial and industrial customers:	\$5.55	

Unmetered Residential Customers:	
Per quarter per unit without exemption:	\$148.53
Per quarter per unit with exemption:	\$74.25

Minimum Fee:	
Per quarter per unit without exemption:	\$21.09
Per quarter per unit with exemption:	\$16.91

**II. That this ordinance amendment shall take effect on February 1, 2018**

CC FY 18 12-05 AB 63

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City Clerk's Office

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**Amendment to the City of Rochester's General Ordinances Relative to Chapter 16.25**  
**Entitled "Wastewater Rate and Fee Schedule"**

**THE CITY OF ROCHESTER ORDAINS:**

I. That Chapter 16, Section 16.25 of the General Ordinances of the City of Rochester, entitled "Wastewater Rate and Fee Schedule", be amended by deleting the portion of said ordinance entitled "Quarterly Wastewater Rates" and by replacing such portion of the ordinance with the following:

**16.25 Wastewater Rate and Fee Schedule**

Quarterly Wastewater Rates

Residential Customers without exemption:	\$6.75	per 100 cu. ft. of water use
Residential Customers with exemption:	\$4.49	per 100 cu. ft. of water use
Commercial and industrial customers:	\$6.75	per 100 cu. ft. of water use
High Volume Customer (I.e. customers using more than 5,000 units **monthly)	\$6.08	per 100 cu. ft. of water use

Unmetered Residential Customers:

Per quarter per unit without exemption:	\$215.91
Per quarter per unit with exemption:	\$107.94

Sewer-Metered Customers:	\$6.75	per 100 cu. Ft.
--------------------------	--------	-----------------

Minimum Fee:

Per quarter per unit without exemption:	\$32.28
Per quarter per unit with exemption:	\$25.70

Septage Discharge:	\$52.00	per 500 gal. or portion thereof
RV Septage Discharge:	\$15.00	flat fee
Graywater Disposal	\$28.00	per 2000 gal. or portion thereof

**II. That this ordinance amendment shall take effect on February 1, 2018**

CC FY 18 12-05 AB 64

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left blank...*

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City Clerk's Office

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**Resolution Deauthorizing FY 2006 Sign & Facade project in the amount of \$21,000.00 from the Economic Development Capital Improvements Plan**

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

That Twenty One Thousand Dollars (\$21,000.00) is hereby deauthorized from the FY 2006 Sign and Facade CIP account and that said account is hereby closed.

Further, that the Mayor and City Council hereby authorize the transfer of Twenty One Thousand Dollars (\$21,000.00) to the Economic Development 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.

**CC FY18 02-06 AB 83**



**City of Rochester Formal Council Meeting**

**AGENDA BILL**

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

CC FY 18 AB 83

AGENDA SUBJECT Downtown Sign & Facade Program
--

COUNCIL ACTION ITEM <input checked="" type="checkbox"/> INFORMATION ONLY <input type="checkbox"/>
--

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

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

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

AGENDA DATE	February 6, 2018	
DEPT. HEAD SIGNATURE	Karen Pollard, signature on file	
DATE SUBMITTED	January 26, 2018	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	<b>1</b>

**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**

--

**SUMMARY STATEMENT**

In FY 2005 the City created a Sign & Facade incentive program to encourage downtown businesses and building owners to make investments to improve the appearance of the Downtown Commercial District. After 13 years there remains \$21,000 in the CIP account. It is recommended that we close this account and put the funds back into the Economic Development Fund for use on future projects.

**RECOMMENDED ACTION**

Close the CIP account and move the \$21,000 into the Economic Development 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

Fund Type:              Lapsing               Non-Lapsing

**Deauthorization**

	Org #	Object #	Project #	Fed Amount \$	State Amount \$	Local Amount \$
1			CIP - Sign & Facade	-	-	21,000
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

**Resolution Authorizing the Release of City Held Easement over 24 Stonewall Drive,  
Rochester, New Hampshire**

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, do hereby authorize the release of a Fifty (50) foot wide easement over 24 Stonewall Road, Rochester, New Hampshire as shown on the "Lot Line Revision Plan, Pray Street/Stonewall Road, Rochester, NH for Gregory E. Pray," recorded at the Stafford County Registry of Deeds at Plan 81-65.

Further, the City Manager is authorized to execute any and all documents necessary to affect the purpose of this Resolution.

CC FY18 11-08 AB 56



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

September 15, 2017

David Lawrence  
22 Stonewall Dr  
Rochester, NH 03868

Re: Easement on 24 Stonewall Dr, Map-Lot 223-11

Mr. Lawrence,

You recently inquired about what it would take to extinguish a 50' City easement from your property at 24 Stonewall Drive, Map-Lot 223-11.

As you and I discussed, the 50' easement on Map-Lot 223-11 was intended to provide the City with an area to construct/extend a City road in the event that the abutting parcel was developed, so that the existing neighborhood that your house is part of would be connected to the proposed neighborhood.

In the early 2000's the abutting parcel did in fact propose and acquire approval for subdivision (Great Woods subdivision) and a new road network; however, through the public hearing process the Planning Board decided that it would not require a vehicular connection from Great Woods to the easement on lot 223-13, but instead would require a much narrower 18' wide pedestrian access. The Great Woods Subdivision is now vested and can build out as approved. the City has no right, less eminent domain, to require the pedestrian easement area to be widened to accommodate vehicles.

In my research I have not found any Planning Board related jurisdiction that would prevent this easement from being extinguished. I have also spoken with Department of Public Works and they do not believe there are any utilities (except perhaps for a typical water/sewer stub) located within this easement area. I've also talked the owner of the Great Woods subdivision and he does not oppose the extinguishment or reconfiguration of the 50' easement on your property, of which his pedestrian path area will connect to.

The short answer, from a Planning Department perspective, is that there is little-to-no value in the City maintaining a 50' easement across your property. If the City Council agrees the easement could be extinguished completely, or redefined/resized/relocated to provide for a pedestrian only connection between the neighborhood you live in and the Great Woods neighborhood.

With all that being said, your next step is to write a letter to the City Manager presenting your request. He will review your request and determine which board/committee to send this to for review and action. You are more than welcome to include a copy of this letter when you submit to Mr. Fitzpatrick.

Here is the contact information for the City Manager: *Daniel Fitzpatrick, City Manager, City of Rochester, 31 Wakefield Street, Rochester, NH 03867.*

Sincerely,

Seth Creighton, Chief Planner



- Legend**
- 50' Easement on Map 223 Lot 11
  - 18' Right of Way from Great Woods
  - Parcel Boundary




Date: 10/25/2017  
 Author: DC - DPM, Rochester  
 Source: HMRANIT, City of Rochester

Stonewall Drive and  
 Great Woods Subdivision  
 Rochester, NH

*★ The not-yet-built portion of road at Great Woods is scheduled to be under construction late 2017/early 2018.*



24 Stonewall Drive (223-11) shown in yellow highlight

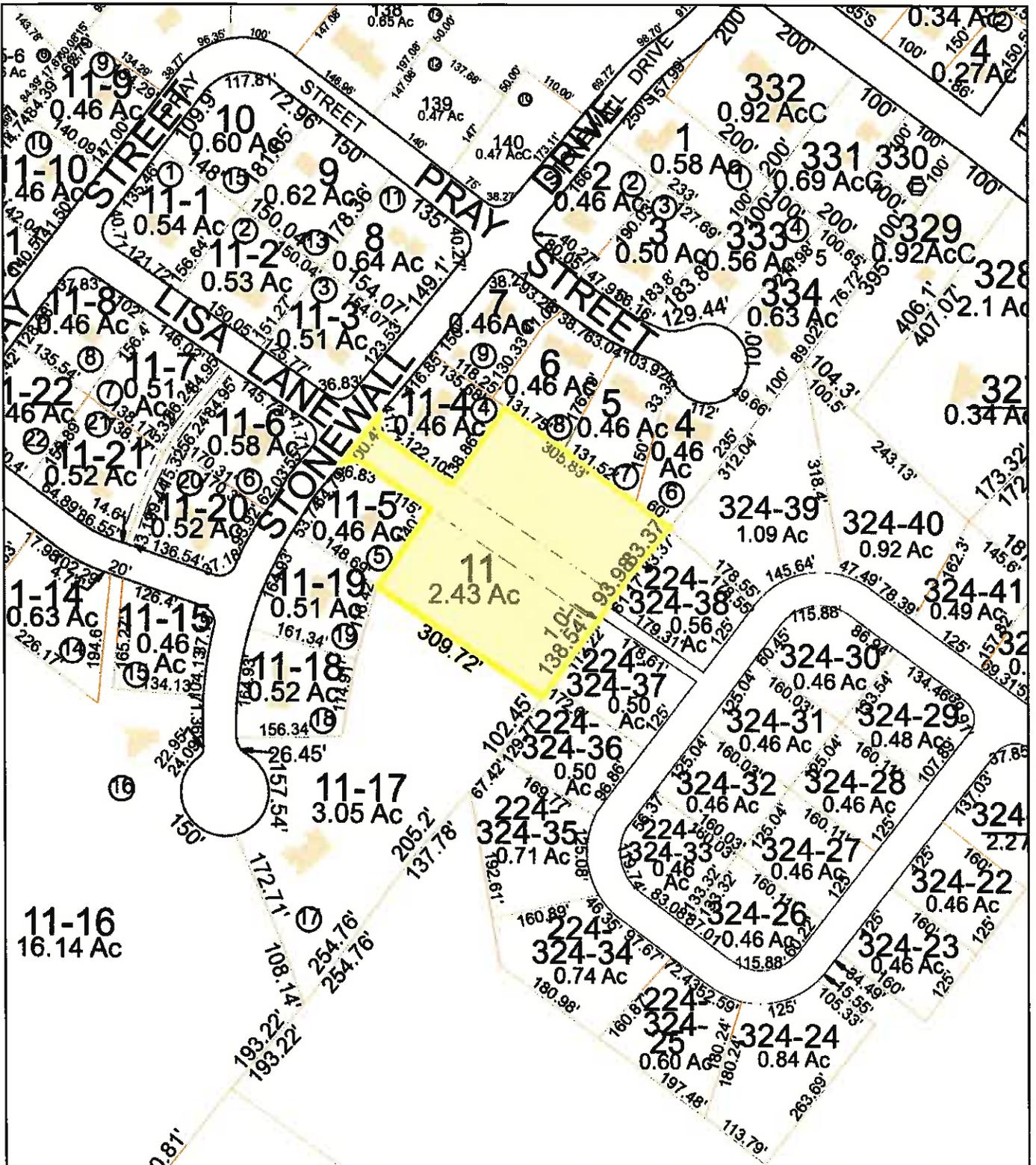
Rochester, NH



October 25, 2017

1 inch = 200 Feet

www.cai-tech.com



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

WILLIAM R. HARBRON, Ed.D.  
 Superintendent of Schools  
[w.harbron@dover.k12.nh.us](mailto:w.harbron@dover.k12.nh.us)

LIBBY SIMMONS  
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[l.simmons@dover.k12.nh.us](mailto:l.simmons@dover.k12.nh.us)



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PAULA GLYNN  
 Director of Curriculum, Instruction and  
 Assessment  
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**THE DOVER SCHOOL DISTRICT**  
 SCHOOL ADMINISTRATIVE UNIT #11  
 McCONNELL CENTER  
 61 LOCUST STREET SUITE 409  
 DOVER, NEW HAMPSHIRE 03820-4132  
 TEL (603) 516-6800  
 FAX (603) 516-6809

JEFFREY E. MYERS  
 Director of Technology  
[j.myers@dover.k12.nh.us](mailto:j.myers@dover.k12.nh.us)

November 7, 2017

Honorable Members of the House Education Committee:

On November 6, 2017, the Dover City Council and the Dover School Board met in a Joint Fiscal meeting to review and discuss SB 193. The City of Dover is strong proponent of adequate funding of New Hampshire’s public schools and based on this position, voted unanimously to opposed SB 193.

The charge of a public school system is to develop highly educated citizens. The passing of this bill promotes the privatization of education and could lessen the philosophical purpose of public education. Public schools also are tasked with educating and annually assessing students. Unlike public schools, SB 193 does not hold potential educational providers to any form of standard or accountability.

The State of New Hampshire continues to struggle with the ability to provide the essential resources to adequately fund public education, yet the passage and funding of SB 193 makes funding a voucher system a higher priority than adequately funding public schools. Any legislation proposing to reduce the state funding to our public school jeopardizes the system and places a higher burden on municipalities.

It is estimated that the Dover School District could lose between \$142,824 to \$714,122. The loss of funding will result in the elimination of positions in the schools, reduction in programs and services, and an increase in the ever-growing tax rate.

Providing a quality public education for all children of the State of New Hampshire is crucial to the success of our state. We respectfully request SB 193 not proceed out of committee.

Respectfully,

Amanda Russell  
 Dover School Board Chairperson

Karen Weston  
 City of Dover Mayor

**Voucher Adoption Rate Necessary for District to Lose Full Amount of State Aid in Year 1**

<b>District</b>	<b>Year 1 Projected Enrollment<sup>1</sup></b>	<b>% FRL<sup>2</sup></b>	<b>Eligible Population<sup>3</sup></b>	<b>2017 Appropriations<sup>4</sup></b>	<b>1/4 of 1%<sup>5</sup></b>	<b># Students<sup>6</sup></b>	<b>Adoption Rate<sup>7</sup></b>
Manchester	13,626	56.8%	7,737	\$172,803,505	\$432,009	80	1.03%
Franklin	1,039	58.7%	610	\$16,840,308	\$42,101	8	1.31%
Rochester	4,215	46.3%	1,952	\$65,978,020	\$164,945	31	1.59%
Nashua	11,016	42.5%	4,684	\$162,955,201	\$407,388	75	1.60%
Laconia	1,959	57.2%	1,120	\$38,875,046	\$97,188	18	1.61%
Somersworth	1,549	46.6%	721	\$25,725,172	\$64,313	12	1.66%
Northumberland	346	50.8%	176	\$6,021,159	\$15,053	3	1.70%
Berlin	1,159	54.7%	634	\$22,005,419	\$55,014	11	1.74%
Newport	1,035	50.0%	518	\$17,970,087	\$44,925	9	1.74%
White Mountains Regional	1,142	46.5%	531	\$21,464,687	\$53,662	10	1.88%
Claremont	1,760	50.8%	894	\$35,342,096	\$88,355	17	1.90%
Farmington	841	48.4%	407	\$16,217,471	\$40,544	8	1.97%
Pittsfield	578	52.7%	305	\$11,535,763	\$28,839	6	1.97%
Lisbon Regional	333	45.3%	151	\$6,153,653	\$15,384	3	1.99%
Plymouth	421	47.6%	200	\$8,188,321	\$20,471	4	2.00%
Seabrook	745	46.2%	344	\$14,077,440	\$35,194	7	2.03%
Winchester	437	67.2%	294	\$11,463,561	\$28,659	6	2.04%
Thornton	195	47.3%	92	\$4,333,454	\$10,834	2	2.17%
Newfound Area	1,241	39.8%	494	\$23,900,626	\$59,752	11	2.23%
Ashland	159	52.9%	84	\$3,394,031	\$8,485	2	2.38%
Campton	303	41.5%	126	\$6,296,767	\$15,742	3	2.38%
Concord	4,587	36.5%	1,672	\$85,473,497	\$213,684	40	2.39%
Shaker Regional	1,312	34.5%	452	\$22,786,890	\$56,967	11	2.43%
Mascenic Regional	1,056	34.8%	367	\$19,075,303	\$47,688	9	2.45%
Monadnock Regional	1,635	39.6%	647	\$33,367,862	\$83,420	16	2.47%
Dover	3,954	30.3%	1,197	\$63,317,505	\$158,294	30	2.51%
Fall Mountain Regional	1,541	38.0%	585	\$31,106,299	\$77,766	15	2.56%
Winnisquam Regional	1,421	35.5%	504	\$27,483,635	\$68,709	13	2.58%
Colebrook	333	46.5%	155	\$8,454,317	\$21,136	4	2.58%
Littleton	693	44.5%	308	\$16,719,045	\$41,798	8	2.60%
Merrimack Valley	2,442	29.7%	726	\$40,031,166	\$100,078	19	2.62%
Milton	511	37.5%	191	\$10,568,758	\$26,422	5	2.62%
Hillsboro-Deering Cooperative	1,157	39.3%	455	\$24,818,244	\$62,046	12	2.64%
Bethlehem	172	43.5%	75	\$3,354,986	\$8,387	2	2.67%

<b>District</b>	<b>Year 1 Projected Enrollment<sup>1</sup></b>	<b>% FRL<sup>2</sup></b>	<b>Eligible Population<sup>3</sup></b>	<b>2017 Appropriations<sup>4</sup></b>	<b>1/4 of 1%<sup>5</sup></b>	<b># Students<sup>6</sup></b>	<b>Adoption Rate<sup>7</sup></b>
Wakefield	428	43.8%	187	\$9,792,689	\$24,482	5	2.67%
Haverhill Cooperative	659	39.5%	260	\$15,029,186	\$37,573	7	2.69%
Wentworth	58	61.5%	36	\$1,571,826	\$3,930	1	2.78%
Conway	1,765	39.3%	694	\$41,743,709	\$104,359	20	2.88%
Keene	3,270	33.2%	1,085	\$67,652,106	\$169,130	32	2.95%
Governor Wentworth Regional	2,371	34.3%	813	\$50,981,395	\$127,453	24	2.95%

*Figures not adjusted for inflation*

<sup>1</sup> Projected enrollment reflects district numbers as reported in school year 2016-2017 adjusted for expected future growth (based on average enrollment changes over past 3 years divided by 3 to reflect state projections for a decline in rate of change in school age populations)

<sup>2</sup> % of Students eligible for Free and Reduced Price Lunch (household income <185% of the federal poverty line)

<sup>3</sup> Projected enrollment multiplied by % FRL (proxy for voucher eligibility)

<sup>4</sup> 2017 appropriations most recent available

<sup>5</sup> The amount of state aid districts can lose without receiving scholarship stabilization grants

<sup>6</sup> The number of students that if they select a voucher, will result in a district losing the full ¼ of 1% worth of 2017 appropriations in terms of state aid (based on per pupil amount of state aid of \$5,454)

<sup>7</sup> Minimum adoption rate necessary for district to lose full ¼ of 1% worth of 2017 appropriations in year 1

# By the Numbers: Support and Opposition for SB 193 at House Finance

January 25, 2018



We have received a lot of inquiries about the landscape of support and opposition for SB 193, the statewide voucher bill. With that in mind, we took a look at engagement around the bill at the public hearing in House Finance on January 16, 2018. Over 200 people came out to testify at the hearing. Here are the details:

## **In Person and Written Testimony**

62 people registered to speak or submitted written testimony during the five hour hearing. Of those, 15 expressed their support of SB 193 and 49 stated their opposition.

## **Those in support:**

- Bill sponsor Senator John Reagan (District 17)
- 2 State Representatives (Glenn Cordelli, Carroll-4; Al Baldasaro, Rockingham-5)
- Americans for Prosperity NH, a conservative political advocacy group that advocates for limited government
- Josiah Bartlett Center for Public Policy, a free-market think tank based in New Hampshire
- Children's Scholarship Fund, the organization that administers New Hampshire's Education Tax Credit Scholarship Program, and the only organization currently qualified to administer the education savings accounts under SB 193 (should it be enacted into law)
- Ed Choice, a national organization that supports school choice initiatives in states
- The Granite Institute, a research organization that advocates for school choice
- 6 testified as individual citizens in favor of SB 193

#### **Those in opposition:**

- Manchester Mayor Joyce Craig
- 6 School board members (from Mascenic, Hillsboro Deering, Manchester, Kearsarge Regional, Dover, and, Henniker School Boards)
- 6 School administrators and Superintendents (from Claremont, Hampton, Manchester, Monadnock Regional, and Shaker Regional School Districts)
- Community Crossroads, an organization that provides services to individuals with developmental disabilities and their families
- ABLE NH, an organization that advocates for the civil rights of individuals with disabilities and their families
- American Civil Liberties Union (ACLU)
- New Hampshire Association of School Principals
- New Hampshire Special Education Administrators Association
- New Hampshire School Boards Association
- AFT-NH
- Nashua Teachers' Union
- 2 State Representatives (Mel Myler, Merrimack-10; Timothy Horrigan, Strafford-6)
- 27 testified as individual citizens in opposition to SB 193

Reaching Higher NH also provided comments, but did not register in support or against SB 193. Policy Director, Dan Vallone, presented a fiscal analysis of the bill as amended.

### **Present But Not Speaking**

Many attendees formally registered an opinion on SB 193 without providing testimony. Out of the 154 people who did so, 122 opposed SB 193 and 34 were in favor.

### **Those in opposition (122 total):**

- Five school board members (from Franklin, Merrimack Valley, Allenstown, Mascenic, and Concord School Boards)
- Five school administrators and Superintendents (from Laconia, Gilmanton, Franklin, and Alton School Districts)
- Community Support Network, Inc., an organization that provides services to individuals with developmental disabilities and acquired brain injury
- NEA-NH, New Hampshire's State Teachers Association
- AFL-CIO of NH, a union of labor and state workers
- League of Women Voters
- American Friends Service Committee in New Hampshire, an organization that advocates for a peace and justice movement
- Rights and Democracy of NH (RAD NH), an organization that advocates for healthy communities and the advancement of rights
- 21 State Representatives (Wayne Burton, Strafford-06; Casey Conley, Strafford-13; David Doherty, Merrimack-20; Debra Altschiller, Rockingham-19; Mary Heath, Hillsborough-14; Mary Stuart Gile, Merrimack-21; Linda Tanner, Sullivan-9; Joelle Martin, Hillsborough-23; Connie Van Houten, Hillsborough-45; Minority Leader Steve Shurtleff; Shannon Chandley, Hillsborough-22; Richard McNamara, Hillsborough-38; Karen Ebel, Merrimack-5; Latha Mangipudi, Hillsborough-35; Christy Bartlett, Merrimack-19; Joseph Guthrie, Rockingham-13; Carol Roberts, Hillsborough-4; Patricia Higgins, Grafton-12; Polly Kent Campion, Grafton-12; Tamara Le, Rockingham-31; Ivy Vann, Hillsborough-24)
- 80 Individual citizens registered their opposition

### **Those in support (32 total):**

- Governor Chris Sununu
- House Majority Leader Dick Hinch
- 15 State Representatives (Jeanine Notter, Hillsborough-21; Josh Moore, Merrimack-21; Kevin Verville, Rockingham-2; Lon Turcotte, Strafford-4; Mike Sylvia, Belknap-6; Sean Morrison, Rock-9; Tom Kaczynski, Strafford-22; Werner Horn, Merrimack-21; Ed Comeau, Carroll-5; Greg Hill, Merrimack-3; JR Hoell, Merrimack 23; Caroletta Alicea, Merrimack-8; Chris True, Rockingham-4; Lisa Freeman, Hillsborough-12; Brendon Phinney Strafford-24)
- Cornerstone Action, a New Hampshire-based advocacy organization dedicated to furthering religious freedom and Judeo-Christian values
- Americans for Prosperity NH, a conservative political advocacy group that advocates for limited government
- Diocese of Manchester
- School Choice for New Hampshire
- 9 Individual citizens registered their support

*Correction: an earlier version of this post incorrectly stated Representative Brandon Phinney of Rochester and Representative Ivy Vann of Peterborough's positions on the bill. The post has been updated to reflect Rep Phinney's statement in favor and Ivy Vann's opposition to SB193.*

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# Concord Monitor: Big problem with SB 193 is that it's unconstitutional

January 17, 2018



**The Concord Monitor Editorial Board published this editorial on the constitutionality of SB 193, the bill that would create a statewide voucher system:**

The federal Constitution's ban on public support of sectarian education under the Establishment Clause suffers from wrong-headed U.S. Supreme Court decisions – more about that later. The New Hampshire Constitution even more explicitly bars the transfer, directly or indirectly, of taxpayer money to religion-based institutions. The state attorney general's office, however, seems to be confused by the bill.

State efforts to direct public funds to private schools, including religious schools, are being promoted nationally by school choice advocacy organizations. Their campaign gathered steam after a 2002 U.S. Supreme Court decision that, by a 5-4 majority, ruled constitutional a Cleveland, Ohio, school voucher program that directed public money to religious schools. That decision was wrong, as Supreme Court Justice David Souter of New Hampshire wrote in the minority's dissent.

"Religious teaching at taxpayer expense simply cannot be cordoned from taxpayer politics, and every major religion currently espouses social positions that provoke intense opposition. Not all taxpaying Protestant citizens, for example, will be content to underwrite the teaching of the Roman Catholic Church condemning the death penalty. Nor will all of America's Muslims acquiesce in paying for the endorsement of the religious Zionism taught in many religious Jewish schools, which combines 'a nationalistic sentiment' in support of Israel with a 'deeply religious' element. Nor will every secular taxpayer be content to support Muslim views on differential treatment of the sexes, or, for that matter, to fund the espousal of a wife's obligation of obedience to her husband, presumably taught in any schools adopting the articles of faith of the Southern Baptist Convention. Views like these, and innumerable others, have been safe in the sectarian pulpits and classrooms of this Nation not only because the Free Exercise Clause protects them directly, but because the ban on supporting religious establishment has protected free exercise, by keeping it relatively private. With the arrival of vouchers in religious schools, that privacy will go, and along with it will go confidence that religious disagreement will stay moderate."

...[P]assage of SB 193 could bring about what Justice Souter feared, a society that mixed political debate with religious strife at the expense of its children's education. Senators and Gov. Sununu: Reject this bill for the good of the state, the Constitution and public education.

**Source: Editorial: Big problem with SB 193 is that its unconstitutional | Concord Monitor**

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# Analysis finds that SB 193 may disadvantage students with disabilities

December 21, 2017



Reaching Higher New Hampshire, a nonpartisan education policy nonprofit, released an analysis of SB 193, a bill to create a statewide education savings account (ESA or voucher) program, that finds the program could place students with disabilities at a disadvantage relative to their peers who are not considered to have a disability. The

analysis focuses on New Hampshire data showing that students with disabilities, as defined by the Individuals with Disabilities Education Act (IDEA), constitute a much smaller fraction of private school enrollment than is the case with public school enrollment.

"The data show a stark disparity in terms of private school enrollment between students with disabilities and their peers," said Dan Vallone, Reaching Higher's Policy Director. "The magnitude and persistence of the disparities in enrollment raise questions about the structural factors that account for those disparities and also about how SB 193 could put those students at disadvantage."

Key findings include:

- Overall around **8%** of New Hampshire's students attend private school; however, **less than 1%** of students with disabilities are parentally-placed in private schools; and
- Students with disabilities make up around **15%** of the public-school population for grades 1-12 (~ages 6-21); however, students with disabilities (ages 6-21) who are parentally-placed in private schools, constitute only around **1%** of the private school population in New Hampshire.

The analysis draws on data submitted by the New Hampshire Department of Education to the US Department of Education as required under IDEA, Part B, Section 618, as well as enrollment data published by the New Hampshire Department of Education. Under Part B, Section 618 of IDEA, states are required to report (among other things) the number and educational environments of children ages 3-5 and students ages 6-21 with disabilities as identified on an annual basis.

"The data underscores the fact that when it comes to special education, the differences between public schools and private schools are vast and complex and should be fully considered in the context of SB 193," Vallone continued.

SB 193 includes a provision that says participating in the program has the same effect as parental-placement under IDEA. Parental-placement refers to situations where students are enrolled by their parents or guardians in private school and basic education is paid through private resources. This is distinct from situations where a school district, in consultation with parents / guardians and a student's Individualized Education Program (IEP) team, enrolls a student in a private school and the school district pays the educational expenses. In situations of parental-placement, students and families waive the majority of civil rights protections and potential services provided by IDEA.

The analysis comes on the heels of the release of two major national reports relative to special education. On December 7, the US Department of Education released a FAQ document describing the major impacts of the March 2017 Supreme Court Case, *Endrew F. v. Douglas County School District (Endrew F.)*. The FAQ explains how *Endrew F.* clarified school districts' obligations to provide a free, appropriate public education (FAPE) under IDEA. On November 30, the US Government Accountability Office (GAO)

released an analysis of private school choice programs (comparable to SB 193) across the country. The GAO found that participants in private school choice programs may not always be aware of the changes in how special education is treated under parental-placement. The GAO recommended that Congress require states to notify parents and guardians about changes in federal special education provisions under parental-placement.

See the full analysis here.

# Reaching Higher NH Analysis on SB 193 finds Disproportionate Impact on Cities and Property-Poor Districts

December 6, 2017





Reaching Higher NH held a public information session this morning to present their analysis of SB 193, a bill that would create a statewide voucher program through education freedom savings accounts. The bill passed the Senate in the spring of 2017 and the House will vote on an amended version in January 2018. The bill is highly consequential. Over 60 people were in attendance, including several NH State Representatives, public school administrators, special education professionals, parents and community members.

There are several aspects of the amendment, including eligibility criteria and stabilization grants, that would have substantial implications, financial, academic, and otherwise.

Reaching Higher NH used publicly available data to project the impacts on districts and the state. Key findings included:

- **70% of the students who would be eligible for the voucher come from the comparatively property-poor communities** that would be most impacted by any loss in state funding.
- The stabilization grants intended to protect these districts from catastrophic funding losses would **cost the state at least \$31 million in new spending over the next 5 years.**
- **In the first year, districts are set to lose around \$5.8 million in state aid – a projection that factors in the bill’s stabilization grants.** Manchester, for example, will lose about \$430,000 in state aid if just 1% of eligible students select a voucher. For Nashua, that would be a \$407,000 loss.
- **Students with disabilities waive their rights under federal and state disability laws,** including the right to an IEP, the right to services, and the right to a free and appropriate education in the least restrictive environment.

## Background

SB 193 allows eligible families to receive 95% of the state funding (about \$3,600 per student plus differentiated aid) in the form of an education freedom savings account, or voucher. The funds can be used for private and religious school tuition, homeschooling costs, tutoring, and other education-related expenses. The original bill passed the Senate in the Spring of 2017, and the House Education Committee studied the bill over the summer, eventually voting ought-to-pass on an amended version in November.

### **Eligibility Requirements**

The original bill allowed any New Hampshire student between the ages of 5 and 20 to apply for a voucher. The House amended the bill to include eligibility requirements: students must either come from households earning less than 300% of the Federal Poverty Line (\$73,800 for a family of four), have an Individualized Education Plan (IEP), attend a poor-performing school, or have an application for a tax credit scholarship that has gone unfunded.

Reaching Higher NH's analysis found that the largest pool of eligible students will likely be those from households who earn less than 300% of the Federal Poverty Line. This means that about 70% of eligible students will come from communities that are extremely vulnerable to fluctuations in state aid and enrollment. These communities depend on dollars raised through local taxes and state funding due to lower-than-average equalized valuation per pupil (lower-than-average property valuations, meaning a lower ability to raise property tax funds). For example, a reduction in state aid in Franklin has a more discernible impact on their local budget than a reduction in state aid in Rye.

### **Stabilization Grants**

The House Education Committee determined that the program would cost districts millions in state funding, which would ultimately raise local taxes. To help minimize the impact to local school budgets, the Committee included "stabilization grants" to ease the burden. If a district loses more than 1/4 of 1% of their prior year appropriations from students leaving the district, the state will provide a grant to the district to make up the remaining loss.

Reaching Higher NH's analysis found that if 3% of eligible students select a voucher, the state will need to raise and appropriate about \$31 million in additional funding over the next five years to pay for the grants. Note that the allocation of the funds is not in the bill—the state legislature would have to appropriate the money during budget time. For the purposes of this analysis, Reaching Higher restricted eligibility to students who receive free or reduced price lunch (FRL), a federal program available to students from households who earn less than 185% of the federal poverty level, as there is publicly-available data at the school district level for these populations. As a result, however, the \$31 million should be considered a conservative, minimum estimate of impact.

### **Special Education**

The bill states that when a family accepts an education freedom savings account, they waive their rights under most federal and state disability laws, including the Individuals with Disabilities Education Act (IDEA). State and federal laws require that schools provide students with disabilities the services and supports they need to receive a free, appropriate public education in the least restrictive environment at no cost to the family. This could mean anything from the support of a paraprofessional in the classroom, to hearing assisted devices. Families are guaranteed certain rights, including the right to be present in an IEP meeting or the right for their child to be evaluated by a certified professional.

When a child accepts an education freedom savings account under the bill, these protections are waived. Students receive a service plan that outlines supports the local public school will make available to the student. Services are not required to be individually tailored to the student, and families are not guaranteed input regarding the services and supports provided. When the funding for the service plan runs out, the school is not obligated to continue to provide support, even if the school year is still in session.

### **Academic Accountability**

SB 193 contains accountability requirements that appear to be in contradiction with each other. The bill seems to compel any student who selects a voucher to take the annual statewide assessment (as defined in RSA 193-C:6). However, the bill also

contains language indicating that the accountability requirements for vouchers students could be satisfied with an annual portfolio review and one other measurement tool agreed upon by the parents, the Commissioner of Education, resident superintendent, or private school principal. This issue complicates efforts to assess related potential academic impacts.

Where students selecting a voucher are required to take the annual statewide assessment, shareholders are able to evaluate and compare academic results to ensure students are realizing their learning goals. This is not the case when such a statewide assessment is not used.

### **Public Oversight**

Reaching Higher estimates that if 3% of eligible students select a voucher, scholarship organizations will receive over \$375,000 in state money every year (scholarship organizations keep 5% of the per pupil adequacy amount associated with each voucher student). The amended bill calls for an eight-member oversight commission, which includes the administrator of the selected scholarship organization. This may impact the overall rigor and nature of the oversight commission.

Finally, the bill does not prohibit scholarship organization staff members from having financial interests in education providers, including private schools, tutoring programs, or online programs, for which the education savings account would be used.

**Watch the full presentation here:**

### **Methodology & Additional Resources**

- Presentation (A narrated version of the presentation will be available shortly)
- Modeling the Financial Impacts of SB 193: Explanatory Note
- Vulnerability Matrix
- SB 193 Year 1 Impact
- Model for Stabilization Grants
- Federal Actions Needed to Ensure Parents Are Notified About Changes in Rights for Students with Disabilities (GAO Report)
- A Performance Audit of the Arizona Department of Education—Empowerment Scholarship Accounts Program



## SB 193: An attack on New Hampshire's public schools

By Joe Onosko

Posted Jan 1, 2018 at 12:48 PM

Updated Jan 2, 2018 at 9:14 AM

SB 193 is an education voucher program that received much criticism during the 2017 legislative session, and rightly so. As originally written, it allocated potentially enormous sums of public taxpayer money (from \$3,600 to \$7,500 per student) for parents to send their children to elite private schools and religious schools, and to fund the efforts of home school parents, some of whom are zealous, religious fundamentalists.

And the financial burden of SB 193 would have been absorbed by the state's excellent K to 12 public school system that educates nearly 90 percent of New Hampshire children.

By early November, the bill's sponsors realized revisions were needed to gain passage by the House Education Committee. As a result, restrictions were added to the "educational savings account" or ESA voucher plan; that is, it would apply to "low income" families (e.g., a family of 4 making less than \$73,600 per year), students with a special education plan, and students unable to enroll in a charter school or access monies from the state's scholarship tax-credit program.

Even with the revisions, SB 193 passed by the narrowest of margins in the Education Committee (10 to 9), and will now be voted on by the full House on Wednesday, Jan. 3.

I'd like to offer six reasons why SB 193 barely skidded across the committee finish line and why it is so important for parents and citizens committed to community-owned and operated public schools to speak out immediately and loudly against this voucher plan.

First, voucher programs do not work. Study after study, whether conducted by a conservative- or liberal-affiliated organization, arrives at this conclusion. Even the conservative Fordham Institute, a strong ideological proponent of school choice, acknowledged this finding from their own recent study (N.Y. Times, 2/23/17); "Students who use vouchers to attend private schools have fared worse academically compared to their closely matched peers attending public schools" ([goo.gl/ZNe8RV](http://goo.gl/ZNe8RV)).

In a threadbare state like New Hampshire, with no income or sales tax and so many other issues to address (including being "ground zero" for our nation's opioid epidemic), we cannot waste any of our precious public monies on a voucher plan that has consistently failed to demonstrate better

achievement outcomes relative to public schools. Beyond the wasted money, it is unethical to send our state's children down an educational path that lacks research support. Also note that SB 193 funds a new private agency to administer the program by using 5 percent of the bill's allocated funds and, again, at a time when the state has so many other more pressing issues to address.

Second, New Hampshire's public school system for decades has been ranked among the very finest in the country. The most reliable method to compare the 50 states is to use results from the National Assessment of Educational Progress (NAEP) that is administered in reading, mathematics, and science in grades 4, 8 and 12. The 2015 NAEP results again find the Granite State scoring 1st, 2nd or 3rd in all grades and all subject areas (check out our performance here: [goo.gl/6HkiAa](http://goo.gl/6HkiAa)). And a recent report by U.S. News & World Report ranked New Hampshire to be "the best state for pre-K to 12" in the nation ([goo.gl/yhjNFq](http://goo.gl/yhjNFq)).

Given these findings, New Hampshire legislators should be experimenting with reform plans that attempt to improve our state's already high performing education system, not creating new programs that hollow out the system and direct monies toward private schools that serve a fraction of the state's students.

Third, the New Hampshire Constitution clearly states that citizens cannot be forced to support religious schooling, whether in a family home or at a religiously-affiliated institution. SB 193 fails to abide by this requirement in our state's foundational document.

Fourth, we still don't know how much the program might cost state taxpayers -- see Reaching Higher NH's latest analysis about potential costs: [goo.gl/KC6xPD](http://goo.gl/KC6xPD).

Fifth, the 2012 state legislature already passed a law that gives public school parents unparalleled rights to direct their child's education, as reported by ABC News ([goo.gl/QYjflG](http://goo.gl/QYjflG)). In short, no state in the nation allows parents to customize their child's public education more than New Hampshire, leading one to conclude that SB 193 is really about directing public monies to private schools.

Finally, SB 193 is part of a broader conservative ideology that believes "government schools" (as the naysayers call them) should be replaced by a marketplace of private schools that compete for the vouchers of consumers (i.e., parents). It is based on a quasi-religious article of economic faith known as "spontaneous order" which assumes that competition (and the profit motive) will create better schools than those run by communities and their hired educational leaders. In the 60 years or so since economist Milton Friedman offered up his education voucher plan, we've yet to see supporting evidence.

Looked at in the broadest of terms, school voucher programs reduce equality of educational

opportunity, undermine our nation's meritocratic system, and make a sham of the American Dream.

Given the above arguments and the fact that 9 out of 10 New Hampshire children attend public schools, SB 193 does not serve the public good and should be rejected by the House.

The vote is Wednesday and your voice can make a difference. Here's a link to find your House representative and others you'd like to contact: [goo.gl/CdSwyY](http://goo.gl/CdSwyY).

*Joe Onosko, of Portsmouth, is an associate professor of education at the University of New Hampshire. The views expressed here are his own and do not represent the department or university.*

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