



**Regular City Council Meeting  
June 6, 2017  
Council Chambers  
7:00 PM**

**Agenda**

1. Call to Order
2. **Presentation of the Colors/Proclamation: Rochester Elks Lodge # 1393**
  - 2.1. Pledge of Allegiance
  - 2.2. **Proclamation: Flag Day P. 5**
3. Opening Prayer
  - 3.1. **Opening Prayer: Tom Ducharme, Past Exalted Ruler**
4. Roll Call
5. Acceptance of Minutes
  - 5.1. Regular City Council Meeting: May 2, 2017 *consideration for approval* P. 7
6. Communications from the City Manager
  - 6.1. Employee of the Month Award P.32
  - 6.2. City Manager's Report P.31
7. Communications from the Mayor
8. Presentations of Petitions and Council Correspondence
9. Nominations, Appointments, Resignations, and Elections
10. Reports of Committees P. 75
  - 10.1. Community Development P.75
  - 10.2. Government Channel P.79
  - 10.3. Public Works and Building Committee P.81

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11. Old Business
  - 11.1. **AB 168** Resolution Authorizing Supplemental Appropriation for the Dewey Street Pedestrian Bridge Project and Borrowing Authority Pursuant to RSA 33:9 in the Amount of \$170,000 *second reading and consideration for approval* P.91
12. Consent Calendar
13. New Business
  - 13.1. **AB 169** Resolution Adopting a 2017-2018 Rochester CDBG “Action Plan for the City of Rochester, NH” and Approving and Appropriating the 2017-2018 Community Development Budget for the Rochester *second reading and consideration for approval* P.103
  - 13.3. **AB 188** Resolution Approving Contract and Cost Items Associated with Proposed City of Rochester School Department Multi-Year Collective Bargaining Agreement with Rochester RFT Paraprofessional Unit (Paraprofessionals) *first reading, second reading, and consideration for approval* P. 117
  - 13.4. **AB 187** Resolution Approving Contract and Cost Items Associated with Proposed City of Rochester School Department Multi-Year Collective Bargaining Agreement with Rochester Administrative Unit (Administration) *first reading, second reading, and consideration for approval* P. 189
  - 13.5. **AB 185** Motor Vehicle Junk Yard Licenses and Junk Dealer Licenses *Consideration for approval - Forthcoming*
  - 13.6. **AB 186** Presentation of Annual Dog Warrant to the City Council – Unlicensed Dogs *Motion to accept the Annual Dog Warrant and to send to the Rochester Police Department for action* P.199
  - 13.7. **AB 190 Presentation:** Wayfinding Presentation by BETA Group P.197
  - 13.8. **Budget Deliberations:** FY 2018
14. Non-Meeting/Non-Public Session
  - 14.1. **Non-Meeting**, RSA 91-A
15. Other
16. Adjournment

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*City of Rochester, New Hampshire*

OFFICE OF THE MAYOR

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6/1/17

## PROCLAMATION

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

**WHEREAS**, it reflects centuries of struggle and sacrifice -- a constant reminder of our journey from 13 colonies to a Nation united in freedom and liberty, and of the patriots and pioneers who fought for these ideals at home and abroad; and

**WHEREAS**, our flag has connected Americans across our country, around the globe, and throughout the chapters of our history; and

**WHEREAS**, to commemorate the adoption of our flag, the Congress, by joint resolution approved August 3, 1949, as amended (63 Stat. 492), designated June 14 of each year as "Flag Day"; and

**WHEREAS**, the Congress also requested, by joint resolution approved June 9, 1966, as amended (80 Stat. 194), designated that the week in which June 14 occurs as "National Flag Week" and call upon citizens of the United States to display the flag during that week; and

**NOW THEREFORE**, I, Caroline McCarley by the authority vested in me as Mayor of the City of Rochester, in the State of New Hampshire do hereby proclaim June 14, 2017 as Flag Day and the week in which it falls, as National Flag Week. I urge all Rochester residents to observe Flag Day and National Flag Week by displaying the flag.

IN WITNESS WHEREOF, I have set my hand and caused to be affixed the Seal of the City of Rochester this the 6<sup>th</sup> Day of June in the year of our Lord, Two Thousand and Seventeen.

Caroline McCarley  
Mayor

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City Clerk's Office

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**Regular City Council Meeting  
May 2, 2017  
Council Chambers  
7:04 PM**

**COUNCILORS PRESENT**

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

**OTHERS PRESENT**

City Manager Daniel Fitzpatrick  
Deputy City Manager Blaine Cox  
City Attorney Terence O'Rourke

**COUNCILORS ABSENT**

Councilor Hamann

**MINUTES**

**1. Call to Order**

Mayor McCarley called the Regular City Council meeting to order at 7:04 PM.

**2. **Presentation of the Colors:** Sons of the Roland E. Patnode Jr., American Legion Squadron 7**

**2.1. Pledge of Allegiance**

The Sons of the Roland E. Patnode Jr., American Legion Squadron 7 presented the Colors and led the Pledge of Allegiance.

**3. Opening Prayer**

**3.1. **Opening Prayer:** Sons of the Roland E. Patnode Jr., American Legion Squadron 7**

Gordon Oliver, Chaplain, led the opening prayer.

Mr. Oliver invited the City Council to participate in the Rochester Memorial Day Parade this year. He said that he would reside as Officer of the Day for the Sons of the Roland E. Patnode Jr., American Legion Squadron 7 this year.

#### **4. Roll Call**

Kelly Walters, City Clerk, called the roll. All Councilors were present, except for Councilor Hamann, who had been excused.

#### **5. Acceptance of Minutes**

##### **5.1. Regular City Council Meeting: April 4, 2017** *consideration for approval*

Councilor Lachapelle **MOVED** to **ACCEPT** the Regular City Council meeting minutes of April 4, 2017. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

##### **5.2. Special City Council Meeting: April 18, 2017** *consideration for approval*

Councilor Lachapelle **MOVED** to **ACCEPT** the Special City Council meeting minutes of April 18, 2017. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

#### **6. Communications from the City Manager**

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

City Manager Fitzpatrick announced that Christopher Mangum, Rochester Police Department, is the Employee of the Month for May.

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

City Manager Fitzpatrick gave the City Manager's report as follows:

The Employee(s) of the Month is: Christopher Mangum, Police Department

Contracts and documents executed since last month:

- City Clerk's Office
  - Codification Status Update



- Department of Public Works
  - Annex renovation project – Change order #5
  - Bridge Aid Application - Four Rod Road
  - Employee Recognition & Achievements Team Charter – change
  - Salmon Falls Road Highway Safety Improvement Project – notice to proceed
- Economic & Community Development
  - Purchase & Sales Agreement – 38 Hanson Street
  - Wayfinding Contract – Beta Group
  - Environmental Review – Façade Program
  - Technical Assistance Grant Application
- Finance Department
  - Fire Chief Recruitment Contract – MRI
  - Statement of Work – Contract with ePlus
- Recreation Department
  - Fireworks Contracts – Fairgrounds and Central Main Pyrotechnic
- Police Department
  - Highway Safety Grants

The following standard reports have been enclosed:

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

## 7. Communications from the Mayor

Mayor McCarley said some of the proclamations would be read later this month.

**7.1. Proclamation: Arbor Day**

**7.2. Proclamation: Kids to Park Day**

**7.3. Proclamation: Plant Something NH**

**7.4. Proclamation: Police Memorial Week**

Mayor McCarley read the Proclamation for Police Memorial Week and

declared that the Week of May 14<sup>th</sup> through May 20<sup>th</sup> would be designated in the City of Rochester as Police Memorial Week.

**7.5. Proclamation: National Public Works Week**

Mayor McCarley said the John Storer, Director of City Services, requested that this time be spent notifying the public about the Household Hazardous Waste Day, which would be held on May 6, 2017.

**8. Presentations of Petitions and Council Correspondence**

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

**10. Reports of Committees**

**10.1. Appointments Review Committee P. 101**

**10.1.1. Appointment: Beth Wittenberg, Arts & Culture Commission, Term to Expire on 7/1/2020 Consideration for Appointment**

Councilor Keans briefed the City Council about the Appointments Review Committee's recommendation for Beth Wittenberg.

Mayor McCarley nominated Beth Wittenberg to be appointed to the Arts & Culture Commission with a term to expire on 7/1/2020. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nominations cease. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Beth Wittenberg has been appointed by a unanimous ballot vote.

**10.1.2. Appointment: Barbara Soley, Conservation Commission, Regular Member, Term to Expire on 1/2/2019 Consideration for Appointment**

Councilor Keans recalled that Barbara Soley has served on the Conservation Commission for over a year. In the sudden passing of long time member Debra Shigo, there is an unfortunate vacancy.

Mayor McCarley nominated Barbara Soley to be appointed to the Conservation Commission, Regular Member, with a term to expire on January 2, 2019. Councilor Lachapelle seconded the motion. Councilor Lachapelle **MOVED** that nominations cease. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice

vote. Barbara Soley has been appointed by a unanimous ballot vote.

**10.1.3. Appointment: Sheila Lulek, Conservation Commission, Alternate Member, Term to Expire 1/2/2019 Consideration for Appointment**

Councilor Keans briefed the City Council about the Appointments Review Committee's recommendation for Sheila Lulek.

Mayor McCarley nominated Sheila Lulek to be appointed to the Conservation Commission with a term to expire on January 2, 2019. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nominations cease. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Sheila Lulek has been appointed by a unanimous ballot vote.

**10.2. Codes and Ordinances Committee**

**10.2.1. Action Item: Amendment to Chapter 23 Fire Safety Measures AB 162 first reading, second reading, and consideration for approval**

Councilor Lachapelle said the Committee met on April 6, 2017; however, the Committee had not met since December, 2016. There are only two action items coming out of Committee as shown below.

Councilor Lachapelle explained that the Committee recommended splitting the Amendments up into sections to be voted upon separately. City Manager Fitzpatrick said this action is appropriate.

Councilor Lachapelle **MOVED** to **DIVIDE** the Amendments into sections to be voted upon separately. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. There was no objection. The entire amendment is as follows:

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

**THE CITY OF ROCHESTER ORDAINS:**

That Chapter 23 of the General Ordinances of the City of Rochester regarding Fire Safety Measures and currently before the Rochester

City Council, be amended as follows:

**23.11 Penalty**

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

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**23.13 Prohibition and Regulation of Fireworks.**

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

i. Any person wishing to obtain a permissible fireworks display permit shall apply to the ~~Fire Chief or Police Chief~~ **Licensing Board** at least 15 days prior to the display.

- ii. The applicant shall provide the following information:
  - a. Date of application
  - b. Name, address and telephone number of applicant
  - c. Address of location where the display will be held
  - d. Diagram of the display location, showing the location of all nearby property lines, nearby buildings, public ways, nearby trees, electrical and telephone lines or other overhead obstructions, and the location of any nearby storage of flammable or combustible liquids or gases
  - e. Name of the owner of the property where the display will be held

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

D.\*\*\*\*\*

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

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

Councilor Lachapelle **MOVED** to **AMEND** the Rochester General Ordinances as outlined below:

**23.11 Penalty**

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

**property and shall be guilty of a violation in the same manner as stated above.**

Councilor Bogan seconded the motion. Councilor Keans questioned the legality of the issue. Attorney O'Rourke gave examples of other similar situations whereas the owner is held liable for any violation occurring on their property. The Committee debated the issue briefly. Chief Toussaint gave reasons why he is in favor of passing this Amendment and confirmed that the Police Department is always permitted to use their discretion. The **MOTION CARRIED** by a 10 to 2 show-of-hands vote.

Councilor Lachapelle **MOVED** to **AMEND** the City of Rochester General Ordinances as follows:

**23.13 Prohibition and Regulation of Fireworks.**

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

i. Any person wishing to obtain a permissible fireworks display permit shall apply to the ~~Fire Chief or Police Chief~~ **Licensing Board** at least 15 days prior to the display.

- ii. The applicant shall provide the following information:
- a. Date of application
  - b. Name, address and telephone number of applicant
  - c. Address of location where the display will be held
  - d. Diagram of the display location, showing the location of all nearby property lines, nearby buildings, public ways, nearby trees, electrical and telephone lines or other overhead obstructions, and the location of any nearby storage of flammable or combustible liquids or gases
  - e. Name of the owner of the property where the display will be held
  - f. Intended date and time of display, including a possible rain date
  - g. Written authorization of the property owner, if different from the applicant

h. Signature of the applicant

iii. Permit fee. The fee for a permissible fireworks display shall be five dollars (\$5.00) per event. The fee shall be paid at the time of application and is non-refundable.

iv. Site inspections:

a. Prior to issuing a permit, the Police Chief or the Fire Chief may conduct an inspection of the display site to determine whether a permissible fireworks display can be held in a safe manner.

b. If, in the opinion of the ~~Fire Chief or Police Chief~~ **Licensing Board**, the proposed site is not suitable for the safe display of permissible fireworks, the application for a permit shall be denied.

Councilor Bogan seconded the motion. Councilor Keans spoke against the motion. She said the Fire Department is responsible for this type of activity and knows more about it. It does not make sense to send these permits to the Licensing Board. The City Council briefly discussed the matter. She noted that it is not well written.

Councilor Gates questioned how many people serve on the Licensing Board and permits require a unanimous decision of that board. City Manager Fitzpatrick said the Licensing Board is made up of three members: City Manager, Fire Chief, and the Police Chief. There does not need to be a unanimous decision for permits to be passed.

Mayor McCarley called for a vote on the motion. The **MOTION CARRIED** by a majority voice vote.

Councilor Lachapelle did not support the last amendment. He **MOVED to DENY** the proposed amendment as follows:

**23.13 Prohibition and Regulation of Fireworks.**

D.\*\*\*\*\*

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

~~issued Block Party.~~

Councilor Bogan seconded the motion. Councilor Varney cautioned against voting to deny this amendment. This would make the General Ordinances not consistent with itself; specifically, that no fireworks are to be set off on City property. Councilor Lauterborn agreed that she would vote against the motion. The City Council debated if the pavement is damaged by setting off fireworks. Councilor Gates questioned the liability of allowing a block party. Several Councilors agreed that it could be a liability issue. The City Manager stated that he would follow up on this matter by directing staff to draft some type of policy for such events. Mayor McCarley called for **MOTION to DENY** the Amendment. The **MOTION CARRIED** by a 8 to 4 show-of-hands vote.

**10.2.2. Action Item: To approve the Ward 4 Polling Location to be moved from the Rochester Home Depot to the McClelland Elementary School *consideration for approval***

Councilor Lachapelle briefed the City Council about moving the polling location out of Home Depot and into the McClelland Elementary School. Ms. Walters confirmed that the City Clerk's Office sought out permission for the Rochester Middle School. Superintendent Hopkins confirmed that either location would be fine since there is enough notice to be given to the individual schools.

Councilor Lachapelle **MOVED** to change the polling location for Ward 4 from the Rochester Home Depot to the McClelland Elementary School. He added that Jason Hamann, Moderator of Ward 4 supported utilizing this location. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Lachapelle requested that an appreciation letter be sent to Home Depot for allowing access to the building for the last two years.

Councilor Lachapelle informed the City Council that there would not be a Codes and Ordinances Committee meeting this coming Thursday. The next meeting will be held on June 1, 2017, at 6:00 PM.

Councilor Keans questioned why the Committee is meeting at 6:00 PM. Councilor Lachapelle replied that it had been more convenient for himself, staff, and a few members; however, the meeting time may change back to 7:00 PM soon.



**10.3. Community Development: April 10, 2017 *meeting canceled***

Councilor Lauterborn informed the City Council that they could find items that were to be discussed at the next Community Development Committee meeting in the packet; however, in addition, the Committee is taking a second look at the Social Services portion of the grant and could potentially make a few more adjustments at the next meeting.

Councilor Keans said there are a number of sub-committees which seem to have stemmed off from the Community Development Committee. She questioned if these Committees report back to the Community Development Committee or City Council. It seems that some of these Committees have similar specific issues to discuss, such as signage. She questioned how these different types of Committees are communicating with each other. Councilor Lauterborn replied that any sub-committee, which includes Grant Funding that is being managed by Julian Long, would report back to the Committee on a monthly basis.

Mr. Long explained that Rochester Listens is not a Rochester City Council sub-committee and that it is a Committee improving the downtown storefronts.

Mayor McCarley said that there are a lot of committees and discussions going on in the downtown area; however, it seems that Jenn Marsh and Julian Long would be the points of contact for several of the committees' input to be brought back to the Community Development Committee.

**10.4. Finance Committee**

No discussion.

**10.5. Public Safety Committee**

**10.5.1. Action Item: To deny installation of a "stop" sign at Leonard Street/Harrison Ave. *consideration for approval***

Councilor Lachapelle **MOVED** to **DENY** the installation of a "stop" sign at Leonard Street/Harrison Avenue. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Keans requested that the Committee discuss having the crosswalks painted, especially near schools.

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

### **10.6.1. Action Item: To grant an easement to Eversource if the City Attorney found it was within their authority. *consideration for approval***

Councilor Torr asked the City Attorney to address this issue. Attorney O'Rourke said it is certain that the City of Rochester is the owner of the property located behind the athletic field located on Chestnut Hill Road; therefore, it would be sent to the School Board for review and sent back to the City of Rochester in order to grant an easement for Eversource to access the power lines on the property. Mayor McCarley said the City Council would wait until the School Board reviews the issue and, therefore, the vote is postponed until that time.

### **10.6.2. Action Item: To approve an agreement for the Dialysis Center to use the center island on Sterling Drive to erect a lighted pole for the flying of the American Flag. *consideration for approval***

Councilor Torr **MOVED** to **APPROVE** the agreement for the Dialysis Center to use the center island on Sterling Drive to erect a lighted pole for the flying of the American Flag. Councilor Bogan seconded the motion. Councilor Torr suggested having a liability included in an agreement. Attorney O'Rourke agreed that liability would be included in the agreement. The **MOTION CARRIED** by a unanimous voice vote.

### **10.6.3. Action Item: Amendment to Chapter 16 of the General Ordinance of the City of Rochester Regarding the Requirement to Connect to Public Sewers *AB 174 first reading and refer to Committee for a Public Hearing***

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

read the Amendment to Chapter 16 for the first time by title only as follows:

**Amendment to Chapter 16 of the General Ordinance of the City of Rochester Regarding the Requirement to Connect to Public Sewers**

**THE CITY OF ROCHESTER ORDAINS:**

That Chapter 16 of the General Ordinances of the City of Rochester regarding the requirement of property owners to connect to public sewers and currently before the Rochester City Council, be amended as follows:

**16.3 Use of Public Sewers Required.**

- (a) -----
- (b) -----
- (c) -----

(d) The owner(s) of all houses, buildings, or property used for human occupancy, employment, recreation, or other purposes, situated within the City and abutting on any street, alley, or right-of-way in which there is now located or may in the future be located a public sanitary sewer of the City, is hereby required at the owner(s) expense to install suitable toilet facilities therein, and to connect such facilities directly with the proper public sewer in accordance with the provisions of this ordinance, within ninety (90) days after date of official notice to do so, provided that said public sewer is within ~~two hundred (200)~~ **one hundred (100)** feet of the building.

(e) Structures within one hundred (100) feet of the public sewer and currently served by private wastewater disposal facilities shall connect to the public sewer within ninety (90) days after an official notice to do so. The City may grant a waiver to this requirement for properties with existing adequate sewage disposal systems which can be proven by the property owner to comply with applicable state and local regulations, to have been designed by a designer licensed in New Hampshire and to have been approved for construction by the New Hampshire ~~d~~-Department of ~~e~~Environmental ~~s~~Services after January 1, 1985. The cost of connection to the public sewer shall be borne by the property owner, **however if a sewer stub exists** with the exception of the **cost of the** portion of the connection within the public right of way ~~which costs~~ shall be borne by the Rochester ~~Water~~ **Sewer** Enterprise Fund. For the purpose of this section, structures shall mean houses, buildings, or property used for human occupancy, employment, recreation, or other purposes.

16.4 Private Wastewater Disposal.

(a) -----

(b) -----

(c) At such time as public sewer becomes available to a property served by a private wastewater disposal system, as provided in 16.3 (d), **after connection to the public sewer**, ~~a direct connection shall be made to the public sewer within ninety (90) days in compliance with this ordinance,~~ and any septic tanks, cesspools, and similar private wastewater disposal facilities shall be cleaned of sludge and filled with suitable material.

**The effective date of these amendments shall be upon passage. [CC FY 17 05-02 AB 174](#)**

Councilor Lachapelle **MOVED** to send the matter to a Public Hearing at the June 1, 2017, Codes and Ordinances Committee. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**10.6.4. Action Item: AB 168 Resolution Authorizing Supplemental Appropriation for the Dewey Street Pedestrian Bridge Project and Borrowing Authority Pursuant to RSA 33:9 in the Amount of \$170,000 *first reading and refer to the Public Works Committee for a Public Hearing***

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

**Resolution Authorizing Supplemental Appropriation for the Dewey Street Pedestrian Bridge Project and Borrowing Authority Pursuant to RSA 33:9 in the Amount of \$170,000**

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

That the sum of One Hundred Seventy Thousand Dollars (\$170,000.00) be, and hereby is, appropriated as a supplemental appropriation to the Capital Improvement Project (CIP) fund of the City of Rochester Department of Public Works, for the purpose of

providing funds necessary to pay costs and/or expenditures with respect to the so-called Dewey Street Pedestrian Bridge Project.

**Further**, that the Mayor and City Council of the City of Rochester hereby resolve that, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of One Hundred Seventy Thousand Dollars (\$170,000.00), through the issuance of bonds and/or notes, and/or through other legal form(s), for the purposes of funding the expenditures incident to the implementation of the Project outlined, and referred to, in the preceding paragraph, such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. **CC FY17 5-02 AB 168**

Councilor Torr gave reasons why he would be voting against the entire project.

Councilor Lachapelle **MOVED** to send the matter to the next Public Works Committee meeting to hold a public hearing. Councilor Bogan seconded the motion. Councilor Lachapelle and Councilor Bogan amended their motion to send the matter to the next Workshop. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Varney requested Commissioner Storer set up a site walk of the Hanson Pines Bridge. This would clear up any questions members may have.

Councilor Torr said it is time to consider how much of an impact approving more bonded projects has on the budget. This has a negative impact on the current projects to be finished. He named Washington Street as one example.

**11. Old Business**

**12. Consent Calendar**

**13. New Business**

**13.1. AB 161 Resolution Authorizing Borrowing Authority Pursuant to RSA 33:9 for the Richard W. Creteau Technology Center Upgrade in the Amount of up to \$16,800,000 *second reading and consideration for approval***

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

**Resolution for Supplemental Appropriation and Authorizing Borrowing Authority Pursuant to RSA 33:9 for the Richard W. Creteau Technology Center Upgrade in the Amount of up to \$16,800,000**

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

That the Mayor and City Council of the City of Rochester hereby appropriate an amount not to exceed Sixteen Million Eight Hundred Thousand Dollars (\$16,800,000) for the purpose of renovating and expanding the Richard W. Creteau Technology Center, and further;

Funding for the above stated purpose of renovating and expanding the Richard W. Creteau Technology Center will be derived from the following:

- Acceptance and expenditure of a grant from the State of New Hampshire in an amount not to exceed Twelve Million Dollars (\$12,000,000);
- In accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of Four Million Eight Hundred Thousand Dollars (\$4,800,000.00), through the issuance of bonds and/or notes, and/or through other legal form(s), such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with

the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. **CC FY17 05-02 AB 161**

Councilor Gray **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Councilor Varney informed that this project would result in the City paying on a bond for approximately \$7,000,000 over the term and interest of this loan. This would also preclude other projects from being completed this year. Councilor Gates requested a roll call. Councilor Torr seconded the request.

Mayor McCarley stated that Councilor Varney is correct about the amount of interest to be paid, like any other bond project. Mayor McCarley reiterated that this is an opportunity to have the State fund \$12,000,000 for a City of Rochester project. This opportunity only comes once every twenty to twenty-four years. She encouraged the City Council to support this project. She said the Senate is now considering this project and has one more chance at this opportunity. Both Councilors Lachapelle and Torr voiced their support to this project; however, both voiced concerns about how this may affect other projects to be completed in the next few years.

Mayor McCarley called for a roll call to approve the resolution. Councilors Abbott, Bogan, Varney, Willis, Lachapelle, Gray, Torr, Keans, Lauterborn, and Mayor McCarley voted in favor of the motion. Councilors Barnett and Gates voted against the motion.

**13.2. AB 171 Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Taverns *first reading and refer to Committee for a public hearing***

Councilor Lachapelle **MOVED** to read the Amendment to Chapter 42 for the first time by title only. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley read the Amendment to Chapter 42 for the first time by title only as follows:

**Amendment to Chapter 42 of the General Ordinances of the City of Rochester Regarding Taverns**

**THE CITY OF ROCHESTER ORDAINS:**

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

**42.2 Definitions and Terminology**

- \*
- \*
- \*

**b. Definitions**

- \*
- \*
- \*

**95. Eating and Drinking Establishments:**

- \*
- \*
- \*

G) **Tavern** (also known as a "bar" or "pub" or "*nano brewery*" or "*winery*" or "*distillery*"): A commercial establishment that sells alcoholic beverages for consumption on the premises. This may include the actual production of those alcoholic beverages on the premises, ***the carryout sales of those beverages produced on the premises,*** and the production and sale of food products on the premises.

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

Councilor Lachapelle **MOVED** to refer the matter to the next Codes and Ordinances Committee on June 1, 2017. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**13.3. AB 165 Resolution Authorizing Acceptance and Appropriation of Victims of Crime Act (VOCA) Grant Award for FY 2017-2018 *first reading, second reading, and adoption***

Councilor Lachapelle **MOVED** to read the resolution by title only



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

**Resolution Authorizing Acceptance and Appropriation of  
Victims of Crime Act (VOCA) Grant Award for Fiscal Year 2017-  
2018 in the Amount of \$25,836.00**

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

**WHEREAS**, that a Victims of Crime Act (VOCA) grant in the amount of Twenty-Five Thousand Eight Hundred and Thirty-Six Dollars (\$25,836.00) awarded to the City of Rochester's Legal Department is hereby accepted by the City of Rochester;

**WHEREAS**, the aforesaid grant requires a 20% cash match by the City of Rochester of Six Thousand Four Hundred Fifty Nine Dollars (\$6,459.00), to the Victims of Crime Act (VOCA) grant by City of Rochester's Legal Department;

**FURTHER**, that the sum of Twenty-Five Thousand Eight Hundred and Thirty-Six Dollars (\$25,836.00) be, and hereby is, appropriated to a non-lapsing Special Revenue Fund to be created for the purpose of carrying out the purposes of the Victims of Crime Act grant;

**FURTHER**, that the transfer of Six Thousand Four Hundred Fifty-Nine Dollars (\$6,459.00) from the FY 2017 Legal Department Operating Budget to the non-lapsing Special Revenue fund stipulated above is hereby authorized;

**FURTHER**, that the City Manager is authorized to enter into a grant agreement and any other contracts with the New Hampshire Department of Justice that are necessary to receive and administer the grant funds detailed above; and

**FURTHER**, to the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution. **CC FY 17 5-02 AB 165**

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Councilor Keans asked if the match to the grant would be withdrawn from the Legal Department's budget. Attorney O'Rourke confirmed that there is money in the budget for this item and that it would be withdrawn from the Legal Department Budget.

**13.4. AB 179 Resolution Approving the 2017-2018 Operating Budget for the City of Rochester *first reading and refer to a Public Hearing***

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

**Resolution Approving Fiscal Year 2017-2018 Operating Budget for the City of Rochester**

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

That a twelve (12) month operating budget for the City of Rochester be, and hereby is, approved and appropriated for the period beginning July 1, 2017 and ending June 30, 2018 in the amounts and for the purposes more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2018 (July 1, 2017 - June 30, 2018), as amended, the provisions of which are incorporated herein by reference thereto by attached **Exhibit A**.

This budget may be reconsidered before the tax rate is set if City, School and/or County revenues are changed by the State of New Hampshire or by the Federal Government. The budget appropriations contained in this Resolution are predicated upon projected revenues as more particularly set forth in the City of Rochester, Proposed Budget, Fiscal Year 2018 (July 1, 2017 - June 30, 2018), as amended, the provisions of which are incorporated herein by reference thereto. CC FY 17 5-02 AB 179

Councilor Lachapelle **MOVED** to send the matter to a City Council Public Hearing to be held on May 30, 2017. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**13.5. AB 180 Resolution Authorizing and Approving the 2017-2018 Capital Improvements Budget for the City of Rochester and Authorizing Borrowing in Connection Therewith *first reading and refer to a***

**Public Hearing**

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

**Resolution Authorizing and Approving the 2017-2018 Capital Improvements Budget for the City of Rochester and Authorizing Borrowing in Connection Therewith**

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

That the capital budget for the City of Rochester for the July 1, 2017 to June 30, 2018 fiscal year in the total amount specified in Exhibit A annexed hereto, be, and hereby is, authorized and appropriated, and, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, is hereby authorized to arrange borrowing to finance a portion of said capital budget appropriation as identified on Exhibit A annexed hereto.

The aforementioned borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter. The useful lives of the capital projects for which borrowing is authorized by this resolution shall be more particularly set forth in the "City of Rochester, New Hampshire, Proposed CIP Budget, Fiscal Year 2018 (July 1, 2017 –June 30, 2018), as amended. **CC FY 17 5-02 AB 180**

Councilor Lachapelle **MOVED** to send the matter to a City Council Public Hearing to be held on May 30, 2017. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

**14. Non-Meeting/Non-Public Session**

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

**14.2. Non-Public Session: *(If necessary)***

Councilor Lauterborn **MOVED** to enter into the Non-Public Session under RSA 91-A:3 II d, for a land issue, and to the Non-Meeting, Consultation with Legal Counsel, RSA 91-A:2,I(b) at 8:24 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous roll call vote of 12 to 0. Councilors Gray, Abbott,

Lauterborn, Keans, Bogan, Varney, Torr, Barnett, Lachapelle, Gates, Willis, and Mayor McCarley voted in favor of the motion.

Councilor Lauterborn **MOVED** to exit the Non-Public Session at 9:03 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Councilor Lauterborn **MOVED** to seal the minutes indefinitely as the divulgence of this information likely would render a proposed action ineffective. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilors Varney, Barnett, Keans, Lauterborn, Lachapelle, Abbott, Willis, Gates, Torr, Gray, Bogan, and Mayor McCarley voted yes.

#### 15. Other

There was no discussion.

#### 16. Adjournment

Councilor Lachapelle **MOVED** to **ADJOURN** the meeting at 9:05 PM. Councilor Lauterborn seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC  
City Clerk

**PROPOSED 2017-2018 OPERATING BUDGET-EXHIBIT A**

**OPERATING BUDGET SUMMARY**

**Proposed Appropriations:**

|                                     |           |                    |
|-------------------------------------|-----------|--------------------|
| City                                | \$        | 30,928,140         |
| City Grants and Donations           | \$        | 477,719            |
| Community Center                    | \$        | 816,655            |
| County Tax                          | \$        | 6,308,218          |
| Overlay *                           | \$        | 460,000            |
| Estimated Veteran's Credits *       | \$        | 601,056            |
| State Property Tax                  | \$        | 4,891,902          |
| School                              | \$        | 59,510,691         |
| School Federal Grants               | \$        | 3,571,000          |
| School Lunch                        | \$        | 1,800,000          |
| Water Works                         | \$        | 6,177,568          |
| Sewer Works                         | \$        | 7,885,913          |
| Arena                               | \$        | 608,992            |
| Tax Incremental Financing Districts | \$        | 1,301,533          |
| <b>Sub Total</b>                    | <b>\$</b> | <b>125,339,387</b> |

**Proposed Revenues:**

|                                     |           |                    |
|-------------------------------------|-----------|--------------------|
| City                                | \$        | 10,549,483         |
| Use of Fund Balance                 | \$        | 1,262,981          |
| City Grants and Donations           | \$        | 477,719            |
| Community Center                    | \$        | 816,655            |
| School                              | \$        | 31,393,410         |
| School Federal Grants               | \$        | 3,571,000          |
| School Lunch                        | \$        | 1,800,000          |
| Water Works                         | \$        | 6,177,568          |
| Sewer Works                         | \$        | 7,885,913          |
| Arena                               | \$        | 608,992            |
| Tax Incremental Financing Districts | \$        | 1,301,533          |
| Amount to be Raised by Taxes *      | <b>\$</b> | <b>59,494,133</b>  |
| <b>Sub Total</b>                    | <b>\$</b> | <b>125,339,387</b> |

\* Estimated veteran's exemptions (credits) \$601,056 and additional overlay \$460,000

PROPOSED 2017-2018 CAPITAL BUDGETS-EXHIBIT A

CAPITAL BUDGET SUMMARY

|   |                      |
|---|----------------------|
| <b>Proposed Capital Appropriations:</b>                           |                      |
| City  | \$ 17,084,400        |
| School  | \$ 24,774,127        |
| Water Works   | \$ 5,525,000         |
| Sewer Works   | \$ 7,769,500         |
| Arena   | \$ 120,000           |
| Tax Incremental Financing Districts                               | \$ 242,500           |
| <b>Total Appropriations</b>                                       | <b>\$ 55,515,527</b> |
| <br>  |                      |
| <b>Source of Revenues</b>   |                      |
| <b>General Fund</b>   |                      |
| Bonding and/or other Borrowing                                    | \$ 21,658,627        |
| Operating Budget  | \$ 2,699,900         |
| Dedicated Revenues  | \$ -                 |
| Other Sources   | \$ 17,500,000        |
| Subtotal General Fund Revenues                                    | \$ 41,858,527        |
| <br>  |                      |
| <b>Enterprise Funds &amp; Tax Incremental Financing Districts</b> |                      |
| Bonding and/or other Borrowing                                    | \$ 13,125,000        |
| Operating Budget  | \$ 389,500           |
| Fund Balance/Retained Earnings                                    | \$ 142,500           |
| Subtotal Enterprise Funds & Tax Incremental Financing Revenues    | \$ 13,657,000        |
| <br>  |                      |
| <b>Total Revenues</b>   | <b>\$ 55,515,527</b> |



## *City of Rochester, New Hampshire*

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

### **CITY MANAGER'S REPORT June 6, 2017**

The Employee(s) of the Month is: Sarah Bailey, Communications

Contracts and documents executed since last month:

- Department of Public Works
  - Adopt-Spots Listing – 2017
  - Clean Water Sewer & Storm Water Asset Management – Loan Agreement
  - Colonial Pines Project – Easements
  - NPDES Stormwater Annual Report
  - Salmon Falls Road Improvement Project – Change Order #1
  - Sterling Drive – Lease Agreement – flag pole install
  - Wakefield Street – Authorization of Amendment to Engineering Services
- Economic & Community Development
  - Moose Plate Grant Application
  - Release of Mortgage – Publick House
  - Stanhope Contract – Marketplace Blvd/Rt. 11 frontage road Appraisal
  - White Birch – Job Loan Collateral Assignment Paperwork
  - White Birch Job Loan – Environmental Review
  - VOCA (Victims of Crime Act) Grant Award Acceptance
- Finance Department
  - Professional Services Agreement – IT Study
- Planning Department
  - Letter of Understanding – Gauthier Farm
- Recreation Department
  - Push Volleyball, Inc – Memorandum of Understanding

The following Computer Lease/Tuition Reimbursement requests have been approved:

- Tuition Reimbursement – Rodgerson, S
- Tuition Reimbursement – Swanberry, A

The following additional information has been received:

- Barrington Planning Board - Public Notice
- Metrocast – Systems Performance Annual Report

The following standard reports have been enclosed:

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



Voted  
Feb  
March

I am writing this letter to nominate Sarah Bailey as Employee of the Month for the city of Rochester .

Sarah Bailey is a dispatcher here for the city and she is a major asset to our department. She is knowledgeable in all areas of the job and able to stay calm and efficient in every situation. Her ability to get all the needed info to the officers as quick as she does, ensures a smooth running and safe night for all of them. I believe that Sarah was a huge part of my training and continues to help with me with my confidence as a dispatcher. She is phenomenal at teaching and showing the many ways to handle situations.

Sarah is one for bringing people together, always looking for a light hearted, and comfortable atmosphere. Her proven affective means for this is utilizing her baking abilities. Between her cinnamon rolls and cakes, we are all happy and full. Regardless of the calorie intake, she is creating an environment that promotes communication and team work. Those two items alone are so important to what we do and I so appreciate her efforts.

Sarah has also been taking time to improve the organization of needed info here in the center. She has created boards for our walls that contain important info from EMS and the Fire Department. We need to be able to access this as quick as possible when dealing with calls and her presentation has made that easier while also looking professional.

Sarah is also very involved with things outside of the department. Dispatch had received word of an injured eagle one shift and we had to have Fish and Game come in to take care of it. After the eagle had been rehabilitated and was ready to be released, Sarah made sure she was there to take pictures and film it. Animals have always been her first love and her taking part in this gave us a way to take part in such an awesome moment.

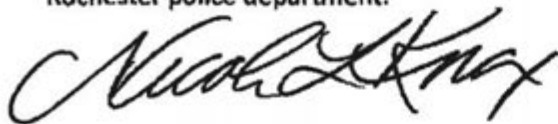
I believe that Sarah is a top notch representative of the city of Rochester. She is hard working and dedicated to all of us. These are just a few of the reasons that I believe she would be perfect as the choice for Employee of the Month.

Thank you for your time,

Nicole Knox

Communications Specialist

Rochester police department.





# ROCHESTER POLICE DEPARTMENT

23 WAKEFIELD STREET  
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127  
FAX (603) 330-7159  
[www.rochesterpd.org](http://www.rochesterpd.org)

*"Dedication, Pride, Integrity"*

POLICE COMMISSION

DEREK J. PETERS  
*Chairman*  
BRUCE E. LINDSAY  
*Vice Chairman*  
LUCIEN G. LEVESQUE  
*Commissioner*

PAUL R. TOUSSAINT  
*Chief of Police*



Reference: Employee of the Month

I wish to nominate Dispatcher Sarah Bailey for the City of Rochester Employee of the Month.

During her time here she has continuously demonstrated that she is a huge asset to the Center.

She has improved the signage and created boards for the walls that not only makes the office look more professional but improves the efficiency of the dispatchers. The signs and boards contain contact information used for the needs of the PD, the FD and Frisbie EMS and using these boards makes it easier and quicker for the dispatchers to serve those needs.

Sarah has creditations in graphic design and she uses these skills to create and redesign forms not only for the Center but also for the Department, which again has improved the efficiency and professionalism of the department as a whole.

Sarah has an extensive knowledge of the program used for dispatching (IMC) and is able to conduct effective research with the system to assist officers on calls. She is always ready to show other dispatchers what she has done and pass this knowledge on.

Great rapport with other dispatchers and patrol officers and has been instrumental in improving moral within both the Dispatch center and the PD by using her considerable baking skills. When the word is out that "Sarah is bringing in ....." everybody makes sure they get their fair share!

I believe that Sarah is deserving of this award as she is a great representative for the City of rochetsre and the Emergency Center.

Respectfully  
  
Andrew Neal  
Team Leader  
Communications Specialist  
Rochester Emergency Communications  
23 Wakefield Street  
Rochester, NH. 03867  
603-330-7128  
[andrew.neal@rochesternh.net](mailto:andrew.neal@rochesternh.net)

"Equal Opportunity Employer"



# City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

(603) 332-4096

Fax (603) 335-4352

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CITY OF  
Received  
MAY 30 2017  
City Manager  
ROCHESTER

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## INTEROFFICE MEMORANDUM

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**TO:** Samantha Rodgerson, City Manager Office  
Kelly Walters, City Clerk Office

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

**DATE:** May 24, 2017

**SUBJECT:** 2017 Adopt-A-Spot Listing

**CC:** John Storer, PE, DPW Director of city Services

---

Per City Ordinance 15.13a (Attached) the attached listing is to be kept in City Clerk's office and City Manager's office.

Thank you.

## 2017 ADOPT A SPOTS

| SPOT # | SPOT NAME   |
|--------|---|
| 001    | Strafford Square (triangle @ N Main/Washington & Walnut Intersection) |
| 002    | Union/Wakefield Street  |
| 003    | Gonic Center Square   |
| 004    | Elk's Lodge   |
| 005    | Torr Park @ Spaulding   |
| 006    | Woodman Square Park/Charles Street                                    |
| 007    | Tax Revenue Office  |
| 008    | Walkways @ Police Dept.   |
| 009    | Commons near Arthur's   |
| 010    | Rte 125/ Flagg Road   |
| 011    | City Hall Island  |
| 012    | East Rochester Square   |
| 013    | Airport Welcome Sign  |
| 014    | Corner of Portland St/Olsen Way                                       |
| 016    | Columbus/Wakefield Intersection                                       |
| 017    | Daylily Island @ the Commons  |
| 018    | Granite State Business Park   |
| 019    | Wellsweep Fountain  |
| 020    | Rochester Fire Dept. Flagpoles  |
| 021    | City Hall Area  |
| 022    | General Wolfe Tavern Barrels  |
| 023    | X-mas Tree Island   |
| 024    | Parson Main   |
| 026    | Wellsweep Flagpole  |
| 027    | Rochester Community Ctr/Flagpole                                      |
| 028    | Welcome to Rochester/Rte 125  |
| 029    | City Hall Annex   |
| 030    | Library (Planters)  |
| 031    | Columbus Irrigation-A (Upham)   |
| 032    | Columbus Irrigation-B (2nd fr Upham)                                  |
| 033    | Columbus Irrigation-C (3rd fr Upham)                                  |
| 034    | Columbus Irrigation-D (Lowell)  |
| 035    | Library (Front Entrance)  |
| 036    | Congress St. Island   |

**15.13-a Prohibited Use of "Adopt-A-Spot" Areas.**

The City Manager, in the exercise of duties relative to the oversight of all real and personal property owned by the City of Rochester, as specified in section 14 of the Rochester City Charter, from time to time, designates certain areas of the City, primarily areas included within or closely related to the highways servicing the City of Rochester, as "Adopt-A-Spot" areas. "Adopt-A-Spot" areas are maintained, landscaped and/or otherwise beautified by designated individuals and/or entities that volunteer to perform such functions for the purpose of improving the appearance of the "Adopt-A-Spot" areas, as well as the appearance of the City of Rochester as a whole. The City Manager shall annually, on or about May 1<sup>st</sup> of each year, establish a list of "Adopt-A-Spot" areas for the ensuing calendar year beginning on such May 1<sup>st</sup> and ending on the following April 30<sup>th</sup>. A copy of such list shall be maintained in the City Manager's office and in the office of the City Clerk. In the event that the City Manager fails to update the "Adopt-A-Spot" list on or about May 1<sup>st</sup> of a given year, the "Adopt-A-Spot" list then on file in the Office of the City Manager, shall be controlling for the purposes of this ordinance. No person shall, within any "Adopt-A-Spot" area, erect or maintain any sign or other advertising material whether for political purposes or otherwise, except for such advertising material and/or device and/or device as has been previously authorized in writing by the City Manager or his designee. Any person failing to comply with the provisions of this ordinance shall be guilty of a violation. [4] [7]

6/1/17



# City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

45 Old Dover Road • Rochester, NH 03867

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CITY OF  
Received

MAY 25 2017

City Manager  
ROCHESTER

## INTEROFFICE MEMORANDUM

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

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

**DATE:** May 24, 2017

**SUBJECT:** Clean Water Sewer & Storm Water Asset Management  
Loan Agreement

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

The City Council gave authorization for City Staff to apply for this CWSRF Loan with 100% forgiveness and they appropriated the \$60,000 for the Clean Water State Revolving Fund Asset Management Grant /Loan at the July 12, 2016 Regular Meeting.

The attached loan/grant document request both City Manager and Finance Director signature on page 5 and per attached email request no other authorizations as it is 100% principal forgiveness. Please sign the document where indicated.

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

*Blaine Cox*  
5/25/2017



## City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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### INTEROFFICE MEMORANDUM

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**TO:** Dan Fitzpatrick, City Manager

**FROM:** Michael Bezanson, PE, City Engineer *MJB*

**DATE:** May 9, 2017

**SUBJECT:** Colonial Pines Sewer - Spaulding Turnpike Crossing Project  
(Contract 17-18), Easements

**CC:** John B. Storer, PE, Director of City Services  
Terence O'Rourke, City Attorney

CITY OF  
Received  
MAY - 9 2017  
City Manager  
ROCHESTER

Attached are easement documents associated with the construction of the Colonial Pines Sewer - Spaulding Turnpike Crossing project. The City Attorney has reviewed and approved the language in each of these easement documents. One easement is with L.P. Gas Equipment, Inc. (Eastern Propane) for the property at 46 Railroad Avenue. The other easement is with Sertig, LLC (Rokon International, Inc.) for the property at 50 Railroad Avenue. Please sign and return the original signed documents to me at DPW for distribution.

Thank you.

6/1/17



## City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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(603) 332-4096

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CITY OF  
Received  
MAY - 8 2017  
City Manager  
ROCHESTER

---

### INTEROFFICE MEMORANDUM

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**TO:** Dan Fitzpatrick, City Manager  
**Date:** May 5, 2017  
**From:** Owen Friend-Gray PE, Assistant City Engineer  
**SUBJECT:** NPDES Stormwater Annual Report  
**CC:** Michael Bezanson PE, City Engineer

---

Please see the attached annual stormwater report that will be submitted to EPA. This is a status report to EPA and NHDES on how we are progressing under the current NPDES stormwater permit. This report covers from April 1<sup>st</sup> 2016 to March 31<sup>st</sup> 2017 and shows compliance with the permit and adjustments being made in response to the new Phase II permit issued by EPA in January of this year.

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

Thanks.

Owen





# 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)

## INTEROFFICE MEMORANDUM

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

**FROM:** Michael Bezanson, PE, City Engineer *MJB*

**DATE:** April 28, 2017

**SUBJECT:** **Salmon Falls Road Highway Safety Improvement Program Project (Contract 17-22), Change Order No. 1**

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

Attached please find one (1) original of Change Order No. 1 between S.U.R. Construction, Inc. and the City of Rochester for the Salmon Falls Road Highway Safety Improvement Program (HSIP) Project, Contract 17-22. This change order increases the contract price by \$5,075 and does not extend contract time.

This change order will fund additional work as follows: addition of woven geotextile fabric to stabilize roadway subbase in certain areas as needed. This change order will be funded from the available budget in Public Works CIP account line #15013010-771000-13521. This change order has been approved by NHDOT for funding by HSIP with a 90% Federal funds/10% City funds cost share.

**Blaine - If you have any questions, please let me know; if not, please sign and forward to the City Manager for signature. The original signed document should be returned to me at DPW for distribution.**

Signature: *Blaine M. Cox*  
Blaine M. Cox  
Deputy City Manager/Director of Finance & Administration

Thank you.

Attachments: Change Order No. 1  
Contractor's Estimate for Change Order No. 1  
Independent Government Estimate for Change Order No. 1  
NHDOT Letter of Approval for funding of Change Order No. 1

6/1/17



## 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  
MAY 31 2017  
City Manager  
ROCHESTER

---

### INTEROFFICE MEMORANDUM

---

**TO:** Daniel Fitzpatrick, City Manager

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

**DATE:** May 30, 2017

**SUBJECT:** Sterling Drive Cul de Sac Lease – Flag Pole at Dialysis Center

---

Attached please find the lease agreement for the Sterling Drive Cul de Sac. This was discussed at the PWC on April 20, 2017 and approved by the full Council on May 2, 2017. The Dialysis Center would like to honor their Veterans by putting up a flag pole and they are assuming the responsibility for it.

The City attorney drafted the attached lease and it has been signed by their corporate official.

Please sign where indicated and return the documents to the DPW for distribution.



**City of Rochester  
Dept of Public Works**

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

# Memo

**To:** Dan Fitzpatrick, City Manager  
**From:** John B. Storer, P.E. Director of City Services  
**CC:** Blaine Cox, Deputy City Manager  
**Date:** May 2, 2017  
**Re:** Wakefield Street – Authorization of Amendment to Engineering Services

Attached for your review and authorization is a Task Order Amendment for engineering services related to the Reconstruction of Wakefield Street. The total amount is \$62,500 and is based on an estimated time & materials assuming the work progresses without delay. Please note that if the project is delayed, the majority of this money will not be spent.

An amount of \$9,000 is related to additional work associated with the relocation of overhead utilities to underground. There were additional meetings outside of the original design scope, and we also requested additional survey work along Wakefield Street up to the railroad tracks, and for securing an easement at the intersection of Glenwood Avenue and Wakefield Street.

The majority of the proposed services are related to construction oversight work either via direct on-site field observation or remote office work related to the relocation of natural gas lines, or the overhead utilities for electricity, telephone, or data. The projected amount for this is \$48,000 and will be charged on a time & material basis as needed. If we delay the project, the majority of this money would not be spent.

We do need some initial field assistance to ensure Unutil properly relocates their natural gas infrastructure to accommodate the proposed locations of new water, sewer, drainage, telephone, electrical, data, etc. Funding would be split equally from the 16532 CIP accounts for Water, Sewer and General Fund.

Please let me know if you have any questions or concerns.

Your signature is requested for authorization to proceed.

Thank you

Date: May 8, 2017  
To: Dan Fitzpatrick  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
MAY - 8 2017  
City Manager  
ROCHESTER

Re: Moose Plate Grant Application

Please see attached the Moose Plate Grant application requesting funding to preserve historic municipal records from the 18<sup>th</sup> and 19<sup>th</sup> centuries. This application has been drafted in conjunction with the City Clerk's Office and the Historic Document Preservation Committee. An agenda bill for grants under \$10,000 has been completed and is submitted for signature by the City Manager. The application requires the signature of the City Manager as the certifying official for the City.

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



## City of Rochester Grant ≤ \$10,000 Application

### City Manager Approval


GRANT SUBJECT & AMOUNT:  
Moose Plate Grant Application

|                       |  |
|-----------------------|--|
| TODAY'S DATE:         | May 8, 2017  |
| DEPT. HEAD SIGNATURE: | Karen Pollard, on file   |
| APPLICATION DEADLINE: | May 12, 2017   |
| ATTACHMENTS           | Yes <input checked="" type="checkbox"/> X<br>No <input type="checkbox"/> |

#### COMMITTEE SIGN-OFF

|               |  |
|---------------|--|
| COMMITTEE:    | Historic Document Preservation Committee |
| CHAIR PERSON: | Kelly Walters                            |

#### ADMINISTRATIVE APPROVALS

|                          |  |
|--------------------------|--|
| CHIEF FINANCIAL OFFICER: |  |
| CITY MANAGER:            |  |

#### MATCHING FUNDS BUDGET INFORMATION

|  |  |
|--|--|
| SOURCE OF MATCHING FUNDS<br>(if required): | Matching funds are not required.   |
| SOURCE ACCOUNT NUMBER:                     | N/A  |
| MATCH AMOUNT:                              | N/A  |
| APPROPRIATION REQUIRED<br>No               | Grants requiring City financial participation – funds must already be appropriated as part of existing budget. |

#### LEGAL AUTHORITY

City Charter, Section 4: Except as herein provided otherwise, the City Council shall have all powers conferred by law upon City Councils, Boards of Mayor and Aldermen, and the Selectmen of Towns so far as applicable to cities.

#### SUMMARY STATEMENT

The New Hampshire State Library offers a Moose Plate Grant for the preservation and restoration of publicly-owned historic resources. In conjunction with the City Clerk's Office and the Historic Document Preservation Committee, the Community Development Coordinator has drafted Moose Plate Grant application requesting funding in the amount of \$9,025 for the preservation of historic municipal documents from the 18<sup>th</sup> and 19<sup>th</sup> centuries.

#### RECOMMENDED ACTION

The Community Development Coordinator requests that the City Manager approve the submittal of a grant application in the amount of \$9,025 to fund the preservation of historic municipal documents.



*To: T. O.R.*  
*Please review and process 6/1/17*  
**City of Rochester, New Hampshire**  
*Office of Economic Development*  
31 Wakefield Street  
Rochester, NH 03867  
(603) 335-7522



*DWF*  
CITY OF  
Received  
MAR 10 2017  
City Manager  
ROCHESTER

# MEMO

**TO:** Dan Fitzpatrick, City Manager

**CC:** Ann Arsenault; Karen Pollard; Rolland Connors; Julian Long; Blaine Cox

**FROM:** Jenn Marsh, Economic Development Specialist

**DATE:** 3/9/17

**RE:** Release of Mortgage for Anthony Ejarque for the Publik House JOB Loan

The last payment from Anthony Ejarque for the JOB Loan on the Publik House was received by the Finance Office on 2/17/17. A Mortgage and Security Agreement was recorded at the Stafford County Registry of Deeds, please see attached copy of what is on file in the business office.

Now that the loan is paid in full our City Attorney will need to record the attached Release of Mortgage and Security Agreement which requires the City Manager's signature.

Please let me know if you have any further questions.

*Office location*  
150 Wakefield Street, First Floor, Suite 203  
[www.THINKROCHESTER.biz](http://www.THINKROCHESTER.biz)

TB: T dir please review

6/1/17



# City of Rochester, New Hampshire

Economic & Community Development

151 Wakefield Street, Rochester NH 03867

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

CITY OF  
Received  
MAY 16 2017  
City Manager  
ROCHESTER

Date: May 15, 2017

To: Dan Fitzpatrick, City Manager

From: Karen Pollard, Economic Development Manager

*Karen Pollard*

Re: The Stanhope Group LLC Contract

The Economic and Community Development department has been tasked with getting easement estimates to complete Marketplace Boulevard, the frontage road on Route 11/Farmington Road.

Attached please find a contract for appraisal services from Peter Knight of the Stanhope Group LLP to provide the necessary services to the city.

City purchasing procedures call for three quotes to be obtained. I made multiple contacts with other commercial appraisal services but was unable to secure quotes from other agencies for the same scope of work. The city has successfully used the Stanhope Group LLC previously in similar situations, and I asked for and received permission to proceed with the contract for services from the single respondent.

Please review and sign this basic contract for services from The Stanhope Group LLC.

Approved.  
*Jan O'Rourke* 5/22/2017

6/1/17



**City of Rochester, New Hampshire**  
*Office of Economic Development*  
31 Wakefield Street  
Rochester, NH 03867  
(603) 335-7522/[www.RochesterEDC.com](http://www.RochesterEDC.com)



CITY OF  
Received

MAY 16 2017

City Manager  
ROCHESTER

# MEMO

---

**TO:** Dan Fitzpatrick, City Manager

**CC:** Samantha Rodgerson, Executive Secretary; Karen Pollard, Economic Development Manager

**FROM:** Jenn Marsh, Economic Development Specialist

**DATE:** May 15, 2017

**RE:** Collateral form – White Birch Ammo, LLC’s Job Loan paperwork

---

I have received a collateral assignment from Sean Manning, Owner of White Birch Ammo. He has applied for a life insurance policy to cover the JOB Loan requirement in his Letter of Intent which names the City of Rochester as a loss payee. USAA is the company that Sean has applied for and they require both the Assignor and Assignee complete the attached form and have it Notarized.

Please let me know what time works this week to have the attached document signed.

Thank you.



Date: May 11, 2017  
To: Dan Fitzpatrick  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

CITY OF  
Received  
MAY 12 2017  
City Manager  
ROCHESTER

Re: White Birch Armory JOB Loan Environmental Review

Please see attached the completed FY 2016-2017 Community Development Block Grant (CDBG) environmental review for the Job Opportunity Benefit (JOB) Loan to White Birch Armory. The JOB Loan Committee approved funding to White Birch Armory at its April 19, 2017 meeting.

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

Date: May 3, 2017  
To: Dan Fitzpatrick  
City Manager  
From: Julian Long  
Community Development Coordinator/Grants Manager

Re: Award Acceptance Documents for Victims of Crime Act (VOCA) Assistance Grant

Please see attached the completed award acceptance documents that will be submitted to the New Hampshire Department of Justice for the awarded VOCA Grant. City Council voted to approve submission of this grant application at the March 21, 2017 special City Council meeting. City Council voted to approve acceptance of the awarded grant at the May 2, 2017 City Council meeting.

The grant award acceptance requires the signature of the City Manager *before a notary* before submittal. Please sign the attached acceptance *before a notary* as the authorized official and return the signed documents to Julian. The attachments to the grant award acceptance also require the signature of the City Manager as the authorized official but do not require notarization. *Please also initial and date all pages of the grant acceptance package.*

The final attachment, the Certificate of Authority, must be signed by the City Clerk before a notary. Please leave this document blank; Julian will arrange for the City Clerk to sign the Certificate of Authority before a notary.

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

# City of Rochester

6/1/17

OFFICE OF THE DIRECTOR OF FINANCE  
FINANCE OFFICE  
41 WAKEFIELD STREET  
ROCHESTER NH 03867

BLAINE COX  
VOICE 603.332.7609  
FAX 603.335.7589  
E-MAIL: blaine.cox@rochesternh.net

## LETTER OF TRANSMITTAL

CITY OF  
Received  
MAY 26 2017  
City Manager  
ROCHESTER

TO: Daniel Fitzpatrick, City Manager  
FROM: Blaine Cox, Deputy City Manager / Director of Finance & Administration  
DATE: May 26, 2017

NUMBER OF PAGES: 2 (including this cover page)

I am sending you:  Attached  Under Separate Cover

The following items:

Professional Services Agreement an IT Study

These are transmitted as checked below:

|                                     |   |                          |                          |
|-------------------------------------|---|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | For Approval  | <input type="checkbox"/> | For Your Use/Information |
| <input type="checkbox"/>            | As Requested  | <input type="checkbox"/> | For Review & Reply       |
| <input type="checkbox"/>            | Approved as Submitted                                   | <input type="checkbox"/> | Approved as Noted        |
| <input type="checkbox"/>            | Returned for Corrections                                |                          |                          |
| <input type="checkbox"/>            | Re-submit <input type="checkbox"/> Copies for approval  |                          |                          |
| <input type="checkbox"/>            | Submit <input type="checkbox"/> Copies for distribution |                          |                          |

REMARKS:

Municipal Resources Inc. has completed Phase I and Phase II of an assessment of our MIS/ IT department. Phase I focused upon an analysis of the current staffing, budgeting, supervision & oversight functions as well as functional effectiveness. Phase II pertained to developing an IT Strategic Plan along with action items; performing a technical review of data & voice networks, including telephone systems, wired & wireless data networks, file storage & backup systems, virtualization efforts as well as review the Annex renovations with regard to planned technical infrastructure; creating a technology inventory; developing a IT project portfolio; determining where cross training is needed within IT and developing cross-training plans; assisting the IT Self Directed Work Team.

The attached, for your approval, is the final step in this process for which MRI's services are sought: participating in the screening and interviewing of Chief Information Officer candidates and providing technical assistance with Phase I capital improvement upgrades (that are approximately 50% completed).

SIGNED: Blaine Cox

Date: 5/26/2017



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

Date: April 27, 2017  
To: Dan Fitzpatrick, City Manager  
From: Seth Creighton, Chief Planner *SC 4/27/17*  
Re: Signature needed on Letter of Understanding between South East Land Trust and City of Rochester

On March 7, 2017 the City Council passed a resolution to devote funds and partner with South East Land Trust to purchase a conservation easement on the "Gauthier Farm".

Attached is a Letter of Understanding between South East Land Trust and City of Rochester that needs your signature. I and Attorney Terence O'Rourke have reviewed this and found it to be acceptable. Please sign and then return this to Seth Creighton in the Planning Department.



CITY OF  
Received  
MAY 26 2017  
City Manager  
ROCHESTER

# MEMO

**Date:** 5/24/17

**To:** Deputy City Manager Blaine Cox (Acting CM)

**Cc:** Chris Bowlen, Director of Recreation & Arena

**From:** Lauren Krans, Assistant Director of Recreation & Arena

**Subject:** Push Volleyball LLC Memo of Understanding

**Summary:** A Memo of Understanding between Recreation & Arena and Push Volleyball LLC, to offer a specialized youth volleyball program in the Community Center Gymnasium.

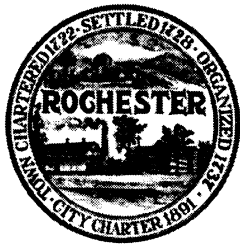
Per the recommendations listed in our Master Plan, our department is seeking to partner with other recreation providers to offer additional, specialized services. This program will be a pilot program and will be reviewed and modified as needed before pursuing a second program season. The sport of volleyball is growing in popularity, specifically at the competitive level. This agreement with Push Volleyball LLC will allow our department to offer a high quality program to the community through an accomplished volleyball organization. If we did not partner with an already established volleyball organization, we would not be able to offer the same level expertise of instruction and coaching to our youth.

This agreement has been created and reviewed by the City's legal department. If you have any questions, please don't hesitate to contact us.

We respectfully request that you sign this MOU and return to the Department of Recreation & Arena.

*Y. Krans 5/24/17*

Signature *Blaine Cox* Date: *5/26/2017*



# 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: Samantha Rodgeron
2. Department: City Manager's Office
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: 7 (attach copies of prior approvals)
5. Course(s) for which reimbursement is now being requested:
  - a. Name of Course Principles of Financial Management; Cost: \$1,140.00; and dates of Course: from 5/15/2017 to 7/1/2017
  - b. Name of Course Electronic Commerce; Cost: \$1,140.00; and dates of Course: from 5/15/2017 to 7/1/2017
  - 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: NA
9. Date of Department head's approval: NA
10. Finance Director approval signature: Blaun Guy
11. Date of Finance Department approval: 4/19/2017
12. City Manager's approval Signature: \_\_\_\_\_
13. Date of City Manager's Signature: 2017.4.19

6/1/17

CITY OF  
Received  
NOV 2 2016  
City Manager  
ROCHESTER

# Memo

**To:** Daniel W. Fitzpatrick, City Manager  
**From:** Samantha Rodgerson  
**Date:** November 2, 2016  
**Re:** Tuition Reimbursement Exception Request

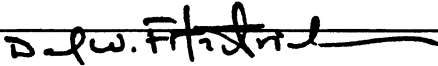
Dan,

I am seeking your approval for an exception to the Tuition Reimbursement policy to authorize reimbursement for additional courses. My courses are accelerated classes (8 week course vs. 16 week course) at half the cost of most traditional courses.

Exception granted:

Yes

No

  
Daniel W. Fitzpatrick

NOV 0 2 2016



# 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: Samantha Rodgerson
2. Department: City Manager's Office
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: 04 (attach copies of prior approvals)
5. Course(s) for which reimbursement is now being requested:
  - a. Name of Course Business Law I; Cost: \$1,140.00; and dates of Course: from 3/20/2017 to 5/13/2017
  - b. Name of Course Electronic Spreadsheets: Cost: \$1,140.00; and dates of Course: from 3/20/2017 to 5/13/2017
  - 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: \_\_\_\_\_
9. Date of Department head's approval: \_\_\_\_\_
10. Finance Director approval signature: [Signature]
11. Date of Finance Department approval: 3-2-2017
12. City Manager's approval Signature: [Signature]
13. Date of City Manager's Signature: \_\_\_\_\_ FEB 28 2017





# 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

Received  
**JAN 3 2017**  
City Manager  
ROCHESTER

1. Applicant's Name: Samantha Rodgerson
2. Department: City Manager's Office
3. The course(s) is(are) related to the employee's job or as part of a career development program: Yes X No
4. Number of Courses for this employee already approved for the current fiscal year is: 04 (attach copies of prior approvals)
5. Course(s) for which reimbursement is now being requested:
  - a. Name of Course Consumer Behavior ; Cost: \$1,140.00 ; and dates of Course: from 1/23/2017 to 3/18/2017
  - 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: NA
9. Date of Department head's approval: NA
10. Finance Director approval signature: B. Blawie
11. Date of Finance Department approval: 1/3/2017
12. City Manager's approval Signature: D. W. [Signature]
13. Date of City Manager's Signature: JAN 03 2017



# 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: Samantha Rodgerson
2. Department: City Manager's Office
3. The course(s) is(are) related to the employee's job or as part of a career development program: Yes X No
4. Number of Courses for this employee already approved for the current fiscal year is: 01 (attach copies of prior approvals)
5. Course(s) for which reimbursement is now being requested:
  - a. Name of Course Principles of Accounting II; Cost: \$1,140.00; and dates of Course: from 11/7/2016 to 1/21/2017
  - b. Name of Course Principles of Management; Cost: \$1,140.00; and dates of Course: from 11/7/2016 to 1/21/2017
  - 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: \_\_\_\_\_
9. Date of Department head's approval: \_\_\_\_\_
10. Finance Director approval signature: \_\_\_\_\_
11. Date of Finance Department approval: \_\_\_\_\_
12. City Manager's approval Signature: *D. W. Fitzgerald*
13. Date of City Manager's Signature: FEB 28 2017



## 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: Samantha Rodgerson
2. Department: City Manager's Office
3. The course(s) is(are) related to the employee's job or as part of a career development program: Yes X No
4. Number of Courses for this employee already approved for the current fiscal year is: 00 (attach copies of prior approvals)
5. Course(s) for which reimbursement is now being requested:
  - a. Name of Course Principles of Accounting I; Cost: \$1,140.00; and dates of Course: from 9/12/2016 to 11/5/2016
  - 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: \_\_\_\_\_
9. Date of Department head's approval: \_\_\_\_\_
10. Finance Director approval signature: Blair G
11. Date of Finance Department approval: 8-23-2016
12. City Manager's approval Signature: Dale W. Fitch
13. Date of City Manager's Signature: AUG 23 2016



# City of Rochester, New Hampshire

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

PAID

## Tuition Reimbursement Pre-Approval Form

SEP 01 2016

1. Applicant's Name: Samantha Rodgerson CK# 158843
2. Department: City Manager's Office
3. The course(s) is(are) related to the employee's job or as part of a career development program: Yes X 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 Principles of Macroeconomics ; Cost: \$1,140.00 ; and dates of Course: from 7/5/2016 to 8/20/2016
  - 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: \_\_\_\_\_
9. Date of Department head's approval: \_\_\_\_\_
10. Finance Director approval signature: Blaine M Cox  
Blaine M Cox  
Director of Finance and Administration  
City of Rochester, New Hampshire
11. Date of Finance Department approval: 2016-08-23
12. City Manager's approval Signature: *[Signature]*
13. Date of City Manager's Signature: AUG 23 2016

*See attached*

6/1/17

To: Chief Toussaint  
From: Lieutenant Swanberry  
Date: May 1, 2017  
Re: Tuition Reimbursement

CITY OF  
Received  
MAY 15 2017  
City Manager  
ROCHESTER  
RECEIVED  
MAY 01 2017  
OFFICE OF THE CHIEF  
ROCHESTER POLICE DEPT

Chief Toussaint,

I am writing to request to utilize the tuition reimbursement offered by the City. I have recently been admitted into a MS in Organizational Leadership program through Southern New Hampshire University. The cost per course is currently \$1881.00 and the first course in my curriculum is Math and Statistics for Business. I intend to take one course at a time until completion. I have included my Academic Evaluation from SNHU as well as an outline of the program curriculum. I believe that this program is related to my employment and would qualify as part of a career development program.

SNHU offers a Deferred Tuition Plan for Employer Reimbursed Students which I would like to utilize. This program would allow me to take courses without paying upfront; SNHU will wait up to 30 days after the completion of the course before requiring payment. The program also accounts for programs such as ours where payment percentage is dependent upon student performance, and any remaining balance after employer reimbursement is automatically billed to the student. In the event that the City will not allow me to utilize the deferment program, I am still requesting approval for reimbursement and I will pay for the course up front.

Respectfully,



Andrew Swanberry  
Lieutenant

BARRINGTON PLANNING BOARD PUBLIC NOTICE

Land Use Department  
Barrington Town Hall  
PO Box 660  
333 Calef Highway  
Barrington, NH 03825  
(603) 664-5798 ~ Landuse@metrocast.net  
April 19, 2017

CITY OF  
ROCHESTER  
City Manager  
Received  
APR 25 2017

File #251-64-GR/SDOA-17-SR/Waiver

Owners: Steven F. & Pamela M. Lenzi, Revocable Trust  
304 Young Road  
Barrington, NH 03825

BY: Varsity Wireless Investors, LLC  
290 Congress Street, 7<sup>th</sup> Floor  
Boston, MA 02210

Property Location: Bumford Road  
Zoning Districts: General Residential

Hearing Date: Tuesday May 2, 2017  
Time: 6:30 PM

**NEW Location: EARLY CHILDHOOD LEARNING CENTER  
77 RAMSDELL LANE  
Barrington, NH 03825**

You are hereby notified as an abutting landowner of a Public Hearing for a cell tower.

Request by applicant for Site Review to construct a 150' monopole tower that will structurally accommodate at least 4 wireless broadband telecommunications carriers and associated antennas, electronic equipment and cabling; and fence in the base of the tower to accommodate ground based telecommunications equipment on Bumford Road and a waiver from 3.3. (3) existing topography. (Map 251, Lot 64) in the General Residential (GR) and Stratified Drift Aquifer Overlay Zoning District. By: Varsity Wireless Investors, LLC; 290 Congress Street, 7<sup>th</sup> Floor; Boston, Ma 02210.

You are invited to appear in person or be represented by an agent to state reasons why this plan should or should not be approved. Written comment may be submitted to the Land Use Office no later than 3:00 p.m. the date of the hearing.

The case file folder representing this proposal is available for viewing at the Land Use Office between the hours of 8:00 a.m. and 2:30 p.m. Monday through Thursday, excluding holidays. If you have questions concerning this hearing please call the Planning Office during 8:00 a.m. and 2:30 p.m.

Barrington Planning Board

April 2017

City Manager  
City of Rochester  
31 Wakefield Street  
Rochester, NH 03867

Dear City Manager;

Pursuant to Section 7.3 (Annual Reporting by Franchisee) of the Franchise Agreement between the City of Rochester and MetroCast Cablevision, MetroCast submits the attached documentation detailing the system performance for calendar year 2016.

Please note that some of the requested information is listed on a consolidated basis for MetroCast based on the functionality of the recording and tracking systems in place. For example, since all subscriber telephone calls are routed to our Belmont and Rochester call centers, customer service statistics are recorded on a consolidated basis. This is indicated on the documentation provided.

Please feel free to contact me with any questions or comments concerning the attached documents and information. I can be reached at your convenience at (603) 527-3634, or by e-mail at [emerrill@metrocast.com](mailto:emerrill@metrocast.com)

Sincerely,



Edward Merrill  
General Manager NH/ME  
MetroCast Communications  
21 Jarvis Ave  
Rochester, NH 03868



EXHIBIT - H

**City of Rochester**  
**Services & Rates**  
 January 2017

**Video Service:**

|  |               |
|--|---------------|
| Basic Tier-                                    | \$35.95/Month |
| Expanded Basic-                                | \$53.00/Month |
| Full Basic Tier - <i>(Includes Basic Tier)</i> | \$88.95/Month |
| Broadcast TV Fee                               | \$8.16/Month  |

*Please see attached Channel Card*

**Digital Service:** \* *(Converter Required)*

|   |                |
|---|----------------|
| Digital Basic Cable:*   | \$15.95/ Month |
| <i>(Includes One Digital Home Terminal, Interactive Program Guide, Access to Video on Demand Channel 99, Access to Pay Per View, Access to Digital Networks, Digital Music Channels, 4 in 1 Remote)</i> |                |

|               |               |
|---------------|---------------|
| Digital Plus- | \$7.95/ Month |
| HD Ultra-     | \$9.95/Month  |

**Digital Equipment**

|  |               |
|--|---------------|
| Digital Converter                                      | \$8.95/ Month |
| 4 In 1 Remote Control-Purchase                         | \$10.00       |
| Cable Card - *First 2 no Charge Then                   | \$1.95/ each  |
| Digital Terminal Adaptor (DTA)-*First 2 no Charge Then | \$1.95/each   |
| HD Digital Terminal Adaptor                            | \$1.95        |

**High Definition**

|  |                |
|--|----------------|
| HD Converter                               | \$8.95/Month   |
| DVR/HD Converter                           | \$16.95/ Month |
| Multi-Room DVR <i>(mDVR)</i> Storage-      | \$9.95/Month   |
| Multi-Room DVR <i>(mDVR)</i> HD Converter- | \$9.95/Month   |

**Digital Premium Service\***

*(Digital Basic package required)*

|                       |                |
|-----------------------|----------------|
| Showtime Unlimited    | \$17.95/ Month |
| HBO Multiplex         | \$20.95/ Month |
| Cinemax Multiplex     | \$10.95/ Month |
| Starz/Encore Superpak | \$17.95/ Month |





## EXHIBIT -H

**City of Rochester**  
 Services & Rates Cont.  
 January 2017

**Pay-Per View\***

|                  |             |
|------------------|-------------|
| Movies           | \$3.99 & up |
| Adult Movies     | Varies      |
| MetroCast Events | Varies      |

**Video On Demand – VOD\***

*Tune to Channel 99 to launch VOD application and user's interface.*

|                             |             |
|-----------------------------|-------------|
| New Releases                | \$4.99 & up |
| Library                     | \$2.99 & up |
| Adult, Event & Subscription | Varies      |
| VOD High Definition         | \$5.99 & up |

*(Prices for some early releases or HD releases may vary)*

**Internet Services (\*DOCSIS cable modem required\*)**

|                     |                |
|---------------------|----------------|
| High Speed Ultra-   | \$76.95/ Month |
| High Speed Turbo-   | \$57.95/ Month |
| High Speed Express- | \$45.95/ Month |
| Internet Access-    | \$32.95/ Month |
| Cable Modem-        | \$7.00/ Month  |
| Wireless Modem -    | \$7.00/ Month  |

*\*Business rate and speeds are available. Please call the Customer Service Department for details.\**



EXHIBIT -H

**City of Rochester**  
Services & Rates Cont.  
January 2017

**Digital Phone Services\*\*** (eMTA required)

|  |                |
|--|----------------|
| MetroCast Digital Phone                  | \$44.95/Month  |
| eMTA (phone modem)                       | \$8.00/ Month  |
| Wireless e MTA Rental                    | \$8.00/ Month  |
| Additional Phone Line                    | \$12.95/ Month |
| Voicemail (2-4accounts)                  | \$4.95/Month   |
| Operator Assistance (411)                | \$1.00 per use |
| Directory Assistance                     | \$1.50 per use |
| Directory Listing                        | Free           |
| Non publishing Listing / Non-Listed Rate | \$5.00/Month   |

**Video-Internet-Digital Phone (VIP) Packages\*\***

(Equipment not included/ converter &amp; eMTA required)

|  |                |
|--|----------------|
| VIP Ultra Plus- (Basic, Expanded Basic, Digital Basic, Digital Plus, High Speed Ultra & Digital Phone) | \$192.90/Month |
| VIP Ultra- (Basic, Expanded Basic, Digital Basic, High Speed Ultra & Digital Phone)                    | \$184.95/Month |
| VIP Advantage- (Basic, Expanded Basic, High Speed Internet & Digital Phone)                            | \$171.95/Month |
| VIP Plus- (Basic, Expanded Basic, Digital Basic, Digital Plus, High Speed Turbo & Digital Phone)       | \$169.90/Month |
| VIP Digital- (Basic, Expanded Basic, Digital Basic, High Speed Turbo & Digital Phone)                  | \$161.95/Month |
| VIP Basic- (Basic, Expanded Basic, High Speed Turbo & Digital Phone)                                   | \$151.95/Month |

**Installation and One –Time Charges:**

|   |         |
|---|---------|
| Standard VIP Installation (3 products-Video, Internet, Phone):                    | \$99.95 |
| Standard Video Installation (up to 2 outlets):                                    | \$49.95 |
| Two Product Installation:   | \$99.95 |
| Additional Video Outlet per outlet (over 2 outlets) – initial install per outlet: | \$20.00 |
| Additional Video Outlet per outlet – separate trip (up to 2 outlets):             | \$49.95 |
| Reconnection of Service:  | \$40.00 |
| Multi Room DVR Installation:  | \$99.95 |
| Standard High Speed Internet Installation:  | \$99.95 |
| Standard Digital Phone Installation:  | \$99.95 |
| Digital Phone Line Activation:  | \$20.00 |
| Add/Move/Change Phone Service or Number:  | \$20.00 |
| Relocate Phone Service or Number:   | \$30.00 |
| Additional Jack- w/initial install:   | \$20.00 |
| Additional Jack- separate trip:   | \$40.00 |



## EXHIBIT -H

**City of Rochester**  
**Services & Rates Cont.**  
 January 2017

|   |              |
|---|--------------|
| Returned Check Fee:   | \$25.00      |
| Collection at Door Fee:   | \$25.00      |
| Late Fee:   | \$5.00       |
| Service Call, 1 Hour Minimum:                                   | \$50.00      |
| Additional Service Call Charge:                                 | \$12.50      |
| <i>(charged in ¼ Hr increments for calls lasting over 1 Hr)</i> |              |
| Change of Service – automated upgrade:                          | \$5.00       |
| Change of Service – separate trip upgrade:                      | \$40.00      |
| Live Agent Convenience Fee <i>(charged per occurrence)</i> :    | \$7.50       |
| HD Converter Deposit:   | \$50.00      |
| HD/DVR Converter Deposit:                                       | \$100.00     |
| Multi-Room (mDVR) HD Storage Device Deposit:                    | \$50.00      |
| Multi-Room (mDVR) Storage Device Deposit:                       | \$100.00     |
| Non Returned or Damaged Digital Converter:                      | \$150.00     |
| Non Returned or Damaged Cable Modem:                            | \$48.00      |
| Non Returned or Damaged HD Converter:                           | \$230.00     |
| Non Returned or Damaged HD/DVR Digital Converter:               | \$329.00     |
| Non Returned or Damaged eMTA:                                   | \$67.50      |
| Non Returned or Damaged eMTA with wireless                      | \$101.00     |
| Non Returned or Damaged Wireless Modem:                         | \$84.00      |
| Non Returned or Damaged DTA:                                    | \$31.50      |
| Non Returned or Damaged HD DTA:                                 | \$50.00      |
| Non Returned or Damaged HD DTA Wall Mount:                      | \$75.00      |
| Non Returned or Damaged Multi-Room DVR/HD Converter:            | \$329.00     |
| Non Returned or Damaged Multi-Room DVR Storage Device:          | \$195.00     |
| Non Returned or Damaged Cable Card:                             | \$50.00      |
| Service Assurance Plan:   | \$3.95 Month |



## EXHIBIT -I

**City of Rochester**  
Office Locations & Hours

|  |   |   |
|--|---|---|
| Office Locations:                        | MetroCast Cablevision<br>102 Pleasant Street<br>Springvale, ME 04083  | MetroCast Cablevision<br>21 Jarvis Ave<br>Rochester, NH 03868                 |
| Mailing Address:                         | PO Box 1450 Rochester NH, 03866-1450  |   |
| Office Hours:                            | Monday – Friday<br>8:00am –6:30pm   | Saturday<br>8:00am-4:30pm Rochester Office<br>8:00am-2:00pm Springvale Office |
| Office Technical Support Hours           | Monday-Saturday 8:00am-5:00pm<br>Sunday - Closed<br><i>(Technician on-call after Normal Business Hours)</i>             |   |
| Phone Numbers Customer Service:          | 603-332-5466 Rochester Office<br>207-324-3700 Springvale Office<br>800-952-1001 (24/7 Customer Service Sales & Support) |   |
| Phone Numbers Internet Technical Support | Residential 800-608-6480<br>Business 800-608-6490   |   |

\*\*Customer Service picks up calls during non business hours 24 hours 7 days a week.

Headend Location (Tower): 21 Jarvis Ave Rochester, NH 03868



EXHIBIT -I

**City of Rochester**  
System Plant Information  
2016

- A. Total Number Of Subscribers: 10,741
- B. Total Miles of Cable Plant: 256.67
- C. Projects Constructed: None
- D. Franchise Fees Paid: \$253,498.51
- E. Customer Service Statistics: *(See Below)*

**\*\* Phone Stats include all NH Calls\*\***

| Month - 2015   | Total ACD Incoming Calls | Total Calls Answered | % of ACD Calls Answered in SVS Level | Average Speed of Answer | Average Talk Time | # Calls answered in SVS level |
|----------------|--------------------------|----------------------|--------------------------------------|-------------------------|-------------------|-------------------------------|
| January        | 30,802                   | 27,144               | 65.00%                               | 0:03:05                 | 0:06:22           | 17,643                        |
| February       | 27,581                   | 25,799               | 78.27%                               | 0:00:59                 | 0:06:20           | 20,193                        |
| March          | 25,884                   | 23,653               | 76.29%                               | 0:01:17                 | 0:06:23           | 18,044                        |
| April          | 34,576                   | 30,392               | 64.90%                               | 0:01:53                 | 0:06:37           | 19,725                        |
| May            | 35,751                   | 28,932               | 44.53%                               | 0:06:06                 | 0:07:13           | 12,883                        |
| June           | 38,462                   | 33,042               | 52.65%                               | 0:03:31                 | 0:07:02           | 17,395                        |
| July           | 38,937                   | 32,247               | 42.35%                               | 0:04:25                 | 0:07:11           | 13,658                        |
| August         | 38,976                   | 32,303               | 44.77%                               | 0:05:58                 | 0:07:11           | 14,462                        |
| September      | 37,809                   | 34,696               | 68.73%                               | 0:02:14                 | 0:06:45           | 23,847                        |
| November       | 55,961                   | 47,085               | 34.65%                               | 0:04:38                 | 0:07:39           | 16,316                        |
| December       | 49,795                   | 43,241               | 45.39%                               | 0:03:59                 | 0:07:54           | 19,627                        |
| <b>Total</b>   | <b>451,242</b>           | <b>391,381</b>       | <b>54.59%</b>                        |                         |                   | <b>213,647</b>                |
| <b>Average</b> | <b>37,604</b>            | <b>32,615</b>        | <b>54.59%</b>                        | <b>0:03:22</b>          | <b>0:07:00</b>    | <b>17,804</b>                 |

- Emergency Contact:
  - MetroCast Network Operations Center, Rochester  
(Open 24 hours per day, 7 days per week)  
(866) 382-3087 [noc@metrocast.com](mailto:noc@metrocast.com)
  - John Rodenhuis -Sr. Broadband Operations Manager  
603-330-7702(w) 603-393-5516(c)
  - Joe Vachon – Headend Technician  
603-330-7777(w) 603-396-2463(c)
  - Thomas Daigneault – Technical Ops Manager  
603-527-2692 (w) 603-455-3981(c) /

## Council Inquiry report 20170606

| NUMBER | COUNCIL MEMBER | FORUM                               | REQUEST/INQUIRY   | ACTION  |
|--------|----------------|-------------------------------------|---|---|
| 1      | Varney         | Public Works Committee<br>4/20/2017 | Requested a pavement overlay estimate for Linscott Court to Chestnut Hill Road  | Director Storer provided. Item closed.  |
| 2      | Willis         | Public Works Committee<br>4/20/2017 | Kipling Rock Road blasting and if the City Engineer has checked in on the project.                                    | Staff has worked on. Item closed.   |
| 3      | Gray           | Public Works Committee<br>4/20/2017 | Check on the culvert pipe just north of the power lines.  | Director Storer researched and got information back to the committee. Item closed |
| 4      | Gates          | Public Works Committee<br>4/20/2017 | Asked to be provided with a paving schedule.  | Director Storer provided pertinent information. Item closed.                      |
| 5      | Willis         | Public Works Committee<br>5/18/2017 | Strafford Square - asked for a status of the funds available including the percentage of that the state's portion is. | Director Storer to get information.   |
| 6      | Varney         | Public Works Committee<br>5/18/2017 | Strafford Square - summary similar to that given for the EDA project.   | Director Storer will work on.   |
| 7      | Willis         | Public Works Committee<br>5/18/2017 | Strafford Square - find out ramifications of pushing project out a few years.   | Director Storer to research and get info back to committee.                       |

MONTHLY DEPARTMENT TRAVEL SUMMARY - April, 2017

6/1/17

| Department | Name                  | Date of Travel   | Event Location | Purpose for Travel   |
|------------|-----------------------|------------------|----------------|--|
| Police     | Off. Robert Frechette | Apr 2-6, 2017    | Milwaukee, WI  | International Family Justice Center Conf.<br>( <b>paid by the Family Justice Center</b> )          |
| Police     | Off. Steven Bourque   | April 9-21, 2017 | Brunswick, GA  | Federal Law Enforcement Training Center for ICAC training. This <b>will be reimbursed by ICAC.</b> |
| Police     | Off. Eric Ball        | Apr 9-14, 2017   | Hartford, CT   | School Resource Officer Conference   |
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**MONTHLY DEPARTMENT TRAVEL SUMMARY - May 2017**

6/1/17

| <b>Department</b>            | <b>Name</b>               | <b>Date of Travel</b>  | <b>Event Location</b> | <b>Purpose for Travel</b>                      |
|------------------------------|---------------------------|------------------------|-----------------------|--|
| Building Zoning Licensing Se | James Grant               | 05/10/17 thru 05/11/17 | OMNI Hotel & Resort   | Primex Seminar                                 |
| Building Zoning Licensing Se | Joe Devine                | 05/10/17 thru 05/11/17 | OMNI Hotel & Resort   | Primex Seminar                                 |
| Econ Dev                     | Karen Pollard             | 5/20/17 - 5/24/17      | Las Vegas, NV         | ICSC RECON Convention/Dealmaking               |
| Econ Dev                     | Jenn Marsh                | 5/20/17 - 5/24/18      | Las Vegas,NV          | ICSC RECON Convention/Dealmaking               |
| Police                       | Lt. Jeremy Aucoin         | May 10-11, 2017        | Bretton Woods, NH     | PRIMEX Annual Conference                       |
| Police                       | Ex. Sec. Becky Warburton  | May 10-11, 2017        | Bretton Woods, NH     | PRIMEX Annual Conference                       |
| Police                       | Off. Chris Mangum         | May 11-12, 2017        | No. Conway, NH        | Presenter - NH State Adminstrators Conference. |
| Police                       | Div. Coord. Nicole Rodler | May 11-12, 2017        | No. Conway, NH        | Presenter - NH State Adminstrators Conference. |
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| DATE RECEIVED | DATE ISSUED | PERMISSION PERMITS | MISCELLANEOUS  | DATE OF EVENT         |
|---------------|-------------|--------------------|--|-----------------------|
| 5/4/2017      | 5/8/2017    | BANNERS            | Rochester Youth Soccer Association                       | 6/13/2017             |
| 4/26/2017     | 5/8/2017    | EVENT/PARADE       | American Legion - Memorial Day Parade                    | 5/29/2017             |
| 5/3/2017      | 5/8/2017    | EVENT              | Weber Grill Demonstration Class                          | 6/10/2017             |
| 4/19/2017     | 4/24/2017   | SOLICIT            | Power Marketing Group                                    | 5/24/2017             |
| 4/19/2017     | 4/24/2017   | BANNERS            | Rochester Youth Spirit                                   | 5/23/2017             |
| 4/19/2017     | 4/25/2017   | EVENT              | youth walk - Commons                                     | 4/26/2017             |
| 3/29/2017     | 4/3/2017    | EVENT              | TownSquare Media - Yard Sale at Fairgrounds              | 5/6/2017              |
| 5/15/2017     | 5/16/2017   | EVENT              | William Bates Construction - sidewalk obstruction        | 5/16/2017             |
| 5/8/2017      | 5/22/2017   | EVENT              | Harvest Praise of God Church - Gospel Concert            | 8/5/2017              |
| 5/16/2017     | 5/22/2017   | TAG                | Roger Allen Baseball                                     | 6/16-18/2017          |
| 5/16/2017     | 5/22/2017   | EVENT              | First City Cars & Trucks                                 | 8/5/2017              |
| 5/8/2017      | 5/22/2017   | EVENT/RAFFLE       | Rochester Youth Spirit                                   | 6/8/2017              |
| 5/8/2017      | 5/22/2017   | TAG                | Seacoast Titans Football                                 | 9/22/2017             |
| 5/8/2017      | 5/22/2017   | TAG                | Spaulding Football                                       | 8/4-6/2017            |
| 5/8/2017      | 5/22/2017   | TAG                | Knights of Columbus                                      | 9/1-2/2017            |
| 5/10/2017     | 5/22/2017   | EVENT              | Rochester Main Street - Wicked Witches of the North      | 9/2/2017              |
| 5/10/2017     | 5/22/2017   | EVENT              | Rochester Main Street - 3rd Saturdays Sidewalk Sales     | Apr-Nov 2017          |
| 5/15/2017     | 5/22/2017   | EVENT              | Crosspoint Church - Backpack Giveaway                    | 8/19/2017             |
| 5/9/2017      | 5/22/2017   | BANNERS            | Rochester Farmers Market                                 | 6/13 - 9/26/2017      |
| 5/8/2017      | 5/22/2017   | EVENT              | Rochester Police Department - National Night Out         | 8/1/2017              |
| 5/16/2017     | 5/22/2017   | EVENT              | Monarch School - Charity Bike Ride                       | 10/7/2017             |
| 5/31/2017     | 5/31/2017   | EVENT              | Cornerstone VNA - donot thank you event                  | 6/1/2017              |
| 5/25/2017     | 5/31/2017   | EVENT              | Celebration of Life - Knights of Columbus                | 6/10/2017             |
| 5/25/2017     | 5/31/2017   | TAG                | Rochester Youth Spirit                                   | 9/9-10 & 9/23-24/2017 |
| 5/23/2017     | 2/23/2017   | MESSAGE            | Homeschool Theater Guild                                 | 5/25-27/2017          |
| 5/5/2017      | 5/10/2017   | MESSAGE            | First Church Congregational - Armed Forces Day Breakfast | 5/20/2017             |
| 5/8/2017      | 5/10/2017   | MESSAGE            | Granite State Choral Society                             | 5/20/2017             |
| 5/9/2017      | 5/10/2017   | MESSAGE            | Rochester Farmers Market                                 | 6/13/2017             |
| 5/12/2017     | 5/12/2017   | MESSAGE            | Rochester Child Care Center - 5K for Kids                | 5/20/2017             |
| 5/30/2017     | 5/30/2017   | MESSAGE            | First Church Congregational - Pancake Breakfast          | 6/17/2017             |
|               |             |                    |  |                       |

| DEPT         | 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         | NORMAN SANBORN     | FIRE CHIEF            | 1              | X  |    |               |          |        | X          |           |            |            |               |            |           |       |                |
| POLICE       | JOHN BOURQUE       | PATROL OFFICER        | 1              | X  |    |               |          |        |            |           |            |            | X             |            |           |       |                |
| POLICE       | RANDY SMITH        | PATROL SERGEANT       | 1              | X  |    |               |          |        |            |           |            |            |               |            |           | X     |                |
| POLICE       | CHARLES PENDLEBURY | PATROL OFFICER        | 1              | X  |    |               |          |        |            |           |            |            | X             |            |           |       |                |
| POLICE       | SCOTT LOIGNON      | PATROL SERGEANT       | 1              | X  |    |               |          |        |            | X         |            |            |               |            |           |       |                |
| POLICE       | MICHAEL BRINKMAN   | PATROL OFFICER        | 1              | X  |    |               |          |        |            |           |            |            |               |            |           | X     |                |
| POLICE       | CHRISTOPHER MANGUM | PATROL OFFICER        | 1              | X  |    |               |          |        |            |           |            |            | X             |            |           |       |                |
| PUBLIC WORKS | SEASONAL WINTER    | WING                  | 20             |    |    | X             |          |        |            | X         |            |            |               |            |           |       |                |
| PUBLIC WORKS | STEPHEN LENOX      | GROUNDNS              | 1              |    | X  |               |          |        |            |           |            |            |               |            |           | X     | HOURS INCREASE |
| PUBLIC WORKS | BILL PRENTICE      | LEO HIGHWAY           | 1              | X  |    |               |          |        |            |           |            |            |               |            |           | X     | TRANSFER       |
| PUBLIC WORKS | CALEB GINGRAS      | GROUNDNS LABORER      | 1              |    | X  |               | X        |        |            |           |            |            |               |            |           |       |                |
| PUBLIC WORKS | NATE MEARS         | MUN SRVS SUPERVISOR   | 1              | X  |    |               | X        |        |            |           |            |            |               |            |           |       |                |
| RECREATION   | MICHAEL PARE       | PROGRAM LEAD TENNIS   | 1              |    | X  | X             |          | X      |            |           |            |            |               |            |           |       |                |
| RECREATION   | LLEW MILLETTE      | AQUATIC FACILITY OPER | 1              |    |    | X             |          | X      |            |           |            |            |               |            |           |       |                |
| RECREATION   | LARRY CICCOTELLI   | AQUATIC FACILITY OPER | 1              |    |    | X             | X        |        |            |           |            |            |               |            |           |       |                |
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## Rochester City Council

### Community Development Committee

**MEETING MINUTES**  
**Elaine Lauterborn, Chairperson**  
**Donna Bogan, Vice Chairperson**  
**Tom Abbott**  
**Ray Barnett**  
**A. Raymond Varney, Jr.**

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| <b>Meeting Date:</b>    | <b>May 8, 2017</b>   |                             |
| <b>Members Present:</b> | Councilor Abbott<br>Councilor Barnett<br>Councilor Bogan<br>Councilor Lauterborn<br>Deputy Mayor Varney      | <b>Members Absent:</b> None |
| <b>Guests/Staff:</b>    | Julian Long, Community Development Coordinator<br>Pamela Thyng, Community Partners<br>Laurie Basham, MY TURN |                             |

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

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| <b>PUBLIC INPUT</b> | <p>Ms. Thyng of Community Partners passed out copies of the statement that Community Partners made during the March 2017 Community Development Committee and requested that the Committee reconsider awarding funds to support the organization's rental assistance program. Ms. Thyng stated that the program would help ease the burden on the city's welfare department and would provide ongoing support to clients. Councilor Varney asked if the welfare department also provides rental assistance, and Mr. Long confirmed that it does so. Councilor Lauterborn asked if the program would still be viable if it did not receive the full funding request, and Ms. Thyng stated that Community Partners would be able to run the program with any amount of funding.</p> <p>Ms. Basham of MY TURN distributed organizational flyers and discussed the organization's paid internship program for low-income out-of-school youth. Councilor Varney asked what MY TURN's largest source of funding is, and Ms. Basham replied that it is the state Department of Education. Councilor Abbott expressed interest in having his business participate in MY TURN's paid internship program and stated he would abstain from voting due to potential conflict of interest. Councilor Varney asked how many students MY TURN has,</p> |
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|  | <p>and Ms. Basham replied that currently the organization has twenty-five active students.</p> <p>Mr. Long also distributed an email to the Committee written by Martha Stone of Cross Roads House.</p>   |
| <p><b>DRAFT FY 17-18 CDBG ANNUAL ACTION PLAN – Homeless Center for Strafford County Funding Reallocation</b></p> | <p>Councilor Lauterborn reminded the Committee that it is reallocating \$8,000 of estimated CDBG funds under the public service agency category of funding that was originally allocated to the Homeless Center for Strafford County, prior to the homeless center arranging to receive general city funds through the welfare department.</p> <p><b><i>Motion was made by Councilor Lauterborn and seconded by Councilor Bogan to recommend that \$1,000 be added to the initial recommended funding amount for the Dover Adult Learning Center. The motion passed unanimously.</i></b> The new CDBG funding recommendation for the Dover Adult Learning Center is now \$5,000.00.</p> <p><b><i>Motion was made by Councilor Varney and seconded by Councilor Bogan to recommend that \$1,000 be added to the initial recommended funding amount for My Friend’s Place. The motion passed unanimously.</i></b> The new CDBG funding recommendation for My Friend’s Place is now \$6,000.</p> <p><b><i>Motion was made by Councilor Varney and seconded by Councilor Bogan to recommend that \$500 be added to the initial recommended funding amount for MY TURN. Councilor Abbott abstained from voting; the motion otherwise passed unanimously.</i></b> The new CDBG funding recommendation for MY TURN is now \$5,041.90.</p> <p><b><i>Motion was made by Councilor Varney and seconded by Councilor Bogan to recommend that \$2,000 be allocated to the Community Partners rental assistance project. The motion passed unanimously.</i></b> The new CDBG funding recommendation for Community Partners is now \$2,000.</p> <p><b><i>Motion was made by Councilor Lauterborn and seconded by Councilor Varney to recommend that \$3,500 be added to the initial recommended funding amount for Cross Roads House and, in the case that the actual FY 2017-2018 CDBG grant allocation is higher than the estimated funding, that up to \$2,000 of any public service agency funds in excess of the estimated \$32,541.90 be automatically allocated to Cross Roads House. The motion passed unanimously.</i></b> The new CDBG funding recommendation for Cross Roads House is now \$8,500.</p> |

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| <p><b>CDBG PROJECTS PROGRAM REPORT – Current CDBG Projects, Future CDBG Projects, JOB Loan Program Report, Non-CDBG Grants</b></p> | <p>Mr. Long gave a brief update on the CDBG program, including the status of the Tri-City Co-op handicap ramp project, the Homeless Center for Strafford County's generator project bid process, the award of a façade grant to the Rochester Opera House's Performing Arts Center, and the federal Congressional agreement regarding the federal budget as related to continue funding of the CDBG program.</p> <p>Councilor Lauterborn asked about the proposed Rochester housing forum scheduled for June, and Mr. Long stated that it is an outgrowth of a monthly housing discussion group co-facilitated by Mr. Long and the Workforce Housing Coalition of the Greater Seacoast. Mr. Long stated that the Committee and full City Council would receive invitations to the June forum once the location is finalized.</p> <p>Councilor Varney requested an update on the Economic Development Office's wayfinding project, and Mr. Long stated he would provide an update at the next Committee meeting.</p> |
| <p><b>OTHER BUSINESS</b></p>   | <p>Councilor Lauterborn informed the Committee that Mr. Provost will be stepping down as executive director of Rochester Main Street, with a tentative retirement set for September 2017. The Committee expressed its appreciation for Mr. Provost's hard work for Main Street and the hope that the organization's board of directors would find a new executive director to continue on Main Street's important work.</p>   |

Motion to adjourn was made by Councilor Bogan and seconded by Councilor Abbott. The vote to adjourn was unanimous. The meeting was adjourned at 7:44 p.m.

**Next Meeting** – Monday, June 12<sup>th</sup>, 2017 at 7 p.m. in the City Council Conference Room at City Hall

**Topics** – CDBG Projects Program Report

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**Rochester Government Channel Minutes**  
**May 15, 2017 Meeting**  
City Council Conference Room, 5:30PM

**Members Present:**

City Councilor Tom Willis, Chair  
James Graham - Resident

**Others Present:** Celeste Plaia, Government Channel Coordinator

Not Present: Rick Healey - Resident

**MINUTES**

**I. Call to Order**

The meeting was called to order at **5:35 PM**.

**II. Approval of minutes February 2017 meeting**

A **MOTION** was made by James Graham to accept the minutes of the February 6 meeting. The motion was seconded by Councilor Willis. The **MOTION CARRIED** by a unanimous voice vote.

**III. Public Input**

There was no one for public input.

**IV. Initiatives**

Councilor Willis reviewed for the committee the status of the Creteau Technology Center funding, including the status of the State budget. Councilor Willis expressed that funding aside, the Center has plans for a video/media space, 1<sup>st</sup> floor, with separate entrance, and wanted to explore the possibility of using the media space as a shared space for producing school, government, and public access content. The committee discussed the merits of looking into franchise funding for this project, since the city is looking for “studio” type functionality for it’s own productions. Jim Graham stated partnering with the school would make sense if it met the needs of the government channel, but had concerns about school department buy in, and equal access for the public and government channel. The committee agreed for the Government Channel Coordinator to reach out to the school department.

**V. Budget Items**

The Government Channel Coordinator overviewed the proposed Government Channel budget submitted for FY18. The Committee was in agreement to support the FY18 proposed budget.

The Committee was also in agreement to allocate any Metrocast grant funds to studio type equipment to augment equipment in the renovated visual arts pod in the Creteau Technical Center, if it fit the needs of the Government Channel production goals.

**VII. Adjournment**

Jim Graham **MOVED** to **ADJOURN** the meeting at 6:30 PM. Councilor Willis seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Respectfully submitted,  
Celeste Plaia  
Government Channel Coordinator



**Public Works and Buildings Committee****May 18, 2017 7PM****Council Chambers****MEMBERS PRESENT**

Councilor Ralph Torr – Chairman  
 Councilor Ray Varney- Vice Chairman  
 Councilor Sandy Keans  
 Councilor Donald Hamann  
 Councilor Thomas Willis

**OTHERS PRESENT**

Councilor Ray Barnett  
 John B. Storer, PE, Director of City Service  
 Michael S. Bezanson, PE, City Engineer  
 Chris Bowlen, Director of Arena and Youth Services  
 Donna Bellerose, 9 First Street  
 Harold Cadin, 9 First Street (sp)  
 Bill Straub, CMA Engineering

**MINUTES**

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

**1. Approve minutes from the April 20, 2017 Public Works & Building Meeting.**

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

*Councilor Hamann made a motion to accept minutes as presented for the April 20, 2017 Public Works Committee meeting. The motion was seconded by Councilor Willis. The Motion passed unanimously.*

**2. Public Input – None**

- **Arena CIP** – Chris Bowlen was present to discuss the Arena Capital Improvement Projects (CIP) that will be on next Tuesday 5/23/17 agenda for the City Council Meeting. He stated that his plan is to de-authorize approximately \$732,000 from the currently funded FY16 CIP project for the Arena Roof Replacement. He stated that he will need approximately \$50,000 for a roof loading and deflection monitoring system to indicate when to remove snow. He stated that this would either be a new CIP Project that is not currently listed in the FY18 Budget or they could de-authorize all with the exception of this \$50,000 from the currently approved budget. Mr. Bowlen stated that the other project that was funded in FY16 is to replace the Cold Floor. He stated these funds will be sufficient to complete that portion of the project, but an additional \$125,000 is needed to replace the hockey boards and glass. Mr. Bowlen stated that the time to replace them is while the floor is in process. He stated this would need to be added into the current

FY18 CIP Budget as it was not previously submitted. Mr. Bowlen also mentioned that there is a CIP project in the FY18 CIP budget for \$120,000 to replace the Ice Re-surfacer (AKA Zamboni). Mr. Bowlen stated that with the additional request it would still result in a net reduction of more than \$550,000 in the approved funding. Councilor Varney summarized the request stating that the roof replacement is not in, but the floor, the hockey boards and glass, roof detection system and Zamboni would be in. Mr. Bolen stated that that is correct. Mr. Bowlen also discussed the Tennis Court Lighting Project. He stated that depending on the final funding numbers from HUD, this project could be short as much as \$46,000. Mr. Bowlen stated that he would like to start a discussion on how that would be funded. He stated that it is estimated to be \$137,000 and only \$91,000 has been discussed for Community Block Development Grant Funds (CDBG). Councilor Willis stated that this project has been discussed for a long time and that while it would be nice to have it is not a critical need. Mr. Bowlen stated he would try to seek more information prior to the budget discussion. Councilor Varney stated that we may need to fund the additional money to get the project completed. Councilor Keans stated that it would be nice to complete and that she believed it would get used.

3. **#9 First Street – Fencing / Screening Request** – Mr. Storer stated that the City received a letter from Mrs. Bellerose requesting consideration of landscaping or a fence to screen her property from the newly built City Sewer Pump Station. Mr. Storer stated the current project budget has funding for landscaping and he suggested the use of Arborvitae type plants but the budget does not support the fencing that is being requested. He stated that he would like the Council to give direction on the issue. Mrs. Bellerose was in attendance with Mr. Cadin to state their concerns. Mr. Cadin stated that there are three issues; odor, sight and sound. He stated that there are two large exhaust fans on Mrs. Bellerose side of the building. He stated that the arborvitae might address the exhaust issues but that an 8' fence would be needed to stop the sound and sight issue. He stated he is unsure how the City could address the smell. Chairman Torr stated that the City would plant the arborvitae but a fence is not something he would consider. Mr. Cadin stated that this project has caused harm to Mrs. Bellerose and that the site issue needs to be addressed. Chairman Torr stated that the area has been improved from two years ago. Councilor Varney asked if the pump station is in service now. Mr. Storer stated that only some testing has been done and that the old station is still servicing the area. Councilor Varney and Councilor Willis were in agreement that until the pump station is in operation the sound, smell and exhaust cannot be assessed for problems. Councilor Willis suggested that the pumps themselves are relatively quiet and the only noise might be if the power was out and the generator was running. Mr. Storer stated that the generator run tests are programmed to happen weekly during the day. Mr. Cadin asked about noise ordinances. The Committee confirmed that there is a noise ordinance in place and Mr. Storer stated that he would look at getting a decibel reading on the pumps and generator but the consensus was that the noise level would not violate the

noise ordinance. When asked if there were odor issues at other pump stations, Mr. Storer stated that there were not to his knowledge, but if it was occurring the City could possibly use carbon strip filters if needed. He stated that this station is vented with a stand pipe into the air the same as the old station and it would work the same way. The Committee agreed to have the contractor plant the 5-6 foot arborvitae as soon as possible.

Mr. Cadin requested two staggered rows of 15 foot arborvitae. The Committee agreed to one staggered row of 5-6 foot arborvitae, and suggested that the issue could be revisited if there were issues once the station was up and running. Mr. Cadin stated that there was a tree on the property that had the root system disturbed by excavation. Mr. Storer stated that an arborist from Urban Tree Service has come out to look at the tree. He stated that the professional opinion was that the tree would survive the damage to the outer root system and the site contractor had Urban Tree come out to fertilize the tree to help ensure the trees health.

4. **Water Ordinance – Right of Way Property Owner Costs** - Mr. Storer stated that the City Council had approved a change to the Sewer Ordinance to waive the cost of the Sewer Connection/stub fees and it was brought up that the Council might want to consider the same in the Water Ordinance. Councilor Varney asked why we might not want to do the same for the Water. Councilor Willis suggested that where the water is not a mandatory connection it is the property owner's discretion to connect and there may be a considerable cost depending on the size of the service. The Committee decided not to act on the issue at this time.
5. **Riverwalk Committee Request Hillsdale Drive Boat Launch** – Mr. Storer stated that the Riverwalk Committee would like to put in a kayak or canoe launch area with a dock on Hillsdale Drive. He stated that he believes the Committee does have permission from the State and from the School Department and he believes that the City Council would need to give approval for this use of City owned property. Mr. Storer stated that he would have the DPW stage an area for parking and the City Attorney would need to ensure that the City liability insurance would cover. Councilor Varney and Chairman Torr suggested that they would like to see a plan prior to approving the use. Mr. Storer stated that he would discuss it with the Committee and come back with a plan.
6. **Pavement Rehabilitation Program** – Mr. Storer introduced Mr. Straub from CMA Engineers. This is the consulting company that has done the pavement conditions assessment. Mr. Straub stated that the list that was distributed this evening is for the 5 year plan that incorporates the streets that need preservation, and the streets that need actual reconstruction or paving. He stated that the plan also takes into account the current and pending City CIP Projects. He stated that the assessment shows that the City needs to spend approximately 2-2.5 Million annually to maintain the current overall rating. Mr. Straub stated that the City has been doing approximately that amount, and with the currently budgeted CIP Projects and the annual Paving Project budget we should be able to continue at the current rating. Mr. Straub explained how the Streets were selected by

the system and stated that there will be a need to tweak the list depending on the priorities given to arterials and rural roads. Councilor Varney asked about the availability of the overall data on each street. Mr. Storer stated that the information has been put up on the City's website and each street's numerical value could be looked up. Mr. Storer further stated that we are in the process of putting up a more interactive map on the website that Councilors and citizens could use to look at each street and the planned work for each year. Councilor Varney asked if we had enough funding programmed in the FY18 Budget to complete the recommended Preservation and Rehabilitation listed for the first year. Mr. Storer stated that we do. Mr. Storer stated that the first year's plan also shows that Wakefield, Woodman and Myrtle Streets would be paved as part of the CIP paving. Mr. Storer stated as those projects are likely to be delayed due to debt service concerns his plan, should that delay occur, is to de-authorize the bond funds of the projects but to leave enough of the funds authorized in order to do a pavement overlay which would maintain them until the projects are funded in later years. Councilor Varney stated that the Council would prefer to complete the overlays with cash as opposed to bonding and asked how much additional funding would be needed in the FY18 Road Paving budget to complete that work. Mr. Storer stated the estimated cost for Wakefield Street is 125,000 and Woodman & Myrtle is estimated at \$70,000. The total would be \$195,000. Councilor Willis asked if the assessment program had taken arterials and collector roads vs. rural roads into account. Mr. Staub stated that they had intentionally not used those criteria in order to come up with an overall assessment of the City of Rochester's streets. Chairman Torr stated that Bernard Street is on the list and that road sees very little use. The Chairman stated he was not in favor of paving that road this year. Councilor Keans questioned why all streets were not on the presented list. She specifically asked why Brock Street was not on the preservation / crack sealing list. Mr. Storer stated he believed it had been crack sealed this past season and said he would check into it. Mr. Staub stated that the list presented was for only those streets in the 5 year plan. Mr. Staub clarified his earlier statement about arterial vs. collector roads, he said that while these criteria were not used to exclude roads in the assessment process they are used to determine how quickly a road will deteriorate or become priorities. He stated that the assessment is to be used as a guideline and that changes should be made to reflect the priorities as needed. Mr. Storer stated that the in house paving program would address some of the smaller streets that come up on the list. Councilor Varney asked how often the road assessment would need to be repeated. Mr. Staub stated that the actual driving assessment should be completed every 5-8 years. The discussion continued and the consensus of the Committee was to add the \$195,000 for the paving of Wakefield, Woodman and Myrtle Streets to the currently proposed FY18 CIP paving budget and to fine tune the list of streets to be paved at next month's meeting

7. **Project Deauthorizations** – Mr. Storer stated that he has been going through the list with Finance Department and with his staff. He stated with the exceptions noted by

Chris Bowlen and the direction from the Committee regarding paving he had estimated more than \$5.8 million that could be up for de-authorization. He further stated that that number would need to be fine tuned to reflect the clarifications made tonight but he was looking for a time frame as to when he should start proceeding with the agenda bills to de-authorize. Councilor Varney stated that there is not a deadline to complete this, but it is necessary to clean up the authorizations and projected projects to get a good picture of our debt service. Mr. Storer stated that he has put the DHHS upgrades in for de-authorization, but wanted to let them know it could be needed and a request would have to be made at that time. Councilor Varney said that to leave those appropriations as they are in case it comes up. Councilor Willis asked if we decided to put off Strafford Square where would that leave us with the State of NH and the Federal Funds. Mr. Bezanson stated that we will be completing the utility costs this construction season and the plan is to go out to bid for construction this winter. He stated that the State of NH has programmed their portion to accommodate that schedule and they are currently looking to get us more funding from their side. Councilor Willis asked for a status of the funds available including the percentage of what the state's portions is. Councilor Varney asked for a full summary like they were given on the EDA Project. Councilor Willis asked if we could find out the ramifications of pushing the project out a few years.

8. **Unaccepted City Streets** – Mr. Storer said this item is on the agenda to address the Laura Drive issue. He stated that staff have done research on the road and can find nothing that states it was ever accepted as a City Street. He said there are many technical reasons for not accepting it but the fact is that we have been maintaining it for 20-30 years. Mr. Storer stated that he believes this should be put up for a vote prior to spending any additional City resources on this road. Councilor Willis discussed his development on Chesley Hill Road, Chesley Farm Estates. He stated that he had a neighbor that needed water dig safe markings completed prior to digging on their property and as the City staff does not mark out private property the City Staff did not go out. He thought this to be unacceptable as the residents are paying the City for water. Councilor Willis stated that if the water line had been broken the City staff would likely have been called out for an emergency repair. Mr. Storer stated that the ordinance provides for that type of emergency work to be completed and the developer would have been invoiced. Councilor Willis said the City needs to come up with a policy that includes a statute of limitations where developers will need to finish these projects within a specific amount of time or the City will seize surety or bonds and finish them. Chairman Torr agreed that a process needs to be put in place. Mr. Storer stated that he empathized with the Councilor in regards to his project but he would like to address the Laura Drive situation as soon as possible. Councilor Varney suggested that the Director bring back the list of unaccepted streets to the Committee after the budget season and they could look at those to accept and ask the planning department to revise the project acceptance procedures to include deadlines for road acceptance.

9. **Colonial Pines** - Mr. Storer stated that they had completed the process of obtaining a temporary construction easement from the owner of Rokon and that SUR will be proceeding and should be able to complete the project this construction season. Mr. Storer stated that there is a Public Informational Meeting regarding the sewer extension project on Monday May 22, 2017 in the Belknap Room at the Frisbie Hospital Conference Center.
10. **Old Dover Road Consecutive Water System** – Mr. Storer stated that he had put this on the agenda just to keep the City Councilors in the loop. He stated that the City had received a letter from NHDES inquiring about the status of connections to the water line that comes into the City on the Old Dover Road and supplies water from the City of Somersworth. He stated that NH DES sees this as a Consecutive and Separate Water System that need to have its own testing and reporting. Chairman Torr asked if this is the water line to Toys Mobile Home Park. Mr. Storer stated that the line that is fed from Somersworth does supply that park, Constitution Way and several homes on Old Dover Road as well.
11. **Downtown Crosswalk Safety Program** – Mr. Storer stated that the report is in from Tighe & Bond regarding recommendations for crosswalk safety. Chairman Torr would like to see something different in the downtown. Mr. Storer stated that Councilor Keans had suggested some previously used stamped and ornamental pavement markings. Councilor Willis stated that the cost is too high and they wore off too quickly. Councilor Keans stated that it was much more visible to traffic. Councilor Willis stated that thermoplastic might be ok to contract out in the downtown but switching the in house painting change to the continental style markings that are much easier to paint. Mr. Storer stated that he would have staff start with the Continental style markings now and if they want something ornamental in the downtown we could contract that out with existing funds. The Committee was in agreement to use the Continental Markings.
12. **Rt. 125 Pedestrian Bridge Approach & Dewey Street Pedestrian Bridge** – Mr. Storer stated that the bids had been opened for the Rt. 125 Pedestrian Bridge Approach Project. He stated that Northeast Earth Mechanics was the only bidder and it was much too high. He stated that in house staff is going to do the concrete sidewalk approaches and we will be contracting out the guard rail. Councilor Keans stated that she would like to see a fence similar to the one used on the slope at the Columbus Avenue end of Brock Street. Councilor Willis stated that the fencing would not withstand the traffic impact if needed. Mr. Storer stated that due to the slope and embankment going down to the river we need to put in the higher rated guard rail. Councilor Keans was still opposed. Councilor Willis stated that he had received a call from a resident that walks this bridge often and he stated she had concerns for the amount of wear and tear already showing on the wood decking. All of the Committee stated that they had received the same call. Councilor Varney stated that he had gone to look at the bridge and that there was no issue of concern with the decking. Chairman Torr stated that where the wood was marked up it

was likely caused by the sidewalk tractor. Councilor Varney stated while on the subject of pedestrian bridges we should probably discuss the Dewey Street Pedestrian Bridge. Councilor Varney suggested we should use something other than wood decking as something else such as steel might last longer. Chairman Torr stated that he would prefer steel or something as sturdy. Mr. Storer stated that they looked at the most economical materials. Chairman Torr asked for life expectancy of the 3”X8” boards that are proposed. Mr. Storer estimated 15 years. Councilor Keans stated this was not an economical bridge as it is 10 feet wide. Mr. Storer stated that the single span bridge is the economical choice as it avoids the cost of engineering associated with building a narrower bridge with several sections that would require putting in abutments, pilings and supports in the river. He stated that the Army Corps Engineers would need to be involved and there would need to be an archeological assessment as well as additional permitting. Councilor Keans stated she is considering putting off the bridge work and she wanted to know how long the delay would be with the Army Corps involvement. Mr. Storer stated that we could re-engineer a narrower bridge and possibly be constructing it next summer but there would not be any cost savings to doing that. Councilor Keans stated that she had issues with the width of the new bridge and she stated she was concerned that the City would not be able to keep motorized vehicles off it. Councilor Willis stated his concern as well and suggested not even the sidewalk tractor be allowed on it. He further stated that he was pleased with the chicaine system that will be used to assist with discouraging any motorized vehicles that want to use it. Councilor Varney stated the reason for bringing the topic up was to discuss the use of the steel or something more durable instead of the wood decking. Mr. Storer stated that he would look into the cost associated with changing the decking. Chairman Torr stated that he would like each Councilor to express their thoughts on whether or not to proceed with the bridge as the full Council will be voting on the requested supplemental appropriation next week. Councilor Willis stated that he is not opposed to replacing it now but we put in a budget to build a pedestrian bridge and we tried to design something to keep in line with that budget. He stated it would be nice if there was a way of scaling something back so that we could be within budget. Councilor Willis stated that this is a bridge of convenience not a bridge of necessity. Councilor Varney stated if we do not replace it now we will need to spend a considerable amount of funds to repair it just trying to get by and we are still unsure of the safety. Councilor Willis agreed; this bridge is at the end of its life expectancy. Councilor Hamann stated that the bridge is used often by many people and he believes we should replace it. He also stated that he is concerned for the current bridge center span. He said that 12 pounds per square foot rating does not seem safe to him. Councilor Keans stated that she is not convinced that the bridge is unsafe. She voiced her concerns about the trust to conserve the Hanson Pines. Councilor Keans stated that a 10 foot wide bridge in a park area was not a plan she would support. Councilor Varney stated that the Trustees have voiced their support for this bridge and

the project and he stated that there is not a problem with the trust. Councilor Barnett stated that with the concerns for maintenance and safety he believes this is the time to replace the bridge. Councilor Barnett stated that he is not an engineer and he would have to defer to the bridge engineer to determine the necessary width of the bridge. He stated that there may be technical specifications required and that was the determining factor for the width. Councilor Willis asked if the 10 feet was an industry standard for prefabrication. Mr. Storer stated that the width was dictated by the length. He stated that the longer the bridge the wider the span necessary for lateral support. Mr. Storer stated that the engineers looked at narrowing it and there was no cost savings to doing that and we would have lost the lateral stiffness. There was additional discussion about a narrower bridge and how it was ruled out due to increased cost associated with doing that.

13. **Granite State Business Park Lighting and Pedestrian & Bike Lane** – Mr. Storer stated that the bids for lighting will be opened on Thursday, May 25 and if the additional funds requested in the TIF budget are approved there should be sufficient funding to complete the project.
14. **City Hall Annex** – Mr. Storer stated that this project is moving along and he expects that it will be ready for move in early July. Mr. Storer stated that the furniture will be ordered soon and that he expects the overall project will be completed with a surplus of \$100,000 that could be de-authorized. Chairman Torr asked if the cupola on the Annex would be replaced. Mr. Storer stated that the current cupola is in poor shape and it will be replaced. Councilor Varney asked if that included paving the City Hall Parking lot. Mr. Storer stated that the project budget did not include paving the entire parking lot. Councilor Keans stated that this Committee had removed the paving of the parking lot from the FY17 budget and had plans of paving it when the project was completed. Mr. Storer stated that he could get a price for paving. Councilor Varney stated that the surplus from the project should be used to pave the parking lot and if there are additional funds necessary Mr. Storer should get a request on the June 6, 2017 City Council Agenda.
15. **NP DES Permit and MS4 Permit** – Mr. Storer stated there was no update for this. The status has not changed.
16. **Other**
  - Keay Field** – Councilor Varney asked the status of the Keay Field Agreement. Mr. Storer stated that Norway Plains has gone back and reviewed the boundary survey completed in 2000 and they have confirmed the previous findings that 50' was set aside for a contemplated City Street and that information was shared with Chris Stillson from the Keay Field Association. Mr. Storer stated that he believes that Mr. Stillson and the City Attorney are working on a lease agreement for the property in order to build the dugouts.



*Councilor Hamann made a motion for adjournment at 9:25 pm. The motion was seconded by Councilor Willis. The motion passed unanimously.*

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

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City Clerk's Office

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**Resolution Authorizing Supplemental Appropriation**  
**for the Dewey Street Pedestrian Bridge Project and Borrowing Authority Pursuant to RSA**  
**33:9 in the Amount of \$170,000**

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

That the sum of One Hundred Seventy Thousand Dollars (\$170,000.00) be, and hereby is, appropriated as a supplemental appropriation to the Capital Improvement Project (CIP) fund of the City of Rochester Department of Public Works, for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the so-called Dewey Street Pedestrian Bridge Project.

Further, that the Mayor and City Council of the City of Rochester hereby resolve that, in accordance with the provisions of RSA 33:9, the City Treasurer, with the approval of the City Manager, be, and hereby are authorized to borrow the sum of One Hundred Seventy Thousand Dollars (\$170,000.00), through the issuance of bonds and/or notes, and/or through other legal form(s), for the purposes of funding the expenditures incident to the implementation of the Project outlined, and referred to, in the preceding paragraph, such borrowing to be on such terms and conditions as the said Treasurer and City Manager may deem to be in the best interest of the City of Rochester. Such borrowing is authorized subject to compliance with the provisions of RSA 33:9 and Section 45 of the Rochester City Charter to the extent required, necessary and/or appropriate

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

**CC FY17 5-02 AB 168**

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City Clerk's Office

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### City of Rochester Formal Council Meeting

### AGENDA BILL

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

|   |
|---|
| AGENDA SUBJECT<br>Supplemental Appropriation for Replacement of Dewey Street Pedestrian Bridge. |
|---|

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

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

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

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

|   |  |   |  |
|---|--|---|--|
| AGENDA DATE   | May 2, 2017  |   |  |
| DEPT. HEAD SIGNATURE  | John B. Storer                                     |   |  |
| DATE SUBMITTED  | April 25, 2017                                     |   |  |
| ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | 7 |  |

#### COMMITTEE SIGN-OFF

|              |                        |
|--------------|------------------------|
| COMMITTEE    | Public Works Committee |
| CHAIR PERSON | Ralph Torr             |

#### DEPARTMENT APPROVALS

|                     |                   |
|---------------------|-------------------|
| DEPUTY CITY MANAGER | Signature on file |
| CITY MANAGER        | Signature on file |

#### FINANCE & BUDGET INFORMATION

|  |                       |
|--|-----------------------|
| FINANCE OFFICE APPROVAL  | Signature on file     |
| SOURCE OF FUNDS  | <b>BOND</b>           |
| ACCOUNT NUMBER   | 15013010-771000-17xxx |
| AMOUNT   | \$170,000             |
| APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |                       |

#### LEGAL AUTHORITY

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

#### **SUMMARY STATEMENT**

A Supplemental Appropriation of \$170,000 is needed to complete the replacement of the Dewey Street Pedestrian Bridge. A spreadsheet is attached that outlines the project budget.

The appropriation would be sufficient to complete the bridge replacement and also to fund a \$23,500 Bid Alternate to install steel sheet piles to protect the root structure of an abutting 160 year old pine tree. Forester Charlie Moreno believes this effort will save the tree from damage. Construction is planned for this summer during school vacation to minimize the disruption to students walking to Spaulding High School.

The engineering firm Wright-Pierce performed a preliminary inspection of the bridge in April 2014. They could not determine a safe load rating for the bridge and recommended that it be posted for "No Loitering". They also recommended a detailed structural inspection be performed. The City posted the bridge for "No Loitering" in July 2014 and also banned any motorized equipment from traversing the bridge.

In May 2015, the City Council approved an FY16 CIP item of \$750,000 to evaluate and replace the bridge. At the June 2015 Public Works Committee it was recommended to proceed with an evaluation of the bridge. The engineering firm Hoyle-Tanner subsequently conducted a detailed structural analysis October 2015 and found several deficiencies. There were problems with both the supporting substructure and the bridge superstructure. The bridge could not meet standard load ratings for pedestrian bridges. Additionally, the existing coating system contained lead paint. Hoyle-Tanner recommended replacement with a new, pre-fabricated single span bridge. Excerpts of the inspection report, including photos, are attached.

Other proposed bonded CIP projects have been identified that could be deauthorized to offset the requested supplemental appropriation.

#### **RECOMMENDED ACTION**

City Council Resolution to Authorize \$170,000 of bond funding to complete the replacement of the Dewey Street Bridge.

Direct City staff to prepare corresponding deauthorizations of proposed bonded projects to offset the amount of the supplemental appropriation.

**AGENDA BILL - FUNDING RESOLUTION**

**EXHIBIT**

Project Name:

Date:

Fiscal Year:

Fund (select):

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

Fund Type:      Annual Lapsing       Multi-year Non-Lapsing

**Deauthorization**

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

**Appropriation**

|   | Org #    | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|----------|----------|-----------|---------------|-----------------|-----------------|
| 1 | 15013010 | 771000   | 17xxx     | -             | -               | 170,000.00      |
| 2 |          |          |           | -             | -               | -               |
| 3 |          |          |           | -             | -               | -               |
| 4 |          |          |           | -             | -               | -               |

**Revenue**

|   | Org #  | Object # | Project # | Fed Amount \$ | State Amount \$ | Local Amount \$ |
|---|--------|----------|-----------|---------------|-----------------|-----------------|
| 1 | 150000 | 471000   | 17xxx     | -             | -               | 170,000.00      |
| 2 |        |          |           | -             | -               | -               |
| 3 |        |          |           | -             | -               | -               |
| 4 |        |          |           | -             | -               | -               |

DUNS #

CFDA #

Grant #

Grant Period: From   
 To

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

Reimbursement Request will be reduced

Funds will be returned

**Dewey Street Bridge Replacement - Summary of Budget Status**  
**as of April 24, 2017**

FY 2015 Appropriation      \$750,000 CIP Item - Evaluate/Repair/Replace Dewey St Bridge

Expenditures to-date      \$140,000 Includes structural evaluation, testing, permitting  
design, bidding, and follow-up annual inspection

---

\$610,000 Budget Remaining

**Construction Bids**

\$761,621 Low Bid

\$23,500 Bid Alternate - steel sheeting

---

\$785,121 Total

\$685,827 Negotiated price w/ design change

\$23,500 Bid Alternate - steel sheeting

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\$709,327 Total

**Project-Related Expenses**

\$50,000 Inspection, testing, admin during construction

\$5,000 Field survey

\$15,000 Approx 2% construction contingency

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\$779,327 Estimated Cost to Replace Bridge

\$170,000 Supplemental Appropriation Required



**Dewey Street Pedestrian Bridge Inspection and Evaluation**  
**Excerpts from Hoyle-Tanner Report – October 2015**

Based on the findings of the field inspection, and the limited load carrying capacity of the bridge, Hoyle, Tanner recommends the City replace completely, rather than rehabilitate, the Dewey Street Pedestrian Bridge. Reasons supporting replacement versus rehabilitation include:

- The bridge has insufficient capacity to carry the AASHTO Guide Specification required pedestrian loading. Significant superstructure rehabilitation would be required to sufficiently increase the load capacity of this structure.
- It appears the approach span girders were modified in an unconventional manner from their originally manufactured condition to meet the geometric requirements of this bridge. The general quality of construction of these repurposed steel girders is poor. Specific areas of note include:
  - The approach span compression (top) flange splices are inadequate due to the welds not extending full depth into the plates, and
  - There are 1/8" wide gaps between the ends of the plate segments used to create the top flanges.
  - The top plates are not continuously welded to the web plate and do not fully transfer load.
  - The web stiffeners are not in contact with the flanges and do not provide restraint against member buckling.
  - The girders are welded together over each bent to make the pedestrian bridge continuous, which produces negative moments in the area over the bents. The top flanges of the approach span girders are spliced in the area of the negative moment and, as mentioned previously, the splices are inadequate.
  - All welds appear to have been completed in the field and are poor quality.
- The paint on the existing bridge contains lead and would need to be removed in the location of repairs areas prior to rehabilitation. Steel in areas that do not require repair can be painted with a lead barrier compound paint that provides a barrier between the lead-based paint and the environment. It has been Hoyle, Tanner's experience on recent projects that paint removal/abatement and repainting is more expensive than complete superstructure replacement.
- A rehabilitated superstructure would continue to be supported by the existing substructure, which is showing evidence that it is near the end of its design and service life.
- The narrow width of the bridge makes it difficult for the City to use snow removal equipment over the bridge. This would not be improved if the bridge were rehabilitated.

Some Photos from the Bridge Inspection Report are attached which illustrate some of the structural deficiencies.



Deck Damage



### Deterioration of South Girder Weld Connecting Span 1 to Span 2



Span 3 Interior Bottom Flange  
Vertical Leg



Close-up:  
Span 3 Section Loss and Rivet Head Loss



**Abutment 2 Undermining**

**Pedestrian Alternative  
without Dewey Street Bridge**



**Spaulding High School/  
RW Creteau Reg. Tech. Center**

**Dewey Street  
Bridge**

**Legend**

— Alternative

1 inch = 1,000 feet

0 500 1,000 Feet

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

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

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

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

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

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

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

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

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City Clerk's Office

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### City of Rochester Formal Council Meeting

### AGENDA BILL

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

|  |
|--|
| AGENDA SUBJECT<br>AB 169 - Second Reading of Community Development Block Grant (CDBG) Program<br>Annual Action Plan for FY 2017-2018 - Amended |
|--|

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

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

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

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

|   |  |    |  |
|---|--|----|--|
| AGENDA DATE   | June 6, 2017                                       |    |  |
| DEPT. HEAD SIGNATURE  | Karen Pollard, on file                             |    |  |
| DATE SUBMITTED  | May 10, 2017                                       |    |  |
| ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | 77 |  |

#### COMMITTEE SIGN-OFF

|              |                                 |
|--------------|---------------------------------|
| COMMITTEE    | Community Development Committee |
| CHAIR PERSON | Elaine Lauterborn               |

#### DEPARTMENT APPROVALS

|                     |                          |
|---------------------|--------------------------|
| DEPUTY CITY MANAGER | <b>signature on file</b> |
| CITY MANAGER        | <b>signature on file</b> |

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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

### **SUMMARY STATEMENT**

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

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

There have been funding allocation changes made to the draft Annual Action Plan since the first reading on April 4, 2017. The Homeless Center for Strafford County has withdrawn its request for CDBG funding, leaving an estimated \$8,000 to be reallocated. The Community Development Committee met May 8, 2017 and voted on funding reallocations:

- An additional \$1,000 for Dover Adult Learning Center
- An additional \$1,000 for My Friend's Place
- An additional \$500 for MY TURN
- An additional \$3,500 for Cross Roads House
- An allocation of \$2,000 for Community Partners' rental assistance program

The Committee also voted to automatically allocate any social services funds available in excess of the estimated funding, to an amount up to \$2,000, automatically to Cross Roads House. If the amount is more than \$2,000 over the estimated figures, or if funding is less than the estimated figures, the Committee will meet to determine new funding recommendations.

### **RECOMMENDED ACTION**

Adopt the amended FY 2017-2018 Annual Action Plan for the City of Rochester's CDBG program.

**AGENDA BILL - FUNDING RESOLUTION**

**EXHIBIT**

Project Name:

Date:

Fiscal Year:

Fund (select):

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

Fund Type:      Lapsing       Non-Lapsing

**Deauthorization**

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

**Appropriation**

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

**Revenue**

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

DUNS #

CFDA #

Grant #

Grant Period: From   
 To

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

Reimbursement Request will be reduced

Funds will be returned



**Third Program Year Action Plan**



**DUNS # 099446879**

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

Submitted June XX, 2017

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## Executive Summary

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

#### 1. Introduction

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

The FY 2017-2018 Community Development Block Grant (CDBG) amount for the City of Rochester is \$216,946, with \$43,389.20 (20%) allocated for planning and administration, \$32,541.90 (15%) for public services, and the balance of \$141,014.90 for projects focused on the areas of housing rehabilitation, public facilities and infrastructure, and economic development. The U.S. Department of Housing and Urban Development (HUD) restricts public services funding (non-construction operating expenses) to 15% of the city's overall annual grant allocation and administrative costs to 20% of the city's overall annual grant allocation.

The focus of this year's Action Plan is to support the needs of local public service agencies, facilities, infrastructure, housing, and economic development projects that will benefit low to moderate income residents of the City. Specific details on the use of funds are described in the "Consolidated Action Plan Goals" section under each activity and address one of the three national objectives set forth by HUD for CDBG grant expenditures: (1) to provide decent housing; (2) to provide a suitable living environment; or (3) to expand economic opportunities.

#### 2. Summarize the objectives and outcomes identified in the Plan

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

#### Program Goal: To Provide Decent Housing

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

- Homeless shelters
- Rental assistance programs

ii. Retention of Affordable Housing Stock

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

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

- Rent assistance/subsidy programs for low-income residents and residents with disabilities

Program Goal: To Provide a Suitable Living Environment

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

- Rental assistance programs
- Support for organizations and programs addressing mental illness

ii. Improving the Safety and Livability of Neighborhoods

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

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

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

Program Goal: To Expand Economic Opportunities

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

- Revolving loan fund for small business financing

ii. Provision of Public Services Concerned with Employment

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

### 3. Evaluation of past performance

The FY 2016-2017 Annual Action Plan identified a number of housing, public service, and economic development needs with the City of Rochester. A significant portion of the FY 2016-2017 Plan focused on the needs of the City's homeless population, and funding was provided to the three primary homeless shelters in the region (providing seasonal, transitional, and year-round services). All three shelters report that they are on-track to meet or exceed the projected numbers for City residents to be served during the FY 2016-2017 period. This Annual Action Plan for FY 2017-2018 incorporates continued funding for the provision of services through regional homeless shelters as needs analyses show a continued priority need for these services.

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

### 4. Summary of Citizen Participation Process and consultation process

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

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

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

Applications were reviewed by the Community Development Division and forwarded to the members of the Community Development Committee. The first review of the applications was



initially scheduled to occur at the February 13, 2017 meeting of the Community Development Committee, but this meeting was cancelled due to inclement weather. Instead, first and second review of the applicants occurred at the March 13, 2017 Community Development Committee meeting.

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

The formal public comments announcement was posted in the local newspaper of general circulation on March 17, 2017, and copies of the public comments notice were also posted at City Hall, the City's Community Center, the City's Public Library, and on the City's website on March 17, 2017. In the notice, the public was invited to review the draft Annual Action Plan in-person at the Office of Economic and Community Development, the City Clerk's Office at City Hall, the public library, and/or on the City's Community Development Division webpage. No comments were received.

The draft FY 2017-2018 Annual Action Plan was presented for a first reading to the full City Council at the April 4, 2017 City Council Meeting. A second public hearing was held on April 18, 2017. One resident spoke at the hearing, expressing concerns about the amount of funding proposed for the regional homeless shelters as compared to a tennis court lights project.

A second reading of the draft plan was originally scheduled for May 2, 2017 but was postponed to **June 6, 2017**. The Homeless Center for Strafford County, which was recommended to be funded at the March Community Development Committee meeting, declined CDBG funding in exchange for general city funding. The Community Development Committee met on May 8, 2017 to revise its funding recommendations accordingly. The revised recommendations were then incorporated into a revised draft of the FY 2017-2018 Annual Action Plan, which was adopted at the **June 6, 2017** City Council meeting.

## **5. Summary of public comments**

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

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

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

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

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

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

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

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

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

Public Comments Period: No comments were received.

Public Hearing (Second) (4/18/2017): Concerns regarding funding of regional homeless shelters compared to proposed tennis court lights project.

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

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

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

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

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

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

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

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

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

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

Public Comments Period: N/A. No comments were received.

Public Hearing (Second) (4/18/2017): This comment was not accepted, as the regional homeless shelters requested funding under the public services category (15% cap) and the tennis court lights project falls under the public facilities category. The regional homeless shelters have been made aware that they may also request public facilities CDBG funding, and they have done so in prior years.

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

## **6. Summary**

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

**PR-05 Lead & Responsible Agencies – 91.200(b)****1. Agency/entity responsible for preparing/administering the Consolidated Plan**

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

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

**Table 1 – Responsible Agencies****Narrative (optional)**

N/A.

**Consolidated Plan Public Contact Information**

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**AP-10 Consultation – 91.100, 91.200(b), 91.215(l)****1. Introduction**

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

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

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

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

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

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

The Community Development Coordinator regularly attends and actively participates in the New Hampshire Balance of State Continuum of Care, which includes the City of Rochester. The Community Development Coordinator serves as liaison between the City of Rochester and the Continuum of Care, and the Community Development Coordinator shares information received

at Continuum meetings with relevant City staff and local public service agencies. This includes but is not limited to the City's Welfare Office, the City's Families in Transition coordinator, the local community health center, and local organizations providing mental health services.

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

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

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

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

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

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|---|--|--|
| 1 | <b>Agency/Group/Organization</b>                               | Workforce Housing Coalition of the Greater Seacoast  |
|   | <b>Agency/Group/Organization Type</b>                          | Housing<br>Services - Housing<br>Services-homeless<br>Regional organization<br>Planning organization   |
|   | <b>What section of the Plan was addressed by Consultation?</b> | Housing Need Assessment<br>Homeless Needs - Chronically homeless<br>Homeless Needs - Families with children<br>Homelessness Needs - Veterans<br>Homelessness Needs - Unaccompanied youth<br>Homelessness Strategy<br>Market Analysis |

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|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | <p>This consultation was between the Community Development Coordinator and the Executive Director of the coalition. The consultation was conducted via telephone.</p> <p>Areas for improved coordination include a housing discussion group that is being formed in 2017, as well as more communications between public service agencies and property developers. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p> |
| 2 | <b>Agency/Group/Organization</b>   | New Hampshire Legal Assistance – Housing Justice Project  |
|   | <b>Agency/Group/Organization Type</b>  | Services - Housing<br>Service-Fair Housing<br>Regional organization   |
|   | <b>What section of the Plan was addressed by Consultation?</b>   | Public Housing Needs<br>Non-Homeless Special Needs<br>Fair housing  |

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



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

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

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|   | <p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p> | <p>The consultation was between the Community Development Coordinator and participants in Goodwin Community Health's Intensive Outpatient Program. The consultation was conducted in person.</p> <p>Areas for improved coordination included streamlining health services so patients would have to make fewer phone calls to obtain health care and supportive services (e.g., transportation to appointments, Medicaid enrollment, etc.). Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p> |
| 6 | <p><b>Agency/Group/Organization</b></p>   | <p>Rochester United Neighborhoods</p>   |
|   | <p><b>Agency/Group/Organization Type</b></p>  | <p>Neighborhood Organization</p>  |
|   | <p><b>What section of the Plan was addressed by Consultation?</b></p>   | <p>Homelessness Strategy<br/>Non-Homeless Special Needs<br/>Youth recreation needs</p>  |
|   | <p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p> | <p>The consultation was between the Community Development Coordinator and residents in Wards 1, 2, 3, 4, 5, and 6. The consultations were conducted in person.</p> <p>No areas for improved coordination were identified during the consultations. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>  |

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| 7 | <b>Agency/Group/Organization</b>   | NH Department of Health and Human Services  |
|   | <b>Agency/Group/Organization Type</b>  | Services - Housing<br>Other government - State  |
|   | <b>What section of the Plan was addressed by Consultation?</b>   | Homelessness Strategy<br>Non-Homeless Special Needs<br>Substance use disorder issues, health care issues  |
|   | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | This consultation was between the Community Development Coordinator and NH DHHS staff. The consultation was conducted in person.<br><br>No areas for improved coordination were identified during the consultation. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness. |
| 8 | <b>Agency/Group/Organization</b>   | New Hampshire Housing Finance Authority   |
|   | <b>Agency/Group/Organization Type</b>  | Housing<br>Services - Housing<br>Service-Fair Housing<br>Planning organization  |
|   | <b>What section of the Plan was addressed by Consultation?</b>   | Housing Need Assessment<br>Non-Homeless Special Needs<br>Market Analysis<br>Anti-poverty Strategy<br>Fair Housing   |

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

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| 10 | <b>Agency/Group/Organization</b>   | OneVoice for Strafford County   |
|    | <b>Agency/Group/Organization Type</b>  | Services-Children<br>Services-Health<br>Health Agency<br>Publicly Funded Institution/System of Care<br>Regional organization  |
|    | <b>What section of the Plan was addressed by Consultation?</b>   | Non-Homeless Special Needs<br>Substance use disorder issues   |
|    | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | <p>The consultation was between the Community Development Coordinator, the director of OneVoice, and other substance use disorder recovery agencies' staff. The consultation was conducted in person.</p> <p>Areas for improved coordination that were identified during the consultation included better integration of mental health and trauma recovery services into substance use disorder treatment and recovery, as well as more resources for youth experiencing substance addiction. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p> |
| 11 | <b>Agency/Group/Organization</b>   | Strafford County Family Justice Center  |
|    | <b>Agency/Group/Organization Type</b>  | Services-Victims of Domestic Violence<br>Services - Victims<br>Regional organization  |
|    | <b>What section of the Plan was addressed by Consultation?</b>   | Non-Homeless Special Needs  |

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

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



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

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| 16 | <b>Agency/Group/Organization</b>   | City of Rochester's Planning Department   |
|    | <b>Agency/Group/Organization Type</b>  | Other government - Local<br>Grantee Department  |
|    | <b>What section of the Plan was addressed by Consultation?</b>   | Housing Need Assessment<br>Anti-poverty Strategy<br>Affordable housing issues   |
|    | <b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b> | This consultation was between the Community Development Coordinator and the City of Rochester's staff planner. The consultation was conducted in person.<br><br>No areas for improved coordination were identified during the consultation. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness. |
| 17 | <b>Agency/Group/Organization</b>   | Cross Roads House   |
|    | <b>Agency/Group/Organization Type</b>  | Services - Housing<br>Services-homeless<br>Services-Health<br>Regional organization   |
|    | <b>What section of the Plan was addressed by Consultation?</b>   | Homeless Needs - Chronically homeless<br>Homeless Needs - Families with children<br>Homelessness Strategy   |

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

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

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

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

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

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



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

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

**Table 2 – Agencies, groups, organizations who participated**

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

N/A. All agency types were consulted.

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

| Name of Plan  | Lead Organization                       | How do the goals of your Strategic Plan overlap with the goals of each plan?  |
|---|---|---|
| Transportation Master Plan                          | Strafford Regional Planning Commission  | This report discusses transportation and infrastructure needs within Strafford County. The Action Plan addresses transportation shortfalls and other infrastructure needs within the City of Rochester.               |
| National Housing Trust Fund Allocation Plan – Draft | New Hampshire Housing Finance Authority | This report discusses housing needs within the state of New Hampshire, especially affordable rental housing needs. The Action Plan addresses both housing needs generally and affordable rental housing specifically. |
| 2016 Residential Rental Cost Survey                 | New Hampshire Housing Finance Authority | This report discusses housing needs within the state of New Hampshire, especially affordable rental housing needs. The Action Plan addresses both housing needs generally and affordable rental housing specifically. |
| 2015 Community Health Needs Assessment              | Frisbie Memorial Hospital               | This report discusses the top health care needs within the community. Services for homeless persons and mental health services are both discussed, and the Action Plan addresses both these key issues.               |
| 2014 Annual Report                                  | Goodwin Community Health                | This report discusses the top health care needs within the region's lower-income communities. The Action Plan addresses these issues through addressing homeless needs and mental health services.                    |

|  |   |   |
|--|---|---|
| 2016 Transformation Strategies Survey                                      | Rochester Main Street   | This report discusses downtown revitalization needs, including services and infrastructure. The Action Plan addresses both social services and infrastructure needs.  |
| Mapping Food Insecurity and Food Sources in New Hampshire Cities and Towns | Children's Alliance of New Hampshire, University of New Hampshire Carsey Institute of Public Policy | This report discusses transportation and food insecurity issues within the region and state. The Action Plan incorporates consultation with the Cooperative Alliance for Seacoast Transportation into its analysis and recommendations the Community Development Committee. |
| Housing Market Update 2016   | New Hampshire Housing Finance Authority   | This report discusses current housing market needs both statewide and regionally. The Action Plan addresses both housing needs generally and affordable rental housing specifically.  |
| Housing Affordability Constrains as the Expansion Matures                  | Fannie Mae  | This report discusses current housing market needs both statewide and nationally. The Action Plan addresses both housing needs generally and affordable rental housing specifically.  |
| Transportation Improvement Program   | Strafford Regional Planning Commission  | This report discusses transportation needs in the Strafford County region. The Action Plan addresses transportation shortfalls and other infrastructure needs within the City of Rochester.   |
| 2015 Annual Homeless Assessment Report (AHAR) Report (pt. 2)               | U.S. Department of Housing and Urban Development  | This report discusses homeless statistics and identified areas of need both nationally and statewide. The Action Plan addresses homeless services and needs through funding of several different subgrantees.   |

|  |   |   |
|--|---|---|
| 2016 Annual Homeless Assessment Report (AHAR) Report (pt. 1)                     | U.S. Department of Housing and Urban Development  | This report discusses homeless statistics and identified areas of need both nationally and statewide. The Action Plan addresses homeless services and needs through funding of several different subgrantees.   |
| Rochester First Impressions Report 2016  | University of New Hampshire Cooperative Extension | This report discusses a number of downtown revitalization needs, including infrastructure improvements and economic revitalization. This Action Plan addresses both economic development and infrastructure needs.  |
| Consumer Transportation Survey   | Cooperative Alliance for Seacoast Transportation  | This report discusses transportation needs in the Seacoast region, especially those of lower-income elderly residents. The Action Plan addresses transportation shortfalls and other infrastructure needs within the City of Rochester.   |
| The Voice of NH's Young Adults: Results of the 2015 Young Adult Needs Assessment | New Hampshire Bureau of Drug and Alcohol Services | This report discusses the substance use prevention and recovery needs of New Hampshire's young adult population, which includes more pro-social recreational options and more economic opportunities. This Action Plan addresses these recreational improvements, economic development, and vocational public services. |
| 2015 Strafford County and Rochester Lead Data                                    | NH DHHS Healthy Homes & Environment Section       | This report discusses the most recently available lead poisoning data available for Strafford County residents generally and Rochester residents specifically. This Action Plan addresses these needs through the weatherization program's lead-safe housing rehabilitation activities.                                 |

|                                    |   |   |
|------------------------------------|---|---|
| Homelessness in New Hampshire 2016 | NH DHHS Bureau of Homelessness and Housing Services | This report discusses homeless statistics and identified areas of need both regionally and statewide. The Action Plan addresses homeless services and needs through funding of several different subgrantees. |
|------------------------------------|---|---|

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

N/A.

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**AP-12 Participation – 91.105, 91.200(c)****1. Summary of citizen participation process/Efforts made to broaden citizen participation****Summarize citizen participation process and how it impacted goal-setting**

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

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

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

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

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

The formal public comments announcement was posted in the local newspaper of general circulation on March 17, 2017, and copies of the public comments notice were also posted at City Hall, the City's Community Center, the City's Public Library, and on the City's website on March 17, 2017. In the notice, the public was invited to review the draft Annual Action Plan in-person at the Office of



Economic and Community Development, the City Clerk's Office at City Hall, the public library, and/or on the City's Community Development Division webpage. No comments were received.

The draft FY 2017-2018 Annual Action Plan was presented for a first reading to the full City Council at the April 4, 2017 City Council Meeting. A second public hearing was held on April 18, 2017. One resident spoke at the hearing, expressing concerns about the amount of funding proposed for the regional homeless shelters as compared to a tennis court lights project.

A second reading of the draft plan was originally scheduled for May 2, 2017 but was postponed to **June 6, 2017**. The Homeless Center for Strafford County, which was recommended to be funded at the March Community Development Committee meeting, declined CDBG funding in exchange for general city funding. The Community Development Committee met on May 8, 2017 to revise its funding recommendations accordingly. The revised recommendations were then incorporated into a revised draft of the FY 2017-2018 Annual Action Plan, which was adopted at the **June 6, 2017** City Council meeting.

#### Citizen Participation Outreach

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

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

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

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

| Sort Order | Mode of Outreach       | Target of Outreach                                 | Summary of response/attendance   | Summary of comments received  | Summary of comments not accepted and reasons  | URL (If applicable) |
|------------|------------------------|--|--|---|---|---------------------|
| 5          | Public Hearing (First) | Non-targeted/broad community                       | One Rochester resident   | Suggestions that the Rochester Community Center gymnasium showers be made available to unsheltered homeless residents and/or that "shower kits" be distributed to unsheltered homeless residents. | All comments were accepted or referred to other City departments for follow-up, as appropriate. |                     |
| 6          | Public Meeting         | Non-targeted/broad community<br>Citizens of Ward 3 | Approximately 10 persons in attendance, including 2 Ward district police officers. | Support was expressed for afterschool programs.   | All comments were accepted or referred to other City departments for follow-up, as appropriate. |                     |

| Sort Order | Mode of Outreach | Target of Outreach                                 | Summary of response/attendance  | Summary of comments received  | Summary of comments not accepted and reasons  | URL (If applicable) |
|------------|------------------|--|---|---|---|---------------------|
| 7          | Public Meeting   | Non-targeted/broad community<br>Citizens of Ward 2 | Approximately 10 persons in attendance, including 2 Ward district police officers and 5 City staff persons                  | Support was expressed for youth recreational facilities, such as a skate park.  | All comments were accepted or referred to other City departments for follow-up, as appropriate. |                     |
| 8          | Public Meeting   | Non-targeted/broad community<br>Citizens of Ward 5 | Approximately 5 persons in attendance, including 2 Ward district police officers, 1 City staff person, and 1 City councilor | Support was expressed for basic needs activities such as weatherization assistance and fuel assistance. Lack of support was expressed for projects such as Rochester Housing Authority's proposed solar panels project. | All comments were accepted or referred to other City departments for follow-up, as appropriate. |                     |

| Sort Order | Mode of Outreach        | Target of Outreach  | Summary of response/attendance | Summary of comments received   | Summary of comments not accepted and reasons  | URL (If applicable) |
|------------|-------------------------|---|--------------------------------|--|---|---------------------|
| 9          | Newspaper Ad            | Non-targeted/broad community<br><br>Public Comments Period Notice | No comments were received.     | No comments were received.   | N/A. No comments were received.   |                     |
| 10         | Public Hearing (Second) | Non-targeted/broad community                                      | One Rochester resident         | Concerns regarding the amount of proposed funding for the regional homeless shelters as compared to the proposed funding for a public tennis court lights project. | This comment was not accepted, as the regional homeless shelters requested funding under the public services category (15% cap) and the tennis court lights project falls under the public facilities category. |                     |

| Sort Order | Mode of Outreach  | Target of Outreach           | Summary of response/attendance | Summary of comments received   | Summary of comments not accepted and reasons  | URL (if applicable)   |
|------------|-------------------|------------------------------|--------------------------------|--|---|---|
| 11         | Internet Outreach | Non-targeted/broad community | 10 responses                   | Support was expressed by survey respondents for affordable housing increases, homelessness services, and substance use disorder recovery services. | All comments were accepted or referred to other City departments for follow-up, as appropriate. | <a href="https://www.surveymonkey.com/r/N79863W">https://www.surveymonkey.com/r/N79863W</a> |

**Table 4 – Citizen Participation Outreach**



## Expected Resources

### AP-15 Expected Resources – 91.220(c) (1, 2)

#### Introduction

In the FY 2017-2018 grant applications submitted by public service agencies, the City of Rochester requested information on whether CDBG funding would be used to leverage other funding available to the public service agencies. This information was collected and taken under consideration during the grant application evaluation process, with the goal of maximizing CDBG funding impact through taking advantage of available leveraging opportunities. The City of Rochester also provides local general funds to three public service agencies every fiscal year: Community Action Partnership of Strafford County, The Homemakers, and Cornerstone VNA. These agencies serve low-income residents, elderly residents, and/or residents with disabilities. The City of Rochester also funds Rochester Main Street, which provides economic development services to the low-income downtown businesses, and the Cooperative Alliance for Seacoast Transportation, which is the main public transportation agency for the region, using general city funds.

#### Priority Table

| Program | Source of Funds  | Uses of Funds  | Expected Amount Available Year 1 |                    |                          |           | Expected Amount Available Reminder of ConPlan \$ | Narrative Description  |
|---------|------------------|--|----------------------------------|--------------------|--------------------------|-----------|--|--|
|         |                  |  | Annual Allocation: \$            | Program Income: \$ | Prior Year Resources: \$ | Total: \$ |  |  |
| CDBG    | public - federal | Acquisition<br>Admin and Planning<br>Economic Development<br>Housing<br>Public Improvements<br>Public Services | 216,946                          | 32,504             | 0                        | 249,450   | 595,456  | Program income is calculated in the form of Job Opportunity Benefit (JOB) Loan repayments. |

|              |                  |  |         |   |   |         |         |  |
|--------------|------------------|--|---------|---|---|---------|---------|--|
| General Fund | public - federal | Public Services                                  | 125,000 | 0 | 0 | 125,000 | 125,000 | This is a grant funding the work of drug-free communities coalition Bridging the Gaps. The City is presently applying to become the new fiscal agent for the coalition and its grant.  |
| Other        | public - local   | Economic Development                             | 186,000 | 0 | 0 | 186,000 | 372,000 | This fund is based on a contribution to the City by Waste Management.  |
| Other        | public - local   | Economic Development<br>Public Services<br>Other | 203,125 | 0 | 0 | 203,125 | 406,250 | The City provides funding in its general budget to three public service agencies that provide services to low-income residents of the City every fiscal year, as well as Rochester Main Street (economic development) and the Cooperative Alliance for Seacoast Transportation (transportation). |

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

In the FY 2017-2018 grant applications submitted by public service agencies, the City of Rochester requested information on whether CDBG funding would be used to leverage other funding available to the public service agencies. This information was collected and taken under consideration during the grant application evaluation process, with the goal of maximizing CDBG funding impact through taking advantage of available leveraging opportunities. The City of Rochester also provides local general funds to three public service agencies every fiscal year: Community Action Partnership of Strafford County, The Homemakers, and Cornerstone VNA. These agencies serve low-income residents, elderly residents, and/or residents with disabilities. The City of Rochester also funds Rochester Main Street, which provides economic development services to the low-income downtown businesses, and the Cooperative Alliance for Seacoast Transportation, which is the main public transportation agency for the region, using general city funds.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The City of Rochester owns the land of Hanson Pines Park, the land of Central Square, the land of Rochester Commons, the buildings that house the Rochester Public Library and the Rochester Opera House, the building that houses the Rochester Community Center, and all public school buildings. This represents a significant variety of cultural, educational, and recreational resources. In addition, the City of Rochester provides annual funding through its general budget for public services, economic development, and public transportation. Additional funding and leveraging is available through other awarded grants.

**Discussion**

**CDBG funding for FY 2017-2018:**

**Administration (20% cap set by HUD)**

Administration (staff salary, benefits, travel, training, public notices, environmental reviews, Davis-Bacon Act labor monitoring, action plan preparation, annual report preparation, etc.): \$43,389.20

**Public Services (15% cap set by HUD)**

MY TURN: \$5,041.90

SHARE Fund: \$4,000

Dover Adult Learning Center: \$5,000

My Friend's Place: \$6,000

Cross Roads House: \$8,500

Court Appointed Special Advocates of New Hampshire: \$2,000  
Community Partners: \$2,000

Housing Rehabilitation and Public Facilities (remaining 65% of grant allocation)

Community Action Partnership of Strafford County – Weatherization Assistance Program: \$50,000  
Rochester Recreation Department – Tennis Court Lights: \$91,014.90

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## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

| Sort Order | Goal Name  | Start Year | End Year | Category   | Geographic Area                             | Needs Addressed                                 | Funding        | Goal Outcome Indicator   |
|------------|--|------------|----------|--|---|---|----------------|--|
| 1          | Affordable Housing for Homeless Persons            | 2015       | 2020     | Affordable Housing Homeless                                  | Rochester Low-Moderate Income Census Tracts | Affordable Housing and Homeless Assistance      | CDBG: \$14,500 | Homeless Person Overnight Shelter: 98 Persons Assisted                       |
| 2          | Retention of Affordable Housing Stock              | 2015       | 2020     | Affordable Housing   | Citywide                                    | Affordable Housing Stock Retention              | CDBG: \$50,000 | Homeowner Housing Rehabilitated: 20 Household Housing Unit                   |
| 3          | Increase Access to Quality Facilities and Services | 2015       | 2020     | Non-Homeless Special Needs Non-Housing Community Development | Citywide                                    | Improved Safety and Livability of Neighborhoods | CDBG: \$2,000  | Public service activities other than Low/Moderate Income Housing Benefit: 75 |

| Sort Order | Goal Name  | Start Year | End Year | Category   | Geographic Area                             | Needs Addressed                                 | Funding           | Goal Outcome Indicator  |
|------------|--|------------|----------|--|---|---|-------------------|---|
| 4          | Increase Access to Quality Facilities and Services | 2015       | 2020     | Non-Homeless Special Needs Non-Housing Community Development | Rochester Low-Moderate Income Census Tracts | Improved Safety and Livability of Neighborhoods | CDBG: \$93,014.90 | Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1100             |
| 5          | Increase Access to Affordable and Quality Housing  | 2015       | 2020     | Affordable Housing Non-Homeless Special Needs                | Rochester Low-Moderate Income Census Tracts | Affordable Housing and Homeless Assistance      | CDBG: \$6,000     | Public service activities for Low/Moderate Income Housing Benefit: 15 Households Assisted/50 Persons Assisted |
| 6          | Public Services Concerned with Employment          | 2015       | 2020     | Non-Housing Community Development Economic Development       | Rochester Low-Moderate Income Census Tracts | Public Services Concerned with Employment       | CDBG: \$10,041.90 | Public service activities other than Low/Moderate Income Housing Benefit: 290 Persons Assisted                |

Table 6 – Goals Summary

Goal Descriptions

|   |                  |  |
|---|------------------|--|
| 1 | Goal Name        | Affordable Housing for Homeless Persons  |
|   | Goal Description | <ul style="list-style-type: none"> <li>Cross Roads House</li> <li>My Friend's Place</li> </ul> |

|   |                         |   |
|---|-------------------------|---|
| 2 | <b>Goal Name</b>        | Retention of Affordable Housing Stock   |
|   | <b>Goal Description</b> | <ul style="list-style-type: none"> <li>• Community Action Partnership of Strafford County - Weatherization Assistance Program</li> </ul>                                |
| 3 | <b>Goal Name</b>        | Increase Access to Quality Facilities and Services  |
|   | <b>Goal Description</b> | <ul style="list-style-type: none"> <li>• Rochester Recreation Department – Tennis Court Lights</li> <li>• Court Appointed Special Advocates of New Hampshire</li> </ul> |
| 4 | <b>Goal Name</b>        | Improving the Safety/Livability of Neighborhoods  |
|   | <b>Goal Description</b> | <ul style="list-style-type: none"> <li>• N/A</li> </ul>   |
| 5 | <b>Goal Name</b>        | Increase Access to Affordable and Quality Housing   |
|   | <b>Goal Description</b> | <ul style="list-style-type: none"> <li>• SHARE Fund</li> <li>• Community Partners</li> </ul>  |
| 6 | <b>Goal Name</b>        | Public Services Concerned with Employment   |
|   | <b>Goal Description</b> | <ul style="list-style-type: none"> <li>• MY TURN</li> <li>• Dover Adult Learning Center</li> </ul>  |

Table 7 – Goal Descriptions

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):**

In addition to temporary and emergency housing provided through support of the three regional homeless shelters, the City of Rochester will provide affordable housing through support for the SHARE Fund, Community Partners, and the Community Action Partnership of Strafford County. The SHARE Fund provides rental assistance and other related housing-based support to low-income persons and families. An estimated number of 50 low-income individuals are estimated to be provided affordable housing, or assistance staying in affordable housing, during FY 2017-2018. Community Partners provides rental assistance and case management support for residents with mental illnesses or disabilities. An estimated number of 8 residents with disabilities (2 families) are estimated to be provided affordable housing, or assistance staying in affordable housing, during FY 2017-2018. The Community Action Partnership of Strafford County, through its weatherization program, will provide weatherization of an estimated 20 homes during FY 2017-2018, which will reduce these homeowners' utility bills and allow these homes to remain affordable.

Four units of transitional housing are available through the Homeless Center for Strafford County in conjunction with Waste Management. These units house one family each for a period of 12 to 18 months. Case management is provided to the families.

Ninety units of housing have been made available through Low Income Housing Tax Credits. This includes twelve units of housing for elderly persons.

Four units of housing are available to people living with HIV/AIDS. These units are owned and managed by AIDS Response Seacoast in conjunction with the Housing Partnership.

DRAFT



**AP-35 Projects – 91.220(d)****Introduction**

This section outlines HUD’s expectations for what the City should be addressing with its CDBG funding and what has been approved previously in the City’s Consolidated Action Plan for FY 2015-2020. The individual activities were established to meet HUD outcomes and were those seen to meet the needs of the City’s low to moderate income population as identified at present and projected over the FY 2015-2020 time span. Within the context of these identified needs and objectives, other eligible activities can and may be undertaken and supported with CDBG funding as opportunities are defined and new needs in the community emerge.

| # | Project Name                               |
|---|--|
| 1 | Planning and Administration                |
| 2 | Public Services                            |
| 3 | Housing Rehabilitation                     |
| 4 | Job Opportunity Benefit (JOB) Loan Program |
| 5 | Public Facilities and Infrastructure       |

**Table 8 – Project Information****Describe the reasons for allocation priorities and any obstacles to addressing underserved needs.**

These priorities are based on the FY 2015-2020 Consolidated Action Plan and the extensive research and consultations that the Community Development Coordinator conducted with local public service agencies, relevant government agencies and departments, and the general citizenry. **In particular, activities and programs providing homeless services and affordable housing were prioritized based on identified community needs.**

Obstacles to addressing underserved needs include, in part, the capacity and leveraged funding of public service agencies to provide the services for which they requested funding. The capacity and available non-CDBG funding of public service agencies applying for CDBG funding was assessed during the grant application process, as well as the extent of need for a proposed project or program and anticipated longevity of benefits of a proposed project or program.

## Projects

### AP-38 Projects Summary Project Summary Information

|          |  |  |
|----------|--|--|
| <b>1</b> | <b>Project Name</b>  | Planning and Administration  |
|          | <b>Target Area</b>   | Rochester Low-Moderate Income Census Tracts  |
|          | <b>Goals Supported</b>   | Affordable Housing for Homeless Persons<br>Retention of Affordable Housing Stock<br>Increase Access to Quality Facilities and Services<br>Increase Access to Affordable and Quality Housing<br>Public Services Concerned with Employment |
|          | <b>Needs Addressed</b>   | Affordable Housing and Homeless Assistance<br>Affordable Housing Stock Retention<br>Improved Safety and Livability of Neighborhoods<br>Small Business Stabilization and Expansion<br>Public Services Concerned with Employment           |
|          | <b>Funding</b>   | <b>CDBG: \$43,391.20</b>   |
|          | <b>Description</b>   | Planning and administration costs for the City of Rochester CDBG program (salary, office supplies, etc.).  |
|          | <b>Target Date</b>   | 6/30/2018  |
|          | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | N/A.   |

|   |  |  |
|---|--|--|
|   | <b>Location Description</b>  | Office of Economic and Community Development<br>City of Rochester<br>150 Wakefield St.<br>Rochester, NH 03867  |
|   | <b>Planned Activities</b>  | Planning and administration (salary, office supplies, etc.)  |
| 2 | <b>Project Name</b>  | Public Services  |
|   | <b>Target Area</b>   | Rochester Low-Moderate Income Census Tracts  |
|   | <b>Goals Supported</b>   | Affordable Housing for Homeless Persons<br>Increase Access to Quality Facilities and Services<br>Increase Access to Affordable and Quality Housing<br>Public Services Concerned with Employment  |
|   | <b>Needs Addressed</b>   | Affordable Housing and Homeless Assistance<br>Public Services Concerned with Employment  |
|   | <b>Funding</b>   | CDBG: \$32,541.90  |
|   | <b>Description</b>   | Public service agency subrecipients  |
|   | <b>Target Date</b>   | 6/30/2018  |
|   | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | 120 low-moderate income families, predominantly homeless families and families at risk of becoming homeless.   |
|   | <b>Location Description</b>  | Cross Roads House: 600 Lafayette Rd., Portsmouth, NH 0380<br>My Friend's Place: 368 Washington St., Dover, NH 03820<br>MY-TURN: 33 Hanson Street, Rochester, NH 03867<br>Dover Adult Learning Center: 63 S. Main St., Rochester, NH 03867<br>SHARE Fund: 150 Wakefield St., Rochester, NH 03867<br>Court Appointed Special Advocates of New Hampshire: 25 St. Thomas St., Dover, NH 03820<br>Community Partners, 113 Crosby Rd., Suite #1, Dover, NH 03820 |

|   |  |  |
|---|--|--|
|   | <b>Planned Activities</b>  | Homeless shelter funding, rental assistance funding, employment assistance funding, children's legal advocacy funding. |
| 3 | <b>Project Name</b>  | Housing Rehabilitation   |
|   | <b>Target Area</b>   | Rochester Low-Moderate Income Census Tracts  |
|   | <b>Goals Supported</b>   | Retention of Affordable Housing Stock  |
|   | <b>Needs Addressed</b>   | Affordable Housing Stock Retention   |
|   | <b>Funding</b>   | CDBG: \$50,000   |
|   | <b>Description</b>   | Housing rehabilitation for low-income residents  |
|   | <b>Target Date</b>   | 6/30/2018  |
|   | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | 40 low-income individuals (approximately 20 low-income families)   |
|   | <b>Location Description</b>  | Multiple locations. All homeowners will be low-mod income residents.   |
|   | <b>Planned Activities</b>  | Weatherization assistance to low-income homeowners.  |
| 4 | <b>Project Name</b>  | Job Opportunity Benefit (JOB) Loan Program   |
|   | <b>Target Area</b>   | Rochester Low-Moderate Income Census Tracts  |
|   | <b>Goals Supported</b>   | Small Business Establishment and Expansion   |
|   | <b>Needs Addressed</b>   | Small Business Establishment and Expansion   |
|   | <b>Funding</b>   | CDBG: \$72,930.95  |
|   | <b>Description</b>   | JOB Loans job creation loan program (revolving loan fund).   |
|   | <b>Target Date</b>   | 6/30/2018  |
|   | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | 2 low-moderate income individuals  |

|   |  |   |
|---|--|---|
|   | <b>Location Description</b>  | Office of Economic and Community Development<br>City of Rochester<br>150 Wakefield St.<br>Rochester, NH 03867   |
|   | <b>Planned Activities</b>  | JOB Loans job creation loan program   |
| 5 | <b>Project Name</b>  | Public Facilities and Infrastructure  |
|   | <b>Target Area</b>   | Rochester Low-Moderate Income Census Tracts   |
|   | <b>Goals Supported</b>   | Increasing the Supply of Supportive Housing<br>Improving the Safety/Livability of Neighborhoods<br>Increase Access to Quality Facilities and Services |
|   | <b>Needs Addressed</b>   | Increase Access to Quality Facilities and Services  |
|   | <b>Funding</b>   | CDBG: \$91,014.90   |
|   | <b>Description</b>   | Adding night lights to Community Center tennis courts   |
|   | <b>Target Date</b>   | 6/30/2018   |
|   | <b>Estimate the number and type of families that will benefit from the proposed activities</b> | 220 low-moderate income families  |
|   | <b>Location Description</b>  | Rochester Recreation Department/Community Center: 150 Wakefield St.,<br>Rochester, NH 03867   |
|   | <b>Planned Activities</b>  | Rochester Recreation Department – Tennis Court Lights   |

Table 9 – Project Summary

**AP-50 Geographic Distribution – 91.220(f)****Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

Assistance will be directed primarily to low-income areas. This prioritization will be achieved through two main methods. First, assistance will be provided through public services aimed specifically at low-income clients, such as homeless shelter and employment assistance services, and through housing and facilities projects that benefit low-income persons, such as weatherization of low-income housing. Second, assistance will be directed toward census tracts identified by HUD as comprised of 51% or greater low-income households. These census tracts will be prioritized in consideration for facilities and housing projects.

**Geographic Distribution**

| Target Area                                 | Percentage of Funds |
|---|---------------------|
| Rochester Low-Moderate Income Census Tracts | 64.5                |

**Table 10 - Geographic Distribution****Rationale for the priorities for allocating investments geographically**

Combining clientele-specific targeting (such as projects aimed specifically at residents with disabilities or elderly residents) and low-income census tract-specific targeting will reach the greatest number of low-income persons.

**Discussion**

The 35.5% of funding that will not occur within Rochester low-moderate income census tracts is funding for CAP's weatherization assistance program and rental assistance activities provided by the SHARE Fund and Community Partners. While individual project locations may be outside of identified low- to moderate-income census tracts, all individual clients served through these funds will be low- to moderate-income.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

Affordable housing remains an under-met need in both the City of Rochester and the greater Seacoast region. Consultations with multiple public service agencies addressing housing issues and homelessness, as well as responses to the online community development survey, have indicated a need for additional affordable and workforce housing.

The City of Rochester will provide affordable housing through support for the SHARE Fund, Community Partners, and Community Action Partnership of Strafford County. The SHARE Fund's rental assistance program provides important support to low-income persons and families, Community Partners' rental assistance program provides important support and case management services to residents with mental disabilities, and Community Action Partnership of Strafford County's weatherization program provides weatherization assistance that lowers utilities costs for low-income persons and families. An anticipated number of 98 low-income individuals are estimated to be provided affording housing or assistance staying in affordable housing through CDBG program support during FY 2017-2018.

| One Year Goals for the Number of Households to be Supported |    |
|---|----|
| Homeless  | 98 |
| Non-Homeless  | 0  |
| Special-Needs   | 0  |
| Total   | 98 |

**Table 11 - One Year Goals for Affordable Housing by Support Requirement**

| One Year Goals for the Number of Households Supported Through |    |
|---|----|
| Rental Assistance   | 15 |
| The Production of New Units                                   | 0  |
| Rehab of Existing Units                                       | 20 |
| Acquisition of Existing Units                                 | 0  |
| Total   | 35 |

**Table 12 - One Year Goals for Affordable Housing by Support Type**

#### Discussion

Focus is placed on rental assistance and housing stock rehabilitation over housing acquisition as rental assistance and housing rehabilitation have been identified as budget-maximizing approaches to increasing affordable housing. In particular, a disproportionately high percentage of low-income and racial/ethnic minority households rent versus own their homes, and a large number of elderly residents live in manufactured housing that requires weatherization services.

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The City of Rochester's Community Development Coordinator will continue to work with the Rochester Housing Authority to identify and address public housing needs, such as the need for more transportation options and education on available transportation options for elderly residents and residents with disabilities. During the research and public input processes for drafting the FY 2017-2018 Annual Action Plan, the Community Development Coordinator consulted both with Rochester Housing Authority staff and residents.

### **Actions planned during the next year to address the needs to public housing**

In the upcoming program year, the City of Rochester will continue to coordinate with the Rochester Housing Authority to conduct research and analysis into fair housing issues within the City of Rochester as part of the process of drafting a joint Assessment of Fair Housing. The City of Rochester and the Rochester Housing Authority will coordinate on actions to address public housing needs identified, both those related to fair housing issues and those unrelated to fair housing issues, during this research process.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

During the research and public input processes for drafting the FY 2017-2018 Annual Action Plan, the Community Development Coordinator consulted directly with public housing residents at a public meeting on transportation issues. The Rochester Housing Authority Service Coordinator and the Cooperative Alliance for Seacoast Transportation's Community Transportation Manager were also in attendance at the public meeting. Currently available transportation options were discussed, and residents proposed several changes and new programs to meet needs not currently met. The Community Development Coordinator and Rochester Housing Authority will continue to hold such meetings to engage public housing residents in the management process as well as to help identify unmet community needs and potential activities and programs.

To encourage participation in homeownership, the Community Development Coordinator regularly makes available informational brochures on state homeownership programs aimed at lower-income potential homebuyers. The Community Development Coordinator has also provided copies of the brochure specifically to the Rochester Housing Authority and its residents.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

The Rochester Housing Authority is not designated as troubled.

### **Discussion**

N/A.



## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

Extensive consultations with public service agencies addressing housing issues and homelessness, as well as consultations with the general public, indicate a continuing need for services and shelter serving the City of Rochester's homeless population. A significant portion of the FY 2015-2020 Consolidated Action Plan focuses on the needs of the City's homeless population. The FY 2017-2018 Annual Action Plan incorporates continued funding for the provision of services through regional homeless shelters as well as services aimed at preventing homelessness.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City of Rochester has continued to participate actively in the Seacoast's Coordinated Entry system for provision of a range of services to the City's homeless population. The City plans to continue its participation and support in FY 2017-2018, including attendance by the Community Development Coordinator at all relevant meetings with regional homeless services providers, the City of Rochester's welfare officer, and other key officials and stakeholders to coordinate on serving the City's homeless population.

The City of Rochester will also fund a wide range of public service agencies that provide services such as emergency housing and homelessness prevention. This includes direct funding to two of the region's homeless shelters, including the largest-capacity shelter in the region, and rental assistance to those who are homeless or at risk of becoming homeless.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The City of Rochester will fund two of the region's homeless shelters. My Friend's Place provides emergency and transitional shelter for families, and Cross Roads House provides emergency shelter for men, women, and families. Cross Roads House also is receiving a grant, through the New Hampshire Balance of State Continuum of Care, to implement a permanent supportive housing project.

The Homeless Center for Strafford County, located within the City of Rochester, provides seasonal emergency and transitional shelter for homeless women and families. It is being funded through general city funds by the City of Rochester rather than through CDBG funding.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The City of Rochester will fund a wide range of public service agencies that provide services such as emergency housing, homelessness prevention, and rental assistance to those who are

homeless or at risk of becoming homeless. My Friend's Place provides emergency and transitional shelter for families, and Cross Roads House provides emergency shelter for men, women, and families. Cross Roads House also is receiving a grant, through the New Hampshire Balance of State Continuum of Care, to implement a permanent supportive housing project.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The City of Rochester will support low-income individuals and families to avoid becoming homeless through a variety of approaches. Rochester will fund rental assistance to those who are at risk of becoming homeless and supportive services. Rochester will also fund programs and activities aimed at assisting low-income individuals and families over a longer term through investments in educational and employment/vocational. These programs and activities include MY TURN'S out-of-school youth program serving economically disadvantaged youth who wish to become economically self-sufficient and Dover Adult Learning Center's provision of high-school equivalency exam preparation services.

#### **Discussion**

N/A.

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction**

Barriers to affordable housing for the City of Rochester's residents continue to consist primarily of regional increases in rental rates and preferences among real estate developers for higher-end market rate housing over affordable housing and workforce housing. In FY 2017-2018, the City of Rochester will continue its partnerships with regional public service agencies, such as the SHARE Fund, Community Partners, and the Community Action Partnership of Strafford County, to address these continuing barriers to affordable housing.

Weatherization of low-income homes, accomplished through the Community Action Partnership of Strafford County's weatherization assistance program, reduces energy expenses and thereby lowers overall home ownership and maintenance expenses for low-income householders. Rental assistance, provided by both the SHARE Fund and Community Partners, helps low-income residents to obtain safe, quality housing in a rental market with continually rising rent rates. Focus is placed on rental assistance and housing stock rehabilitation over housing acquisition because rental assistance and housing rehabilitation have been identified as budget-maximizing approaches to increasing access to affordable housing. In particular, both local and HUD data indicate that a disproportionately higher percentage of low-income and minority households rent versus own their homes, and a large number of elderly residents live in manufactured housing that requires weatherization services.

### **Actions planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The Community Development Coordinator consulted with the City of Rochester Planning Department and the Workforce Housing Coalition of the Greater Seacoast during the process of researching and preparing the FY 2017-2018 Annual Action Plan. During these consultations, the Community Development Coordinator specifically raised concerns regarding the potential negative effects of public policies and zoning ordinances on the development and availability of affordable housing and tracking state-level zoning law changes. This has included attending a municipal-specific seminar on the state of New Hampshire's new accessory dwelling unit law and its requirements. The Community Development Coordinator will continue to consult with the Planning Department and other relevant municipal departments to monitor and evaluate the overall effects of policies and ordinances on the affordable housing supply.

In addition, the Community Development Coordinator has been coordinating with the Workforce Housing Coalition of the Greater Seacoast to explore workforce housing opportunities within the City of Rochester. This has included a monthly housing discussion group specific to Rochester housing concerns and tentative plans for a Rochester-specific workforce housing charrette for 2018.

### **Discussion**

N/A.

## AP-85 Other Actions – 91.220(k)

### Introduction

The Community Development Coordinator is committed to continued outreach and networking with regional public service agencies, government entities, businesses and business organizations, and others to maximize the impact and reach of CDGB funds. The overall goal is to coordinate all activities and aspects of the City's CDBG program to best meet the continuing and future needs of the city's low- and moderate-income residents. This has included partnering with the Workforce Housing Coalition of the Greater Seacoast to establish a monthly affordable housing discussion group, which will include a broad range of local and regional stakeholders, as well as exploring a possible Rochester-specific workforce housing charrette.

### Actions planned to address obstacles to meeting underserved needs

Underserved needs primarily relate to the continuing opioid crisis in the state and region, the impacts of mental illness on housing and employment, and a continuing shortage of affordable housing. Funding will go toward rental assistance, including rental assistance specifically for residents with mental illnesses; homeless services; and efforts to permanently house the City's chronically homeless population, which is disproportionately comprised of persons with substance abuse disorders and/or mental illnesses. In addition, the Community Development Coordinator will continue to provide outreach to and establish connections with current and emerging agencies that provide substance abuse prevention, treatment, and recovery services.

### Actions planned to foster and maintain affordable housing

In FY 2017-2018, the City of Rochester will continue its partnerships with the Rochester Housing Authority and with regional public service agencies, such as the SHARE Fund, Community Partners, and the Community Action Partnership of Strafford County, to address barriers to affordable housing.

Weatherization of low-income homes, accomplished through the Community Action Partnership of Strafford County's weatherization assistance program, reduces energy expenses and thereby lowers overall home ownership and maintenance expenses for low-income householders. Rental assistance, accomplished through the SHARE Fund's emergency assistance programs and Community Partners' rental assistance program, helps low-income residents to obtain rental housing in a rental market with continually rising rent rates. Focus is placed on rental assistance and housing stock rehabilitation over housing acquisition as rental assistance and housing rehabilitation have been identified as budget-maximizing approaches to increasing affordable housing. In particular, a disproportionately high percentage of low-income and minority households rent versus own their homes, and a large number of elderly residents live in manufactured housing that requires weatherization services.

In addition, the City of Rochester is partnering with the Workforce Housing Coalition of the Greater Seacoast to establish a monthly affordable housing discussion group, which will include a broad range of local and regional stakeholders, as well as exploring a possible Rochester-specific workforce housing charrette.

### Actions planned to reduce lead-based paint hazards

The City of Rochester will continue to fund the housing weatherization work of the Community Action Partnership of Strafford County. Given the ages and conditions of many of the homes

that receive weatherization assistance, these homes have a higher than average chance of lead-based paint hazard. The City of Rochester will ensure lead-based paint safe practices and/or lead-based paint removal in all other construction-based activities funded, as well. In addition, the City of Rochester has prepared and submitted a grant application in FY 2017-2018 requesting federal Lead-Based Paint Hazard Control (LBPHC) Grant Program funding to establish a lead abatement program to remediate identified lead hazards in lower-income housing.

### **Actions planned to reduce the number of poverty-level families**

The City of Rochester will continue to support a wide range of anti-poverty efforts in FY 2017-2018. Educational and vocational activities, such as those supplied by MY-TURN and the Dover Adult Learning Center, will be funded in FY 2017-2018, as the City recognizes the value of investing in education (especially for youth) for advancement out of poverty. In particular, this support will focus on key industries for the southeastern New Hampshire region, such as allied health care professions and advanced composites manufacturing.

The City of Rochester also will continue to fund and maintain the Job Opportunity Benefits (JOB) Loan Program, which provides loans to small businesses to encourage the hiring of lower-income employees. Conditions for receiving a loan require a commitment to creating or retaining a certain number of jobs that are made open to lower-income employees. Such jobs must include the potential for advancement. Recent JOB Loan Program loan recipients have included an optometrist's office, a gymnastics center, and a downtown restaurant.

### **Actions planned to develop institutional structure**

The City of Rochester's Community Development Division plans to work with other City departments (including but not limited to the Office of Economic Development, the Planning Department, the Welfare Office, and the Department of Public Works) to implement the programs and activities outlined in the FY 2017-2018 Annual Action Plan, to identify further program needs within the City, and to research other funding sources for City projects that are not and/or cannot be funded through CDBG funds. For example, during FY 2016-2017, the Community Development Coordinator successfully wrote grants that have funded a downtown farmers' market that provided extra benefits to SNAP recipients, a victim-witness advocacy program to provide services to crime victims, and the historic restoration of a downtown municipal building.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The Community Development Coordinator will continue to engage in outreach to a broad range of non-profit and private stakeholders to serve as a key point of contact for the City's community development, low-income economic development, and affordable housing development matters. This will be accomplished, in part, through the Community Development Coordinator's continued active participation in the Balance of State Continuum of Care and the Greater Seacoast Coalition to End Homelessness, as well as partnering with the Workforce Housing Coalition of the Greater Seacoast to establish a monthly affordable housing discussion group, which will include a broad range of local and regional stakeholders.

The City of Rochester also will continue to coordinate with the Rochester Housing Authority to conduct research and analysis into fair housing issues within the City of Rochester as part of the

process of drafting a joint Assessment of Fair Housing. The City of Rochester and the Rochester Housing Authority will coordinate on actions to address public housing needs identified, such as fair housing issues, needs specific to residents with disabilities, and needs specific to elderly residents.

**Discussion**

N/A.

DRAFT

### Program Specific Requirements

#### AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

##### Introduction

Prior year grant funds currently do not exist to be reprogrammed into the FY 2017-2018 Annual Action Plan and subsequent Annual Action Plans. The program income from the Job Opportunity Benefit (JOB) Loan Program is continually reinvested back into the JOB Loan Program.

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

|   |          |
|---|----------|
| 1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed   | 0        |
| 2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan | 0        |
| 3. The amount of surplus funds from urban renewal settlements   | 0        |
| 4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.   | 0        |
| 5. The amount of income from float-funded activities  | 0        |
| <b>Total Program Income</b>   | <b>0</b> |

#### Other CDBG Requirements

|   |       |
|---|-------|
| 1. The amount of urgent need activities   | 0     |
| 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. | 82.0% |

##### Discussion

N/A.

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City Clerk's Office

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**RESOLUTION APPROVING CONTRACT  
AND COST ITEMS ASSOCIATED WITH PROPOSED  
CITY OF ROCHESTER  
SCHOOL DEPARTMENT  
MULTI-YEAR COLLECTIVE BARGAINING  
AGREEMENT WITH  
ROCHESTER RFT  
PARAPROFESSIONAL UNIT  
(Paraprofessionals)**

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

That pursuant to, and in accordance with, the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the multi-year year collective bargaining agreement between the City of Rochester and the Rochester Federation of Teachers Paraprofessional Bargaining Unit employee collective bargaining group, covering the period July 1, 2017 to June 30, 2020, as set forth in the proposed contract, a copy of which proposed contract has been made available to the Mayor and City Council, and with its financial impacts as more particularly detailed on the attached **“EXHIBIT A: RFT Paraprofessional Unit” dated May 16, 2017**, which includes a summary financial analysis of the annual costs of the contract to the City provided by the Superintendent of Schools, is hereby approved, including, specifically, the cost items associated therewith.



### City of Rochester Formal Council Meeting

### AGENDA BILL

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

|   |
|---|
| AGENDA SUBJECT<br><br>RFT Paraprofessional Collective Bargaining Unit Agreement |
|---|

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

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

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

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

|   |  |   |  |
|---|--|---|--|
| AGENDA DATE   | June 6, 2017                                       |   |  |
| DEPT. HEAD SIGNATURE  |  |   |  |
| DATE SUBMITTED  | May 16, 2017                                       |   |  |
| ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | 9 |  |

#### COMMITTEE SIGN-OFF

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

#### DEPARTMENT APPROVALS

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

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

|                            |
|----------------------------|
| RSA 273-A and City Charter |
|----------------------------|

**SUMMARY STATEMENT**

School Superintendent Hopkins has notified the City Manager that the Rochester School Board and Rochester Federation of Teachers Paraprofessional Bargaining Unit have reached tentative agreement on a collective bargaining agreement for school years 2017-2018 through 2019-2020. The contract has been ratified by the bargaining unit and approved by the School Board on May 11, 2017. The Superintendent seek approval of the contract by the legislative body, the City Council.

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

**RECOMMENDED ACTION**

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

6/1/17

# City of Rochester School Department

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

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

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

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

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



May 16, 2017

CITY OF  
ROCHESTER  
Received

MAY 17, 2017

CITY OF  
ROCHESTER  
COPY

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

Dear Mr. Fitzpatrick:

This letter is to notify you that the Rochester School Board and Rochester Federation of RFT Paraprofessional Bargaining Unit have reached tentative agreement on a collective bargaining agreement for school years 2017-2018 through 2019-20. The contract has been ratified by the bargaining unit and approved by the Board on May 11, 2017. It is necessary now that we present the cost items in the agreement to the City Council for its consideration. The cost items are attached to this letter.

Accordingly, I request that we be granted an audience with the Council at its earliest convenience so that we may present the cost items and answer any questions that the Council members may have.

Yours truly,

Michael L. Hopkins  
Superintendent of Schools

MLH/mgm

cc Rochester City Council

Enclosures

**Rochester Federation of Teachers, AFT Local 3607, AFT-NH, AFL-CIO  
Paraprofessionals Bargaining Unit**

**Tentative Agreement**

The Rochester Federation of Teachers, AFT#3607 (paraprofessionals bargaining unit) and the Rochester School Board agree to the following changes to be incorporated into the current contract for a three (3) year contract with the following changes to current contract language to be incorporated into a successor agreement with an effective date of July 1, 2017.

**Wage and Cost Items Summary:**

Health Insurance changes to the higher deductible plan. Deductible of \$1,000, \$2,000 or \$3,000.

Current year Health Costs: \$1,025,754; next year costs will be \$951,546 or a savings of \$74,208. This assumes no change in employees in the next three years. We have an annual turnover of 40 or more Paras, which leads to reduced labor and health insurance costs over projections.

- **FY 2017-2018** Wage Increase of 6% in first year, with Health Insurance savings equates to 3.7% overall increase.
- **FY 2018-2019** 2.1% wages increases and overall 2.5% assuming a 5% Health Insurance Increase.
- **FY 2019-2020** 1.9% wage increases 2.4% overall assuming a 5% Health Insurance Increase.

Bargaining Unit agrees to language that withholds step increases if on an improvement plan.

**248 employees in this Bargaining Unit;** 40+ new employees in this unit in the last year.

Turnover is an issue.

Starting Para working 27.5 hours per week, earns \$12,641; Top Para \$17,664.

Para working 35 hours per week: starting at \$16,089 ending at \$22,481.

We have 11 open Para positions right now. Secretary and bookkeeping positions are about \$2.00 per hour behind the city scale.

**New Section**

**P. *Loss of Personal Property***

The Board agrees to establish a pool of \$1,000 per year for the reimbursement of job related property loss incurred by covered employees. Covered employees who believe they have a claim may submit said claim, with proof of financial loss (i.e. receipts), to the Federation President on or before June 1 of each year. A committee of employees covered by this contract appointed by Federation will then consider all claims and allocate the funds from the pool to claimants on the basis of relative merit. The Federation President will forward the committee's recommendation to the Superintendent of Schools for review and final approval. In no case shall the Federation recommend approval of aggregate claims in excess of \$1,000 per fiscal year, and in no case shall the Federation recommend approval of a single claim in excess of the actual financial loss to the employee. Actions based on this provision of the Agreement are not subject to the Grievance Procedure. Claims may not be carried from one school year to the next.

**Article IX - Compensation**

**A. *Wage Scales and Step Plan***

Employees on improvement plans shall not be eligible for step increases until they have satisfied the requirements of their plans. When employees on plans satisfy the requirements of their plans, they shall receive the step prospectively. If it is determined that an employee has been improperly placed on an improvement plan, the employee will receive the step retroactively.

## **NON COST ITEMS**

### **Article I – Recognition**

- B. *Dues Deduction*  
New form – **Appendix A**

### **New Section**

- D. The Federation shall be provided an opportunity at the beginning of the school year to address the employees covered by this contract either in a district wide or building meeting.

### **Article II - Duration**

- A. This Agreement and the provisions herein shall become effective on July 1, **2017** and shall continue in effect until June 30, **2020**.

### **Article VI - Working Conditions**

- B. The parties agree to establish a Labor-Management Committee comprised of equal representatives from the Administration and the Union for the purpose of reviewing workshop offerings and details of the Rochester Paraprofessional Academy. The Committee shall meet regularly and shall make recommendations for the Academy for each upcoming school year.

- L. *Notification of Annual Employment Status*

Notification of the District's intent to employ for the upcoming school year will be given to all employees ~~by June 30<sup>th</sup>~~ **as soon as practicable after city council approval of the school district budget.** On or before July 30<sup>th</sup> each employee shall be provided with a notification which shall include the employee's assignment for the upcoming school year, salary/hourly wage rate, and benefits.

### **Article X - Leaves**

- B. *Sick Leave*

1. Employees may accumulate sick leave after completion of the employee's probationary period. Sick leave may be used for the illness or injury of the employee or for any proper FMLA purpose.
6. Sick leave can be used in one (1) hour increments if the absence is less than half a day, or the position does not require a sub. The employee is responsible to enter "sub not needed" at the time of the absence, and the time they will be out.

- E. *Parental Leave/FMLA Leave*

1. ~~Two days~~ Time shall be granted to a parent ~~either a mother or father~~ to spend with a newly adopted child or ~~to a father~~ upon the delivery of ~~his~~ a natural child. Compensation for such days will be made possible by charging these days to the employee's sick leave. If the employee does not have accumulated sick days, such leave will be granted without pay.
3. With prior approval of the Superintendent, employees who do not qualify for FMLA leave and who have completed the initial probationary period are eligible to receive a leave of absence for the extended illness of the employee, or the employee's spouse, children, mother, or

father for a period of up to twelve (12) weeks or the amount of accrued leave available to the employee, whichever is greater. During the period of such leave, the employee shall be entitled to utilize all of the employee's accrued leave at the employee's discretion. Once the employee's accrued leave is exhausted, the leave shall be unpaid. The employee shall be entitled during this twelve (12) week period to all benefits provided by this agreement.

4. At the discretion of the Superintendent, an extended leave in excess of twelve (12) weeks or the employee's accrued leave, whichever is greater, and up to twelve (12) months may be granted. For employees not eligible for the District's medical insurance, upon exhaustion of the employee's paid sick leave or personal days, the employee is not eligible to receive any of the benefits contained in this Agreement but may continue to access insurance benefits at the employee's own expense. The employee shall not lose any seniority the employee has earned up to the date of the approved leave. The employee desiring to return from such extended leave shall be assigned to the next available vacancy for which the employee is qualified and be eligible for all benefits upon the employee's return to work.

**F. Bereavement Leave**

1. Spouse, domestic partner or child (including step-equivalents): Five (5) work days for the death excluding Saturday, Sunday and Holidays.

**Article XII - Fringe Benefits**

**A. Health Insurance**

Employees working thirty (30) or more hours per week, or who have worked for at least (5) years and who work at least 20 hours per week in the District, shall be eligible for health insurance coverage provided by the Health Trust in the following plan:

Matthew Thornton AB SOS 20/40/1KDED, RX 10/20/45 with \$1,000 (Single), \$2,000 (2-Person), \$3,000 (Family) deductibles.

The Board shall pay eighty percent (80%) of the total premium and the employee shall pay twenty percent (20%) of the total premium.

Employees working less than (20) hours per week OR those who work less than (30) hours per week and have worked (4) years or less in the District, may purchase health insurance at their own expense through the District.

**Appendix A**  
**Rochester School District**  
*Dues Deduction Authorization Form*

**Name** \_\_\_\_\_

I hereby authorize the Rochester School District to withhold from my salary, Federation dues in an amount to be certified by the Treasurer of the Rochester Federation of Teachers, acknowledging that the amount of dues may increase at times subsequent to the authorization, and this authorization shall be a continuing authorization for such dues deductions.

The sums thus to be deducted over the period of one year, (twenty-two pay periods, twenty-six pay periods, or other arrangement as permitted by the Master Agreement) are hereby assigned by me to the Rochester Federation of Teachers, and are to be remitted by the Rochester School Department to the Treasurer of the Federation. Having done so, the District shall be held harmless from any claim(s) in connection with the provisions of this authorization and Master Agreement terms. It is further agreed that the District assumes no financial liability except to forward, on a monthly basis, those funds which have been properly authorized and deducted the last day of the preceding month.

This authorization and assignment shall continue in full force and effect from year to year unless I notify the Office of the Superintendent and the Rochester Federation of Teachers' Treasurer in writing between June 1 and September 1, to cease deductions for the coming year.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Home Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: ( ) \_\_\_\_\_

**Last Four Digits of Social Security #** \_\_\_\_\_

School: \_\_\_\_\_

Home E-Mail: \_\_\_\_\_

Please check position below:

Teacher: \_\_\_\_\_ Para-Professional: \_\_\_\_\_ Food Service: \_\_\_\_\_ **Secretary:** \_\_\_\_\_

Recruited By: \_\_\_\_\_

Once completed, this form must be sent directly to the Federation Treasurer.

---

**For Office Use Only:**

Date Received: \_\_\_\_\_

Copies sent to: **Treasurer** \_\_\_\_\_ **Date:** \_\_\_\_\_

Central Office: \_\_\_\_\_ **Date:** \_\_\_\_\_



**Appendix B****2016-2017**

| <b>Years of Experience</b> | <b>SEC 1</b> | <b>SEC 2</b> | <b>BK 2</b> | <b>Para-Educator 1</b> | <b>Para-Educator 2</b> |
|----------------------------|--------------|--------------|-------------|------------------------|------------------------|
| 0                          | \$12.16      | \$13.79      | \$15.14     | \$11.66                | \$12.56                |
| 1                          | \$12.19      | \$13.80      | \$15.17     | \$11.68                | \$12.58                |
| 2                          | \$12.23      | \$13.86      | \$15.20     | \$11.72                | \$12.61                |
| 3                          | \$12.44      | \$14.04      | \$15.49     | \$11.91                | \$12.68                |
| 4                          | \$12.65      | \$14.32      | \$15.75     | \$12.16                | \$12.99                |
| 5                          | \$12.88      | \$14.60      | \$16.03     | \$12.19                | \$13.28                |
| 6                          | \$13.08      | \$14.88      | \$16.28     |                        | \$13.54                |
| 7                          | \$13.29      | \$15.13      | \$16.56     |                        | \$13.65                |
| 8                          | \$13.51      | \$15.39      | \$16.85     |                        | \$13.88                |
| 9                          | \$13.69      | \$15.68      | \$17.16     |                        | \$14.16                |
| 10                         | \$13.93      | \$15.98      | \$17.43     |                        | \$14.67                |
| 11                         | \$14.12      | \$16.23      | \$17.64     |                        | \$15.61                |
| 12                         | \$14.89      | \$17.16      | \$18.46     |                        | \$17.01                |
| 13                         | \$15.24      | \$17.66      | \$18.97     |                        | \$17.55                |
| 20                         |              | \$17.76      |             |                        |                        |

**2017-2018** (Shift from step 3 through step 13 hourly rate up one step, add new step 10, and add step 14)

| <b>Years of Experience</b> | <b>SEC 1</b>       | <b>SEC 2</b> | <b>BK 2</b> | <b>Para-Educator 1</b> | <b>Para-Educator 2</b> |
|----------------------------|--------------------|--------------|-------------|------------------------|------------------------|
| 0                          | <del>\$12.52</del> | \$14.20      | \$15.59     | \$12.01                | \$12.94                |
| 1                          | <del>\$12.56</del> | \$14.21      | \$15.63     | \$12.03                | \$12.96                |
| 2                          | <del>\$12.81</del> | \$14.46      | \$15.95     | \$12.27                | \$13.06                |
| 3                          | <del>\$13.03</del> | \$14.75      | \$16.22     | \$12.52                | \$13.38                |
| 4                          | <del>\$13.27</del> | \$15.04      | \$16.51     | \$12.56                | \$13.68                |
| 5                          | <del>\$13.47</del> | \$15.33      | \$16.77     | \$12.93                | \$13.95                |
| 6                          | <del>\$13.69</del> | \$15.58      | \$17.06     |                        | \$14.06                |
| 7                          | <del>\$13.92</del> | \$15.85      | \$17.36     |                        | \$14.30                |
| 8                          | <del>\$14.10</del> | \$16.15      | \$17.67     |                        | \$14.58                |
| 9                          | <del>\$14.35</del> | \$16.46      | \$17.95     |                        | \$15.11                |
| 10                         | <del>\$14.45</del> | \$16.58      | \$18.06     |                        | \$15.56                |
| 11                         | <del>\$14.54</del> | \$16.72      | \$18.17     |                        | \$16.08                |
| 12                         | <del>\$15.34</del> | \$17.67      | \$19.01     |                        | \$17.52                |
| 13                         | <del>\$15.70</del> | \$18.19      | \$19.54     |                        | \$18.08                |
| 14                         | <del>\$16.17</del> | \$18.74      | \$20.13     |                        | \$18.62                |
| 20                         |                    | \$17.76      |             |                        |                        |

**2018-2019 (Add step 15)**

| Years of Experience | SEC 1              | SEC 2   | BK 2    | Para-Educator 1 | Para-Educator 2 |
|---------------------|--------------------|---------|---------|-----------------|-----------------|
| 0                   | <del>\$12.52</del> | \$14.20 | \$15.59 | \$12.01         | \$12.94         |
| 1                   | <del>\$12.56</del> | \$14.21 | \$15.63 | \$12.03         | \$12.96         |
| 2                   | <del>\$12.81</del> | \$14.46 | \$15.95 | \$12.27         | \$13.06         |
| 3                   | <del>\$13.03</del> | \$14.75 | \$16.22 | \$12.52         | \$13.38         |
| 4                   | <del>\$13.27</del> | \$15.04 | \$16.51 | \$12.56         | \$13.68         |
| 5                   | <del>\$13.47</del> | \$15.33 | \$16.77 | \$12.93         | \$13.95         |
| 6                   | <del>\$13.69</del> | \$15.58 | \$17.06 |                 | \$14.06         |
| 7                   | <del>\$13.92</del> | \$15.85 | \$17.36 |                 | \$14.30         |
| 8                   | <del>\$14.10</del> | \$16.15 | \$17.67 |                 | \$14.58         |
| 9                   | <del>\$14.35</del> | \$16.46 | \$17.95 |                 | \$15.11         |
| 10                  | <del>\$14.45</del> | \$16.58 | \$18.06 |                 | \$15.56         |
| 11                  | <del>\$14.54</del> | \$16.72 | \$18.17 |                 | \$16.08         |
| 12                  | <del>\$15.34</del> | \$17.67 | \$19.01 |                 | \$17.52         |
| 13                  | <del>\$15.70</del> | \$18.19 | \$19.54 |                 | \$18.08         |
| 14                  | <del>\$16.17</del> | \$18.74 | \$20.13 |                 | \$18.62         |
| 15                  | <del>\$16.37</del> | \$18.97 | \$20.38 |                 | \$18.85         |
| 20                  |                    | \$17.76 |         |                 |                 |

**2019-2020 (Add step 16)**

| Years of Experience | SEC 1              | SEC 2   | BK 2    | Para-Educator 1 | Para-Educator 2 |
|---------------------|--------------------|---------|---------|-----------------|-----------------|
| 0                   | <del>\$12.52</del> | \$14.20 | \$15.59 | \$12.01         | \$12.94         |
| 1                   | <del>\$12.56</del> | \$14.21 | \$15.63 | \$12.03         | \$12.96         |
| 2                   | <del>\$12.81</del> | \$14.46 | \$15.95 | \$12.27         | \$13.06         |
| 3                   | <del>\$13.03</del> | \$14.75 | \$16.22 | \$12.52         | \$13.38         |
| 4                   | <del>\$13.27</del> | \$15.04 | \$16.51 | \$12.56         | \$13.68         |
| 5                   | <del>\$13.47</del> | \$15.33 | \$16.77 | \$12.93         | \$13.95         |
| 6                   | <del>\$13.69</del> | \$15.58 | \$17.06 |                 | \$14.06         |
| 7                   | <del>\$13.92</del> | \$15.85 | \$17.36 |                 | \$14.30         |
| 8                   | <del>\$14.10</del> | \$16.15 | \$17.67 |                 | \$14.58         |
| 9                   | <del>\$14.35</del> | \$16.46 | \$17.95 |                 | \$15.11         |
| 10                  | <del>\$14.45</del> | \$16.58 | \$18.06 |                 | \$15.56         |
| 11                  | <del>\$14.54</del> | \$16.72 | \$18.17 |                 | \$16.08         |
| 12                  | <del>\$15.34</del> | \$17.67 | \$19.01 |                 | \$17.52         |
| 13                  | <del>\$15.70</del> | \$18.19 | \$19.54 |                 | \$18.08         |
| 14                  | <del>\$16.17</del> | \$18.74 | \$20.13 |                 | \$18.62         |
| 15                  | <del>\$16.37</del> | \$18.97 | \$20.38 |                 | \$18.85         |
| 16                  | <del>\$16.58</del> | \$19.21 | \$20.64 |                 | \$19.09         |
| 20                  |                    | \$17.76 |         |                 |                 |

**Rochester School Department  
Paraprofessional Salary Calculations**

|  | <u>Starting<br/>Salary</u> | <u>Increase</u> | <u>%</u> | <u>Total Salary</u> | <u>%</u> | <u>FICA</u> | <u>Health Ins</u> | <u>Dental</u> | <u>Total</u> | <u>%<br/>Increase</u> |
|--|----------------------------|-----------------|----------|---------------------|----------|-------------|-------------------|---------------|--------------|-----------------------|
| <b>Year 1-shift steps 3-13 up one step plus 3% increase, add new step 10, add step 14, Year 2 and 3 add new top step</b> |                            |                 |          |                     |          |             |                   |               |              |                       |
| <b>Based on a merit step and health insurance rates at 80/20 with ABSOS plan</b>   |                            |                 |          |                     |          |             |                   |               |              |                       |
| Current  |                            |                 |          | 4,426,883.26        |          | 338,656.57  | 1,025,754.93      | 13,606.92     | 5,804,901.68 |                       |
| FY2017-2018  | 4,426,883.26               | 266,511.07      | 6.0%     | 4,693,394.33        | 6.0%     | 359,044.67  | 951,546.69        | 13,606.92     | 6,017,592.61 | 3.7%                  |
| FY2018-2019  | 4,693,394.33               | 96,220.74       | 2.1%     | 4,789,615.07        | 2.1%     | 366,405.55  | 999,124.02        | 13,606.92     | 6,168,751.57 | 2.5%                  |
| FY2019-2020  | 4,789,615.07               | 93,255.91       | 1.9%     | 4,882,870.98        | 1.9%     | 373,539.63  | 1,049,080.23      | 13,606.92     | 6,319,097.75 | 2.4%                  |

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left blank...*

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City Clerk's Office

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**RESOLUTION APPROVING CONTRACT  
AND COST ITEMS ASSOCIATED WITH PROPOSED  
CITY OF ROCHESTER  
SCHOOL DEPARTMENT  
MULTI-YEAR COLLECTIVE BARGAINING  
AGREEMENT WITH  
ROCHESTER ADMINISTRATIVE UNIT  
(Administration)**

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

That pursuant to, and in accordance with, the provisions of Chapter 273-A of the New Hampshire Revised Statutes Annotated, the multi-year year collective bargaining agreement between the City of Rochester and the Rochester Administrative Unit employee collective bargaining group, covering the period July 1, 2017 to June 30, 2020, as set forth in the proposed contract, a copy of which proposed contract has been made available to the Mayor and City Council, and with its financial impacts as more particularly detailed on the attached **“EXHIBIT A: Rochester Administrative Unit” dated May 16, 2017**, which includes a summary financial analysis of the annual costs of the contract to the City provided by the Superintendent of Schools, is hereby approved, including, specifically, the cost items associated therewith.



**City of Rochester Formal Council Meeting**

**AGENDA BILL**

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

|  |
|--|
| AGENDA SUBJECT<br><br>School Administrative Personnel Collective Bargaining Unit Agreement |
|--|

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

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

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

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

|   |  |   |  |
|---|--|---|--|
| AGENDA DATE   | June 6, 2017                                       |   |  |
| DEPT. HEAD SIGNATURE  |  |   |  |
| DATE SUBMITTED  | May 16, 2017                                       |   |  |
| ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | 5 |  |

**COMMITTEE SIGN-OFF**

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

**DEPARTMENT APPROVALS**

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

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

|                            |
|----------------------------|
| RSA 273-A and City Charter |
|----------------------------|

**SUMMARY STATEMENT**

School Superintendent Hopkins has notified the City Manager that the Rochester School Board and Rochester Administrative Unit have reached tentative agreement on a collective bargaining agreement for school years 2017-2018 through 2019-2020. The contract has been ratified by the bargaining unit and approved by the School Board on May 11, 2017. The Superintendent seek approval of the contract by the legislative body, the City Council.

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

**RECOMMENDED ACTION**

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

6/1/17

# City of Rochester School Department

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

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

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

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

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



City of  
Rochester  
Received  
MAY 17 2017  
CITY OF ROCHESTER

May 16, 2017

COPY

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

Dear Mr. Fitzpatrick:

This letter is to notify you that the Rochester School Board and Rochester Administrative Unit have reached tentative agreement on a collective bargaining agreement for school years 2017-2018 through 2019-2020. The contract has been ratified by the bargaining unit and approved by the Board on May 11, 2017. I am requesting approval of the contract by the legislative body, the City Council.

We negotiated changes since the last contract was turned down by the City Council. We reviewed the process the City Administration uses for determined salary ranges. We followed that process to determine the ranges, and incorporated similar language on setting the low and high ranges. We also removed the option for the Board to change the base pay rate for an employee if they are not getting a market rate salary.

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

Yours truly,

Michael L. Hopkins  
Superintendent of Schools

MLH/mgm

cc City Council

Enclosure



**ADMINISTRATIVE BARGAINING UNIT  
TENTATIVE AGREEMENT**

**Cost Items:**

- **FY 2017-2018** Salary increase of \$750 per person for a total of \$18,750. This is .9% increase. Merit pay between 0 to 3%, averages about 2.5% or \$51,674.
- Health Insurance, Reduction of \$1000, \$1,500 or \$2,000 per person toward the deductible. Health Insurance is 80/20% split. Savings in Health Insurance of \$39,498 over previous plan.
- **FY 2018-2019** \$53,435 for potential merit increases 0 to 3%. No change in Health Insurance. Wage increase 2.5%.
- **FY 2019-2020** \$54,771 for potential merit increases 0 to 3%. No change in Health Insurance. Wage increase 2.5%

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

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

- *2017-2018*                    *\$750, plus up to 3% merit*
- *2018-2019*                    *Up to 3% merit*
- *2019-2020*                    *Up to 3% merit*

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

***Appendix B***

The pay ranges in the salary schedule will adjust by the percentage change in the CPI index for Boston-Brockton-Nashua (from November to November of the year preceding the effective date of the pay range adjustment). If an employee's merit increase exceeds the pay range, the employee shall be entitled to an amount not to exceed two percent (2%) above the then top range. Any amount due that exceeds the top of the pay range, shall be paid in a lump sum amount in the first pay period in December and shall not become part of the base wages.

**Salary Range 2017-2018**

|                                   | <b>Proposed</b> | <b>High</b> |
|-----------------------------------|-----------------|-------------|
| <b>Position</b>                   |                 |             |
| Elementary Principal              | \$ 81,000       | \$ 105,000  |
| Elementary Assistant Principal    | \$ 66,000       | \$ 86,000   |
| Middle School Principal           | \$ 100,000      | \$ 111,000  |
| Middle School Assistant Principal | \$ 74,000       | \$ 100,000  |
| High School Principal             | \$ 103,000      | \$ 114,000  |
| High School Assistant Principal   | \$ 74,000       | \$ 101,271  |
| Deputy Principal                  | \$ 88,000       | \$ 98,000   |
| Special Education Coordinator     | \$ 68,000       | \$ 93,000   |
| Athletic Director                 | \$ 79,000       | \$ 94,000   |
| CTE Director                      | \$ 78,000       | \$ 105,000  |
| Curriculum Coordinator            | \$ 63,500       | \$ 99,000   |
| Director of Student Services      | \$ 91,000       | \$ 102,000  |

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

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

*Attached Spreadsheet with cost items.*

**Non Cost Items**

**1. Article II. A –Duration (p.3)**

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

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

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

**3. Article V.I—School Closing (p.8)**

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

**Rochester School Department  
Administrator Salary Calculations**

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

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*Intentionally  
left blank...*

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City Clerk's Office

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### City of Rochester Formal Council Meeting

### AGENDA BILL

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

|   |
|---|
| AGENDA SUBJECT<br>WAYFINDING - Presentation by BETA GROUP |
|---|

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

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

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

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

|   |  |  |
|---|--|--|
| AGENDA DATE   | June 6, 2017                                       |  |
| DEPT. HEAD SIGNATURE  | Karen Pollard, Econ. Dev. Manager                  |  |
| DATE SUBMITTED  | May 30, 2017                                       |  |
| ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED |  |

#### COMMITTEE SIGN-OFF

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

#### DEPARTMENT APPROVALS

|                     |                          |
|---------------------|--------------------------|
| DEPUTY CITY MANAGER | <b>signature on file</b> |
| CITY MANAGER        | <b>signature on file</b> |

#### FINANCE & BUDGET INFORMATION

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

#### LEGAL AUTHORITY

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**SUMMARY STATEMENT**

Original timeline called for presentation to City Council in late July 2017 at the conclusion of the design phase of the project. City Council requested Wayfinding update by BETA GROUP prior to FY 2018 Budget vote.

**RECOMMENDED ACTION**



**City of Rochester Formal Council Meeting**

**AGENDA BILL**

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

|  |
|--|
| AGENDA SUBJECT<br>Presentation of the Annual Dog Warrant |
|--|

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

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

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

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

|   |  |   |  |
|---|--|---|--|
| AGENDA DATE   | June 6, 2017                                       |   |  |
| DEPT. HEAD SIGNATURE  | Kelly Walters, City Clerk                          |   |  |
| DATE SUBMITTED  | June 1, 2017                                       |   |  |
| ATTACHMENTS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> | * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED | Information on Warrant list is confidential |  |

**COMMITTEE SIGN-OFF**

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

**DEPARTMENT APPROVALS**

|                     |                   |
|---------------------|-------------------|
| DEPUTY CITY MANAGER | signature on file |
| CITY MANAGER        | signature on file |

**FINANCE & BUDGET INFORMATION**

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

**LEGAL AUTHORITY**

466:14 Warrants; Proceedings.

**SUMMARY STATEMENT**

City of Rochester Annual Dog Warrant:

>Number of Owners Listed: 1,827

>Number of Dogs Listed: 2,316

NH RSA 466:14 Warrants; Proceedings.

The town or city clerk shall annually, between June 1 and June 20, present to the local governing body a list of those owners of dogs that have failed to license or not renewed their dog licenses pursuant to RSA 466:1. The local governing body shall, within 20 days from June 20, issue a warrant to a local official authorized to issue a civil forfeiture for each unlicensed dog. The warrant may also authorize a local law enforcement officer to seize any unlicensed dog. The civil forfeiture may be sent by certified mail, or delivered in hand, or left at the abode of the dog owner. The cost of service shall not exceed \$7 and may be recovered by the city or town in addition to the amount of the civil forfeiture. If the unlicensed dog is seized, it shall be held in a town or city holding facility for a period of 7 days, after which time full title to the dog shall pass to the facility, unless the owner of the dog has, before the expiration of the period, caused the dog to be licensed. The owner shall pay the facility a necessary and reasonable sum per day, as agreed upon by the governing body of the town or city and the facility, for each day the dog has been kept and maintained by the facility, plus any necessary veterinary fees incurred by the facility for the benefit of the dog. Before a local law enforcement officer seizes any unlicensed dog, a written warning shall be given to the dog owner.

**RECOMMENDED ACTION**

Accept list of Owners who have not licensed their dogs and send to the Police Department for action.



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*Agenda Bill is  
Forthcoming*

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City Clerk's Office

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