



Regular City Council Meeting
August 1, 2017
Council Chambers
7:00 PM

Agenda

1. Call to Order
2. **Presentation of the Colors:** American Legion Chapter 7 – Motorcycle Riders and/or AMVET Riders Post 1
 - 2.1. Pledge of Allegiance
3. Opening Prayer
 - 3.1. **Opening Prayer:** American Legion Chapter 7
4. Roll Call
5. Acceptance of Minutes
 - 5.1. Regular City Council Meeting: July 5, 2017 *consideration for approval* P. 7
6. Communications from the City Manager
 - 6.1. Employee of the Month Award P. 20
 - 6.2. City Manager's Report P. 19
7. Communications from the Mayor
 - 7.1. **Letter of Thanks:** David Walton, Volunteer
 - 7.2. **Announcement:** 8th Annual Softball Game: Gonic v East Side held at the Riverside Park (Old Dover Road behind the Department of Public Works Facility) P. 39
8. Presentations of Petitions and Council Correspondence
9. Nominations, Appointments, Resignations, and Elections
 - 9.1. **Appointment:** Jacqueline Peters, Selectman, Ward 3 P. 41

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City Clerk's Office

10. Reports of Committees

10.1. Appointments Review Committee P. 43

10.1.1. **Recommended Reappointment:** Matt Wyatt, Regular Member, Arts & Culture Commission, Term to Expire on 7/1/2019

10.1.2. **Recommended Appointment:** Matt Wyatt, Alternate Member, Historic District Commission, Term to Expire on 1/2/2020

10.1.3. **Recommended Appointment:** Susan C. (Candy) Bailey, Ward 3, Library Trustee, Term to Expire on 1/2/2020

10.2. Community Development Committee P. 45

10.2.1. **Recommended Action: AB 15** Resolution Revising the 2017-2018 Rochester CDBG “Action Plan for the City of Rochester, NH” and Approving and Appropriating the 2017-2018 Community Development Budget for the City of Rochester *first reading, second reading, and consideration for approval* P. 49

10.3. Finance Committee P. 125

10.4. Government Channel Committee P. 129

10.5. Joint Building Committee – *minutes are forthcoming* P. 13110.6. Public Works and Building Committee – *minutes are forthcoming* P. 133

10.6.1. **Recommended Action:** Resolution Authorizing the Purchase of a Portion of 121 Wakefield Street in an Amount of \$2,500 *first reading, second reading, and consideration for adoption* P. 135

10.6.2. **Recommended Action: AB 12** Resolution Authorizing Supplemental Appropriation for the Purchase of the 38 Hanson Street Property and Construction of a Parking Lot Thereon in the Amount of \$500,000 and Authorization Therefore *first reading, second reading, and consideration for adoption* P. 137

10.6.3. **Discussion: AB 13** Acceptance of Laura Drive as a City Street – *motion to authorize the City Attorney to begin the deed research* P. 143

11. Old Business

12. Consent Calendar

13. New Business

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City Clerk's Office

- 13.1. **AB 11** Proposed 2017 Update to Assessed Values *motion to authorize the Chief Assessor to proceed with the proposed 2017 update to Assessed Values* P. 147
- 13.2. **AB 16** Resolution Accepting a New Hampshire Municipal Technical Assistance Grant Application From Plan NH in the Amount of \$10,000 *first reading, second reading, and consideration for approval* P. 151
- 13.3. **AB 17** Resolution Authorizing Application for a New Hampshire Charitable Foundation Community Grants Program Grant in an Amount up to \$20,000 *first reading and consideration for adoption* P. 157
- 13.4. **AB 14** Resolution Authorizing the Acceptance of a New Hampshire Department of Environmental Services (NHDES) Drinking Water State Revolving Fund (DWSRF) Loan for the Water Treatment Low Lift Station Upgrade Project in the Amount of \$540,000 *first reading, second reading, and consideration for approval* P. 163
14. Other
15. Non-Meeting/Non-Public Session
16. Adjournment

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City Clerk's Office

**Regular City Council Meeting
July 5, 2017
Council Chambers
7:00 PM**

COUNCILORS PRESENT

Councilor Abbott
Councilor Barnett
Councilor Bogan
Councilor Gray
Councilor Keans
Councilor Hamann
Councilor Lachapelle
Councilor Lauterborn
Councilor Varney
Mayor McCarley

OTHERS PRESENT

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

COUNCILORS ABSENT/EXCUSED

Councilors Gates
Councilor Torr
Councilors Willis

Minutes

1. Call to Order

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

2. Presentation of the Colors/Proclamation: Rochester Knights of Columbus

2.1. Pledge of Allegiance

Mayor McCarley led the Pledge of Allegiance.

3. Opening Prayer

3.1. Opening Prayer: Knights of Columbus

Mayor McCarley called for a moment of silence in honor of Independence Day and for those who are serving in our military.

4. Roll Call

Kelly Walters, City Clerk, called the roll. All Council members were present, except for Councilors Gates, Torr, and Willis, who had been excused.

5. Acceptance of Minutes

5.1. Regular City Council Meeting: June 6, 2017 *consideration for approval*

Councilor Lachapelle **MOVED** to **ACCEPT** the minutes. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

5.2. Special City Council Meeting: June 13, 2017 *consideration for approval*

Councilor Lachapelle **MOVED** to **ACCEPT** the minutes. 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 Toby Magoon, Department of Public Works & Public Buildings, has been selected as the Employee of the Month for July. Mr. Magoon could not attend the meeting; however, other arrangements would be made to present the plaque to him.

6.2. City Manager's Report

City Manager Fitzpatrick gave the following report:

Additional Information Received

- Eagle Scout Project – Hanson Pines

Contracts and Documents Executed

- **City Manager's Office**
 - Council Chambers/Conference Room rental agreement

- **Department of Public Works**
 - Dewey Street Bridge Contract
 - Honeywell Contract
 - MOU with Trustees of the Trust Fund – Dewey Street Bridge
 - NHDES – Cyanotoxin Monitoring Equipment and Training Grant
 - Williams Driving School – Lease Renewal
 - Lease Renewal – Crosspoint Church
- **Economic & Community Development**
 - Award Acceptance – VOCA (Victims of Crime Act) Assistant Grant
 - Cap, Homemakers – CDBG Contract
 - Coast, Cornerstone VNA – CDBG Contract
 - Community Partners – CDBG Contract
 - Environmental Reviews – CDBG
 - My Friend's Place, Crossroads House and CASA – CDBG Contracts
 - Strafford CAP – CDBG Contract
 - Distinctive Forest Creations – JOB Loan
- **Finance Department**
 - Cartographic Associates – Tax Map Maintenance Contract
 - Corcoran Consulting – Extend Services – Chief Assessor search
- **Police Department**
 - Ballistic Vests Grant
- **Recreation Department**
 - JSN Proposal – Arena Roof

Computer Lease/Tuition Reimbursement

- Tuition Reimbursement – Sullivan, M

Standard Reports

- City Council Request & Inquiry Report
- Monthly Overnight Travel Summary
- Permission & Permits Issued
- Personnel Action Report Summary

Councilor Keans asked if the *Victims of Crime* position is currently vacant. Attorney O'Rourke replied that the position has been filled. The new employee will be starting work on July 10, 2017.

Councilor Keans asked if the contract awarded to the Cartographic Associates Tax Map Maintenance Contract is the same company that had been used for the Pictometry software. Deputy City Manager Cox replied no, this is the company currently being used for the Tax office.

Councilor Varney asked about a specific job loan, which could be found on page 68 of the City Council packet. He questioned how someone could pay "principal" only for a period of one year. City Manager Fitzpatrick agreed to report back to the City Council with more information.

7. Communications from the Mayor

7.1. **Appointment:** Joint Building Committee for the Richard Creteau Technology Center

Mayor McCarley appointed the following Council members to serve on the *Joint Building Committee* for the *Richard Creteau Technology Center*: Councilors Hamann, Willis, Varney, and herself. Other Council members appointed were: Councilors Abbott and Gray.

Mayor McCarley thanked the Knights of Columbus for the Independence Day celebration held on July 4, 2017, at their facility.

Mayor McCarley announced the 8th Annual Softball Game "Gonic v East Side" would begin at 10:00 AM on August 12th [*rain date August 13th*] Riverside Park located behind the Department of Public Works.

8. Presentations of Petitions and Council Correspondence

No discussion.

9. Nominations, Appointments, Resignations, and Elections

9.1. **Resignation:** Kevin Quigley, Moderator, Ward 6

Councilor Gray **MOVED** to **ACCEPT** the resignation of Kevin Quigley, Moderator of Ward 6, and send a letter of thanks. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

10. Reports of Committees

10.1. Appointments Committee

Recommended Appointment: Terese Dwyer, Alternate Member Planning Board, Term to Expire on 1/2/2018

Councilor Keans reviewed the Committee report and the recommendation made to appoint Terese Dwyer to the Planning Board.

Mayor McCarley **NOMINATED** Terese Dwyer to be appointed as an alternate member to the Planning Board with a term to expire on January 2, 2018. Councilor Lachapelle seconded the nomination. Councilor Lachapelle **MOVED** that nominations cease. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Mayor McCarley announced that Ms. Dwyer has been appointed to the Planning Board, as an Alternate member, by a unanimous ballot vote.

10.2. Public Safety

Recommended Action: To Place a “No Parking Here to Corner” sign or to paint diagonal crosshatch markings on Washington Street near Sylvain Street at the discretion of the Department of Public Works *consideration for approval*

Councilor Hamann gave a brief overview of the recommended action and **MOVED** to **APPROVE** the motion as stated above. Councilor Gates seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Councilor Hamann announced that the July Public Safety meeting is to be canceled due to lack of agenda items.

Councilor Keans asked about an agenda item, which had been reviewed by the Committee several months ago, about the Dunkin Donuts exit onto Little Falls Bridge Road. Councilor Hamann agreed to double check with Michael Bezanson, City Engineer, to find out what action had been recommended and to revisit this matter.

Councilor Lachapelle announced that the Codes and Ordinances Committee meeting scheduled for July 6, 2017, has been canceled. He added that the August meeting may be canceled if no action items are submitted for that agenda.

Councilor Lauterborn informed the City Council that the next Community Development Committee meeting is scheduled for July 10, 2017; however, the time of the meeting may change from 7:00 PM to 7:30 PM.

10.3. Public Works and Building Committee

Councilor Varney said the Public Works Committee recommended that Whitehouse Road should not be paved at this time and that these funds could be utilized to pave additional streets this summer.

11. Old Business

No discussion.

12. Consent Calendar

No items.

13. New Business

13.1. AB 01 Resolution Accepting New Hampshire Certified Local Government Grant Award from the New Division of Historic Resources in the Amount of \$15,000 *first reading, consideration for 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 Accepting New Hampshire Certified Local Government Grant Award from New Division of Historic Resources in the amount of \$15,000

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

WHEREAS, that a Certified Local Government ("CLG Grant") in the amount of \$15,000, with a \$2,000 City cash match requirement, and a \$10,000 in-kind (soft) match requirement, awarded to the City of Rochester is hereby accepted by the City of Rochester;

FURTHER, that the sum of Fifteen Thousand Dollars (\$15,000) be, and hereby is, appropriated to a non-lapsing Special Revenue Fund to be created for the purpose of hiring a consultant to create design guidelines for the City of Rochester's historic district.

FURTHER, that the sum of Two Thousand Dollars (\$2,000) shall be transferred from the Planning Department's FY 2017-2018 operating budget to serve as the required cash match for the grant;

FURTHER, that the City Manager is authorized to enter into a grant agreement and any other contracts with NH Division of Historical Resources 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.

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

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

13.2. AB 02 Broadcasting Additional City Council Committee Meetings *sense of the City Council*

The City Council briefly discussed the possibilities of broadcasting additional City Council Sub-Committee meetings. It was determined that funding is in place for this purpose.

The City Council discussed broadcasting large-scale agendas for the Codes and Ordinances Committee and the Public Safety Committee meetings rather than broadcasting each meeting every month. It was determined that "select" broadcasting would not be allowed either all the meetings of a particular sub-committee must be broadcast or no meetings of such sub-committee should be broadcast.

Councilor Varney **MOVED** to start broadcasting *all* Codes and Ordinances Committee meetings. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. The broadcasting of the Public Safety Committee meetings has been placed

on hold for now.

13.3. Resolution Authorizing Acceptance of Donation from the Spaulding Alumni Association of All Remaining Monies upon Dissolution *first reading, consideration for second reading, and adoption*

Councilor Lachapelle **MOVED** to read the resolution for the first time by title only. Councilor Bogan seconded the motion. Mayor McCarley read the resolution for the first time by title only as follows:

Resolution Authorizing Acceptance of Donation from the Spaulding Alumni Association of All Remaining Monies upon Dissolution

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

WHEREAS, that upon dissolution of the Spaulding Alumni Association the members wished to donate all remaining monies to the City of Rochester to be administered by the Trustees of the Trust Funds as they see fit;

THEREFORE, the donation of the remaining Spaulding Alumni Association funds is hereby accepted by the City of Rochester;

FURTHER, to the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to work with the Trustees of the Trust Funds to identify, designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution.

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. Councilor Keans questioned the writing of the last paragraph of the resolution. Deputy City Manager Cox agreed that the City Treasurer would be responsible to transfer the funds directly to the Trustees without the Finance Department having to set up specific accounts for the Trustees.

Councilor Lauterborn questioned the wording in the first paragraph of the resolution, which read "as they [Trustees] see fit."

She questioned how the Spaulding Alumni intended to have the Trustees expend the funds. Mayor McCarley agreed that follow up communication between the Trustees and the Spaulding Alumni should occur. Councilor Keans recalled that the Spaulding Alumni had previously discussed this matter with the Trustees of the Trust Fund. The **MOTION CARRIED** by a unanimous voice vote.

13.4. AB 05 Resolution Accepting Donation of a Portable Generator to the City of Rochester Fire Department Valued at Approximately \$1,000
first reading, consideration for second reading, and adoption

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

Resolution Accepting Donation of a Portable Generator to the City of Rochester Fire Department Valued at Approximately \$1,000

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

That a donation of one (1) new Briggs & Stratton Generator valued at approximately One Thousand Dollars (\$1,000.00) made to the City of Rochester Fire Department is hereby accepted by the City of Rochester.

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

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

Councilor Lachapelle **MOVED** to **ADOPT** the resolution. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote. Councilor Varney recommended that the Fire Department send a letter of thanks to the gentleman making the donation.

- 13.5. Correction to a Previously Adopted Resolution: Resolution Accepting Governor's Commission Alcohol Fund Grant and Authorizing Supplemental Appropriation to the Police Department in the Amount of \$25,170.00 – Original Adoption Date: 4/4/2017 *consideration for approval***

Note: Both the Agenda Bill and Resolution should be corrected to state that \$13,500 is to be expended in FY 18 and \$11,670 is to be expended in FY 19 – No change to the total amount of \$25,170

Councilor Lachapelle **MOVED** to **APPROVE** the corrections to the resolution as stated above. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

- 13.6. AB 07 Motion to Authorize an Easement for Eversource off the end of Hillsdale Dr. (off Chestnut Hill Road) *consideration for adoption***

Councilor Lachapelle **MOVED** to Authorize an Easement for Eversource off the end of Hillsdale Drive. Councilor Bogan seconded the motion.

Attorney O'Rourke explained that the easement would give Eversource the authority to place infrastructure in the ground on that property. Councilor Keans expressed concern about granting this easement to Eversource. Councilor Bogan questioned if the City would, in turn, need permission to access the boat launch. City Attorney O'Rourke replied that this easement does not reach the boat launch area. City Manager Fitzpatrick stated that anyone could access this land because it would still remain public property.

Councilor Keans expressed concern about "gating" the access to the boat launch.

Mayor McCarley called for a motion to authorize the easement. The **MOTION CARRIED** by a unanimous voice vote.

14. Non-Meeting/Non-Public Session

- 14.1. Non-Public, Labor Negotiations, per RSA 91 –A:3, II (a)**

Councilor Lauterborn **MOVED** to enter into a Non-Public Session, Per RSA 91-A:3,II(a) at 7:33 PM. Councilor Lachapelle seconded the motion. The **MOTION CARRIED** by a 10 to 0 roll call vote. Councilors Bogan, Abbott, Lachapelle, Gray, Barnett, Hamann, Keans, Lauterborn, Varney, and Mayor McCarley voted in favor of the motion.

Councilor Lachapelle **MOVED** to exit the Non-Public Session at 7:49 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

15. Other

Councilor Lachapelle **MOVED** to **APPROVE** the Tentative Collective Bargaining Agreement Ratified by Local 1451 of the International Association of Firefighters. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a 9 to 1 roll call vote. Councilors Bogan Gray, Abbott, Lachapelle, Hamann, Lauterborn, Keans, Barnett, and Mayor McCarley voted in favor of the motion. Councilor Varney voted against the motion.

16. Adjournment

Councilor Lachapelle **MOVED** to **ADJOURN** the Workshop at 7:55 PM. Councilor Bogan seconded the motion. The **MOTION CARRIED** by a unanimous voice vote.

Respectfully submitted,

Kelly Walters, CMC
City Clerk

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City Clerk's Office



City of Rochester, New Hampshire

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

6. Communications from the City Manager August 1, 2017

6.1 The Employee(s) of the Month: Tiffany Pearce – Communications P. 20

6.2 City Manager's Report: P. 19

6.2.1 Contracts and Documents P. 21

- City Manager's Office
 - PR Contract – John Guilfoil PR Annual Contract **P. 21**
- Department of Public Works
 - Annex Renovation Project – Change Order # 6 **P. 23**
 - Annex Renewal Project – Change Order #7 **P. 22**
 - Community Action Partnership – Lease Renewal **P. 24**
 - Dewey Street Pedestrian Bridge – Engineering Amendment # 1 **P. 25**
 - East Rochester Baseball/Keay Field – Lease Renewal **P. 26**
 - Restoration of Highway Lead Position **P. 27**
 - Route 125 Pedestrian Bridge – Engineering Amendment # 1 **P. 28**
 - Salmon Falls Road Project – Certificate of Substantial Completion **P. 29**
- Economic & Community Development
 - Award Acceptance Documents – CLG Grant – Historic District Guidelines **P. 30**
 - Dover Adult Learning Center – CDBG Contract **P. 31**
 - MY-TURN - CDBG Contract **P. 32**
 - Share Fund – CDBG Contract **P. 33**
- Police Department
 - Housing Authority – Supplemental Police Officer - Contract Renewal - **P. 34**

6.2.2 Standard Reports

- City Council Request & Inquiry Report - **No Items – No Report included**
- Monthly Overnight Travel Summary **P. 36**
- Permission & Permits Issued **P. 35**
- Personnel Action Report Summary **P. 37**

EMPLOYEE OF THE MONTH NOMINATION FORM

EMPLOYEE'S NAME _____ Tiffany Pearce _____

DEPARTMENT _____ Communications Specialist, Rochester Dispatch _____

I am writing this to nominate Tiffany for Rochester's Employee of the Month as I truly believe she is a stellar example of what we strive for every day. Tiffany has been with us since November of last year and has quickly become one of our most dedicated and supportive team members. She comes into work every single day ready for what the day might bring and does it with the most positive and fun attitude.

Tiffany came to us from another dispatch center. She quickly learned just how busy we were and saw the level of multi tasking our shifts demanded. She did everything, and asked every question needed to learn the job and merge her previous knowledge with her current needs. Her strong desire to always help the team is evident and we are so grateful for what she brings to the table.

Tiffany brings an amazing amount of knowledge of the state programs that we use daily. She is always looking for ways to share that knowledge and help us grow in our own abilities. Tiffany will, at times, find errors in paperwork one of us has done and will bring it to our attention in the most understanding and respectful manner. She is an advocate for all dispatchers and will always emphasize the importance of continuous training and its benefits.

Tiffany is herself always looking to improve. She seeks out feedback and truly listens to it. There are times you can actually see it in her eyes how hard she is working on something that she wants to do better with. Our field consists of so many bold personalities and Tiffany, time and time again, shows how she is a perfect mix of confidence and strength with humbleness and being open minded.

Tiffany will take on any overtime that is needed to help and will rearrange her schedule to help out a team member. This is even more appreciated as Tiffany also works out of area departments in other ways when she is not here. She keeps a busy schedule but will never show it in her performance or work relationships.

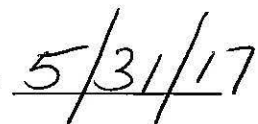
Tiffany is an employee who sees the value in even the simplest recognitions. She is adamant in making sure those who excel in certain areas or shined during a call, get that information. She will be the first one to make it a point to explain why what they did was so fantastic to both them and their supervisor.

Tiffany and her work ethic contribute greatly to what we try to do as leaders every day. She builds herself up by building up those around her. We are honored to her have as part of our team.

YOUR NAME:



DATE:





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



July 13, 2017

TO: Daniel Fitzpatrick

FROM: Samantha Rodgerson

RE: PR Contract Renewal

Attached is the annual contract to maintain our PR services with John Guilfoil PR for the FY2018 budget season. All items and conditions have remained intact from our previous 6 month contract.

Please sign and return to me for processing.

Samantha Rodgerson
Senior Executive Assistant



**City of Rochester
Dept of Public Works**

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

CITY OF
Received
JUL 24 2017
City Manager
ROCHESTER

Memo

To: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
From: John B. Storer, P.E. Director of City Services
Date: July 21, 2017
Re: Annex Renovation – Change Order #7, Contract 16-38

Attached for your review and signature are three originals of Change Order No. 7 for the Annex Renovation Project.

They have been reviewed and approved by the architects. I concur that they are indeed necessary and warranted to properly complete the work. This should wrap up the project with one exception. We are expecting a small credit back depending on the final amount of masonry repair required on the east face.

The Change Order reflects an accumulation of several items, the largest 3 for additional restorative masonry work, extension of vinyl fencing along the north side of the parking lot, and electrical conductors associated with Eversource setting a new transformer. There is also a large credit for elimination of some parking lot drainage and paving work. The credit is being issued as the City plans to address drainage for the entire parking lot, with a pavement overlay of the entire lot after completion of the drainage.

The total amount of the requested changes is \$24,547. Our budget projections have included an allowance for these pending items and we are still projecting a total project surplus of around \$100,000.

This Change Order also requests a formal time extension through Friday August 11. We felt this is acceptable as the office furniture will be arriving simultaneously and the new work stations wont be set up and finalized until Wednesday August 16. The contractor welcomed the additional time to properly wrap up all outstanding items and to address lingering punch-list issues.

Your signature is requested for authorization to proceed.

Thank you



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
Blaine Cox, Deputy City Manager

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

Date: June 30, 2017

Re: Annex Renovation – Change Order #6, Contract 16-38

CITY OF
ROCHESTER
City Manager
JUL 5 2017
Received

Attached for your review and signature are three originals of Change Order No. 6 for the Annex Renovation Project.

They have been reviewed and approved by the architects. I concur that they are indeed necessary and warranted to properly complete the work.

The Change Order reflects an accumulation of several items, including 3 credits, which aggregate at \$11,769. Two of the larger items were to install ADA-compliant door openers at the main entrance and to install a replica logo panel on the western gable. The logo panel is intended to match the original appearance from the early 1900's.

The Change Order also officially alters the date of substantial completion. Following the fire damage of May 26, the new substantial completion date is now July 31, 2017.

The project is still estimated to be complete with an approximate \$100,000 surplus.

As for occupancy, MIS/IT will be completing a few wiring items the week of July 31 and furniture is also scheduled to arrive that same week.

Your signature is requested for authorization to proceed.

Thank you



City of Rochester, New Hampshire
PUBLIC WORKS DEPARTMENT
45 Old Dover Road • Rochester, NH 03867
(603) 332-4096
www.RochesterNH.net



7/27/17
CITY OF
Received
JUL 21 2017
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

TO: Samantha Rodgerson
Daniel Fitzpatrick, City Manager

FROM: Lisa J. Clark, DPW Administration & Utility Billing Supervisor *ajc*

DATE: July 19, 2017

SUBJECT: Lease Renewal: Community Action Partnership of Strafford County

Enclosed please find 2 copies of the lease renewal for your signature. Please note these need to be witnessed and notarized.

Please return both originals to the DPW for distribution.

7/27/17



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

INTEROFFICE MEMORANDUM

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

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

DATE: July 24, 2017

SUBJECT: HTA & Associates, Inc
Dewey Street Bridge Replacement Project

CC: Michael S. Bezanson, PE City Engineer

CITY OF
Received
JUL 25 2017
City Manager
ROCHESTER

Attached please find one copy of Dewey Street Pedestrian Bridge Engineering Amendment #1 This amendment is for additional engineering efforts to incorporate bid phase services into the contract for accommodation of pile supported abutment design service and for post-bidding engineering assistance including general coordination necessary to advance the project to construction. Total cost of \$33,200.00

There is sufficient funding in the Dewey Street Pedestrian Bridge Project Account 15013010-771000-17579

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

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



**City of Rochester
Dept of Public Works**

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

Memo

To: Dan Fitzpatrick, City Manager
Terence O'Rourke, City Attorney
From: John B. Storer, P.E. Director of City Services
Date: July 10, 2017
Re: Lease Agreement – East Rochester Baseball Association, Key Field

CITY OF
Received
JUL 10 2017
City Manager
ROCHESTER

Attached for your review and signature is a Lease Agreement that allows the East Rochester Baseball & Athletic Association (ERBAA) to place dugouts on City property at Key Field in East Rochester.

The City reserves the right to terminate the lease agreement at any time upon provided at least 30 days advanced written notice.

The Agreement has already been signed by a representative from the ERBAA.

The Lease Agreement also allows the City to continue using the site at 44 Spring Street as a wintertime snowdump.

The ERBAA is required to carry liability insurance naming the City as an additional insured. This has already been addressed and a copy of their Certificate of Liability Insurance is attached to the Agreement.

Your signature is requested to complete execution of the Agreement.

Thank you

Please Return to DPW once signed



**City of Rochester
Dept of Public Works**

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

CITY OF
Received
JUL 12 2017
City Manager
ROCHESTER

Memo

To: Dan Fitzpatrick, City Manager
Blaine Cox, Deputy City Manager
From: John B. Storer, P.E. Director of City Services
Date: July 12, 2017
Re: Restoration of Lead Position for Highway

This memo requests your permission for the restoration of a Lead Position in the Highway Division to serve under existing Supervisor Ken Henderson.

Human Resources Manager Diane Hoyt indicated that since we are not creating or adding positions that only your approval is required.

For some history, in the fall of 2016 while we were trying to fill a vacant Heavy Equipment Operator position, the HR Department alerted me that there had been prior discussion of reinstating a lead position in the Highway Division.

During my Annual Review of 2016, one of the critical goals discussed was to strengthen overall continuity of operations if key personnel either left, retired, or were unavailable. One of the key weaknesses was a lack of a back-up position to Highway Supervisor Ken Henderson.

An identified weakness we have at Public Works is that we have not developed a reliable back-up to Ken Henderson. Therefore, we are requesting the restoration of a Lead Position. We will provide training and education for an in-house candidate, such that someone could step in and lead the crews in Ken's absence.

All other Public Works Divisions have a designated Lead Position to the existing Supervisors. Highway does have a Lead Position, but it is more of a Lead Mechanic Position as opposed to a true highway supervisor that could be expected to guide work crews or oversee snow removal operations during a storm event.

Attached are 2 email strings that highlight some internal discussion and support for restoration of the position. One is with the Deputy City Manager and the other is with the NH Manager.

Thank you for your consideration of this request.

Approved
D. W. Fitzpatrick

JUL 13 2017

7/27/17



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

CITY OF
Received
JUL 25 2017
City Manager
ROCHESTER

INTEROFFICE MEMORANDUM

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

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

DATE: July 24, 2017

SUBJECT: HTA & Associates, Inc
Rt125 Pedestrian Bridge Project

CC: Michael S. Bezanson, PE City Engineer

Attached please find one copy of NH Rt125 Pedestrian Bridge Engineering Amendment #1 This amendment is for additional engineering efforts to prepare bidding documents and to attend and conduct pre-bid meeting with prospective bidders. These services were not part of the initial scope of services. Total cost of this amendment is \$5,045

There is sufficient funding in the 15013010-771000-16530

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

Signature

Blaine M. Cox, Deputy City Manager



City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

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

CITY OF
 Received
 JUL 11 2017
 City Manager
 ROCHESTER

INTEROFFICE MEMORANDUM

TO: Daniel Fitzpatrick, City Manager
 Blaine Cox, Deputy City Manager/Director of Finance & Administration
 Terence O'Rourke, City Attorney

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

DATE: July 7, 2017

SUBJECT: Salmon Falls Road Highway Safety Improvement Program (HSIP)
 Project - Certificate of Substantial Completion

CC: John Storer, PE, Director of City Services

Attached is the Certificate of Substantial Completion for the Salmon Falls Road Highway Safety Improvement (HSIP) project, which has been submitted for the City's signature. Attached to the Certificate of Substantial Completion is a list of items remaining to be corrected or completed, which as of today's date a majority of the items have now been completed. I recommend that the City accepts and signs this Certificate of Substantial Completion.

Legal Review

Terence O'Rourke
 Terence O'Rourke
 City Attorney

7/10/17
 Date

Financial Review

Blaine Cox
 Blaine Cox
 Deputy City Manager/Director of Finance & Administration

7/10/2017
 Date

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

7/27/17

Date: July 6, 2017
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
JUL 6 2017
City Manager
ROCHESTER

Re: Acceptance Documents for Certified Local Government (CLG) Grant for Historic District Guidelines Project

Please see attached the completed award acceptance documents that will be submitted to the New Hampshire Division of Historical Resources for the awarded Certified Local Government (CLG) Grant, which will be funding revisions to the Rochester Historic District's historic guidelines. City Council voted to approve acceptance of the CLG Grant at the July 5, 2017 City Council meeting.

The grant award acceptance documentation for requires the signature of the City Manager **before a notary** before submittal. Please sign the attached acceptance documents **before a notary** as the authorized official and return the signed documents to Julian. Also, the bottom of each page of the grant acceptance package **must be initialed** by the City Manager as the authorized authority.

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

7/27/17

Date: July 7, 2017
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
JUL 7 2017
City Manager
ROCHESTER

Re: FY 2017-2018 CDBG Contract – Dover Adult Learning Center

Please see attached two signed copies of the FY 2017-2018 Community Development Block Grant (CDBG) contract between the City of Rochester and the Dover Adult Learning Center. City Council approved funding for this activity at the June 6, 2017 City Council meeting.

The contract requires the signature of the City Manager and the signature of a witness. The contract has been reviewed and approved by the Community Development Coordinator.

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

7/27/17

Date: July 10, 2017
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
JUL 10 2017
City Manager
ROCHESTER

Re: FY 2017-2018 CDBG Contract – MY-TURN

Please see attached the FY 2017-2018 Community Development Block Grant (CDBG) contract between the City of Rochester and MY-TURN. City Council approved funding for this activity at the June 6, 2017 City Council meeting.

The contract requires the signature of the City Manager and the signature of a witness. The contract has been reviewed and approved by the Community Development Coordinator.

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

7/27/17

Date: June 29, 2017
To: Dan Fitzpatrick
City Manager
From: Julian Long
Community Development Coordinator/Grants Manager

CITY OF
Received
JUN 29 2017
City Manager
ROCHESTER

Re: FY 2017-2018 CDBG Contract – SHARE Fund

Please see attached signed FY 2017-2018 Community Development Block Grant (CDBG) contract between the City of Rochester and the SHARE Fund. City Council approved funding for this activity at the June 6, 2017 City Council meeting.

The contract requires the signature of the City Manager and the signature of a witness. The contract has been reviewed and approved by the Community Development Coordinator.

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

7/27/17

ROCHESTER POLICE DEPARTMENT

POLICE COMMISSION

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



23 WAKEFIELD STREET
ROCHESTER NH, 03867-1933

BUSINESS (603) 330-7127
FAX (603) 330-7159
www.rochesterpd.org

"Dedication, Pride, Integrity"

PAUL R. TOUSSAINT
Chief of Police



July 3, 2017

CITY OF
Received
JUL 12 2017
City Manager
ROCHESTER

TO: Daniel Fitzpatrick
City Manager

FROM: Paul R. Toussaint
Chief of Police

RE: Housing Authority Contract for Supplemental Police Officer

Dear Mr. Fitzpatrick:

Attached please find two copies for renewal of the Housing Authority Contract for Supplemental Police Officer, which requires your signature. This will be the eighteenth year of this very beneficial partnership with the Housing Authority.

This covers the salary and benefits for providing police services at the Housing Authority properties and programs.

Thank you for your consideration. Please let me know if you need further from me in this regard.

Sincerely Yours,

Paul R. Toussaint
Chief of Police

DATE RECEIVED	DATE ISSUED	PERMISSION PERMITS	MISCELLANEOUS	DATE OF EVENT
5/30/2017	6/26/2017	EVENT	Foley 5K	10/14/2017
6/21/2017	6/26/2017	TAG	SHS Lacrosse	5/4-5/2018
6/22/2017	6/26/2017	EVENT	Farmers Market - hayrides	summer 2017
6/29/2017	DENIED	EVENT	Straight Street Outreach - downtown community outreach	DENIED
7/5/2017	7/10/2017	TAG	Roger Allen Baseball	7/29-30, 8/12-13, 10 14-15, 11/11-12
6/22/2017	7/10/2017	BLOCK PARTY	SOSRSCO - Liberty Street Block Party	11/12/2017
7/7/2017	7/10/2017	SOLICIT	True Memorial Baptist Church	7/10 - 8/10/2017
6/27/2017	7/10/2017	EVENT	First United Methodist Church - church service	8/13/2017
6/27/2017	7/10/2017	EVENT	Wedding at the Common	8/20/2017
7/10/2017	7/18/2017	TAG	Maine Stars Cheer Gym - POMS	7/21-7/23/2017
7/13/2017	7/18/2017	RAFFLE	Cocheco Valley Humane Society Fashion Show	9/28/2017
7/12/2017	7/18/2017	RAFFLE	Homemakers	Sep-17
7/17/2017	7/27/2017	SOLICIT	DEAD RIVER Company	7/27/2017 - 8/27/2017
7/18/2017	7/27/2017	EVENT	Straight Street Outreach - downtown community	Friday/Saturdays
7/19/2017	7/27/2017	EVENT	First Church Congregational - Block Party	8/5/2017

7/6/2017		MESSAGE	Rochester School District - Strive for less than 5 days absent	8/28 - 9/30/2017
7/17/2017		MESSAGE	Concert on the Common	7/18/2017
7/17/2017		MESSAGE	Ward 2 RUN	7/24/2017
7/21/2017		MESSAGE	Arts Awards	8/15/2017
7/21/2017		MESSAGE	PRIDE Day	8/26/2017

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
ASSESSING	GABRIELLE NADEAU	TEMP CLERK	1		X	X		X									
BZLS	DOLORES MONDOU	SECRETARY II	1	X			X										
CITY CLERK	CATHERINE GIVARA	DEPUTY CITY CLERK	1	X			X										
CITY CLERK	MICHELE GRANT	CLERK TYPIST II	1		X		X										
FIRE	MARK DUPUIS	INTERIM FIRE CHIEF	1	X									X				
LEGAL	NICOLE GARCIA	VICTIMS ADVOCATE	1		X		X										
LIBRARY	JASCKSON EHMETT	PAGE	1		X					X							
LIBRARY	KATILYN GOODWIN	LIBRARY ASSISTANT	1		X											X	
LIBRARY	CHRISTINA PAQUETTE	LIBRARY ASSISTANT	1		X											X	
MIS	SONJA GONZALEZ	CIO	1	X			X										
POLICE	MITCHELL BROOKS	PATROL OFFICER	1	X			X										
POLICE	JOSEPH OSWALT	PATROL OFFICER	1	X			X										
POLICE	IAN WATT	PATROL OFFICER	1	X			X										
POLICE	ALEXANDER TURGEON	PATROL OFFICER	1	X			X										
POLICE	MARK BRAVE	PATROL OFFICER	1	X						X							
POLICE	STEVEN BOURQUE	PATROL OFFICER	1	X									X				
POLICE	MICHAEL MUNDY	PATROL OFFICER	1	X									X				
POLICE	JASON PLUMB	PATROL OFFICER	1	X								X					
POLICE	HUNTER ROY	PATROL OFFICER	1	X								X					
POLICE	WILLIAM ROBINSON	PATROL OFFICER	1	X								X					
POLICE	JULIE PERRON	BTG COORDINATOR	1	X			X										
PUBLIC WORKS	WILLIAM WAHOK	WW PUMP STATION MAINT,	1	X												X	
PUBLIC WORKS	JOHN STORER	DIRECTOR OF CITY SERVICES	1	X						X							
PUBLIC WORKS	CHAD PIERCE	WWTP STATION MAINT	1	X												X	GR 4 WW COLLECTION CERT
PUBLIC WORKS	BRANDON TURCOTTE	WWTP OPERATOR	1	X											X		
RECREATION	ISABELLA CONNELLY	COUNSELOR	1		X										X		JR COUNSELOR
RECREATION	NATALIE NOBLE	HEAD COUNSELOR	1			X									X		COUNSELOR

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City Clerk's Office



**Announcing GAME EIGHT in
the revival of the legendary
Gonic – East Side Friendly Rivalry**

WARD 1, 5 & 6 VS. WARD 2, 3 & 4 RESIDENTS



SOFTBALL GAME

August 12, 2017

(Rain date August 13)

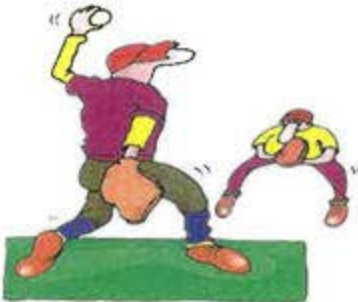
RIVERSIDE PARK

Old Dover Rd. behind DPW

10am

Coed - Ages 12-99

Everyone plays!



Managers

Gonic - Pete Lachapelle 603-396-9602

East Side - Dan Levesque 603-767-5078

To get on the team roster, call team managers now
or just show up!

*Intentionally
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City Clerk's Office



7/27/17

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

RECEIVED
JUL 13 2017
CITY CLERK'S OFFICE
ROCHESTER, NH

**STATEMENT OF INTEREST
BOARD AND COMMISSION MEMBERSHIP**

POSITION DESIRED: Selectman

NEW RE-APPOINTMENT REGULAR ALTERNATE

NAME: Jacqueline Peters

STREET ADDRESS: 30 Bramble Hill Rochester, N.H.

ZIP 03867 cell-603-817-5530
TELEPHONE:(H) _____ (W) _____ E-MAIL pjaeger63@aol.com

REGISTERED VOTER: (CIRCLE ONE) YES NO WARD _____

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

I served as check list supervisor for several years in ward 4

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

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

I certify that I am 18 years of age or older: Jacqueline Peters

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City Clerk's Office

Appointments Committee Minutes

July 5, 2017

Committee Members Present:

Sandra Keans, Chair
James Gray, Vice-Chair
Ray Barnett

Tom Abbott
Donna Bogan

Vice -Chairman Gray called the meeting to order at 6:30 p.m. on July 5, 2017.

Matt Wyatt – Arts & Culture Commission

Mr. Wyatt has served on the Arts & Culture Commission for several years and is seeking reappointment. He also serves as vice-chairman of Rochester Main Street. Matt as part of the Arts & Culture Commission was instrumental in the art work displayed on the walls of the Community center.

Councilor Gray moved to recommend; Councilor Bogan seconded Mr. Wyatt to be nominated for reappointment to the Arts & Culture Commission. The Appointments Committee unanimously recommends Matt Wyatt for reappointment to the Arts & Culture Commission, term to expire July 1, 2019.

Matt Wyatt – Historic District Commission (HDC)

In addition to the Arts & Culture Commission, Mr. Wyatt is seeking to serve on the HDC. Mr. Wyatt has attended several meetings of the HDC and believes his skills will complement the other members of the Commission. Matt also understands that annual training provided and will plan to attend.

Councilor Gray moved to recommend; Councilor Bogan seconded Mr. Wyatt to be nominated for appointment to the Historic District Commission. The Appointments Committee unanimously recommends Matt Wyatt for appointment to the HDC, term to expire January 2, 2020. [Alternate Member]

Susan C. (Candy) Bailey – Library Trustee – Ward 3

Ms. Bailey is seeking to serve as the Library Trustee for Ward 3. Ms. Bailey served Rochester as an educator and administrator in the Rochester School System. She is an avid reader and was selected to co-author the NH retired educators newsletter.

Councilor Gray moved to recommend; Councilor Keans seconded Ms. Bailey to be nominated for appointment as the Library Trustee for Ward 3. The Appointments Committee unanimously recommends Susan Bailey for appointment as the Library Trustee for Ward 3, term to expire January 2, 2020.

The meeting was adjourned at 6:45pm.

Respectfully submitted,

Sandra Keans, Chair

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City Clerk's Office



Rochester City Council

Community Development Committee

MEETING MINUTES

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

Meeting Date:	June 10, 2017	
Members Present:	Councilor Abbott Councilor Barnett Councilor Bogan Councilor Lauterborn Deputy Mayor Varney	Members Absent: None
Guests/Staff:	Julian Long, Community Development Coordinator Jenn Marsh, Economic Development Specialist Emily Pelletier, Rochester Community Vibrancy Committee Esther Turner, Rochester Community Vibrancy Committee Mike Provost, Rochester Main Street Executive Director.	

Councilor Lauterborn called the meeting to order at 7:31 p.m. Motion was made by Councilor Bogan and seconded by Councilor Varney to approve the May 8, 2017 minutes. The minutes were approved unanimously.

PUBLIC INPUT	There was no public input.
COMMUNITY VIBRANCY COMMITTEE – Downtown Pianos	<p>Ms. Pelletier explained that the Rochester Community Vibrancy Committee, formed after the First Impressions downtown project, is proposing to place donated, volunteer-painted pianos in the downtown to add music and help make the downtown more family-friendly. Other communities in New Hampshire, such as the Town of Littleton, have done similar downtown projects. The project would start with placing one piano in front of the Rochester Performing Arts Center.</p> <p>Councilor Lauterborn asked when the other pianos would be placed, and Ms. Pelletier replied that the plan is to roll out a new piano every other week, with at least four pianos placed by the end of the summer. Other possible piano locations include the library and the river walk.</p> <p>Councilor Varney asked if there would be a curfew or quiet hours for the pianos. Ms. Pelletier replied that there would be quiet hours which would be posted on each piano, as well as instructions to cover</p>

	<p>the piano when not in use. Councilor Varney suggested that the Community Vibrancy Committee notify the Police Department of the quiet hours.</p> <p>Ms. Marsh mentioned that there was a spot in front of the Performing Arts Center where a piano could be chained and that Joe Devine from the Codes Department has reviewed the proposed piano site to ensure there would still be the required ADA access space on the sidewalks.</p> <p>Ms. Turner mentioned that there were concerns about vandalism prior to the recent Hanson Pines Trail project but so far there has not been any vandalism. Mr. Provost added that, even if there is vandalism, follow-up repairs can eventually deter vandals.</p> <p><i>Motion was made by Councilor Bogan and seconded by Councilor Varney to support the proposed downtown pianos project and to recommend that the full City Council vote to support the project. The motion passed unanimously.</i></p>
DOWNTOWN DUMPSTERS	<p>Ms. Marsh explained that there are a number of dumpsters that are privately owned but located on City property in the Union Street parking lot. She discussed ongoing issues with dumping and distributed photographs taken of the dumpsters during particularly bad periods. She proposed that businesses should approach the City for approval prior to placing a dumpster and enter into a memorandum of understanding.</p> <p>Councilor Varney asked if the problem isn't addressed under existing ordinances. Ms. Marsh replied that current ordinances do not address City-owned property.</p> <p>The consensus of the Committee was to support requiring memoranda of understanding for privately owned dumpsters placed on City property.</p>
ROCHESTER MAIN STREET – Presentation by Mike Provost	<p>Mr. Provost began by discussing some upcoming events sponsored by Rochester Main Street, including the RiverWalk Fest, the summer concerts series on Central Square, and the façade grants program funded through the City's CDBG program. Mr. Provost also discussed some of Main Street's achievements during his tenure as executive director, including over \$11 million in private investment in the downtown since 2008, over 500 press releases, and half a million in donated volunteer time. He also mentioned that the downtown district has been extended to encompass Frisbie Memorial Hospital, Spaulding High School, and the Rochester Community Center.</p> <p>Mr. Provost also thanked the City for its support of Rochester Main Street and expressed the hope that the City would support his</p>

	<p>successor. Councilor Lauterborn thanked Mr. Provost for his years of service to the City's downtown and asked about the timeline for hiring the next Main Street executive director. Mr. Provost said that the application period closed with 43 applications received and that now the search committee is reviewing and narrowing down the applicant pool.</p>
<p>FY 17-18 CDBG ANNUAL ACTION PLAN – Funding Reallocation, NH Municipal Technical Assistance Grant Matching Funds</p>	<p>Mr. Long presented a chart showing a breakdown of the additional funds available now that the City has received its FY 2017-2018 CDBG grant allocation of \$265,965 total, as compared to the working estimate of \$216,946 total. For the administration and planning category of funding, which is capped by HUD at 20% of the overall grant, Mr. Long proposed that \$2,500 of the additional \$9,803.80 be used as matching funds for the Planning Department's recently awarded Municipal Technical Assistance Grant from Plan NH. This grant will fund review and amend downtown density limits to allow for greater density, which Mr. Long explained will hopefully allow for more redevelopment of downtown buildings for residential use.</p> <p><i>Motion was made by Councilor Bogan and seconded by Councilor Barnett to recommend \$2,500 of the additional CDBG planning and administration funds be used as matching funds for the Municipal Technical Assistance Grant and the remainder be used for general CDBG administrative costs.</i></p> <p>The Committee briefly discussed allocating the additional \$31,862.35 in funds available for public facilities, housing rehabilitation, and economic development activities be allocated to the previously approved Recreation Department tennis court lights project. <i>Motion was made by Councilor Bogan and seconded by Councilor Abbott to recommend that an additional \$31,862.35 be allocated to the tennis court lights project. The motion passed unanimously.</i></p> <p>Councilor Lauterborn suggested that the additional public service agency funds, capped by HUD at 15% of the overall grant, be allocated to previously funded activities. There is an additional \$7,352.85 available for public service agency activities. The Committee discussed and agreed upon the following allocations:</p> <ul style="list-style-type: none"> - An additional \$3,500.00 for Cross Roads House, bringing the total allocation for FY 17-18 to \$12,000; - An additional \$1,000.00 for My Friend's Place, bringing the total allocation for FY 17-18 to \$7,000; - An additional \$1,852.85 for the SHARE Fund, bringing the total allocation for FY 17-18 to \$5,852.85; and - An additional \$1,000.00 for Community Partners, bringing the total allocation for FY 17-18 to \$3,000. <p><i>Motion was made by Councilor Barnett and seconded by Councilor</i></p>

	<i>Varney to recommend the above funding allocations to the full City Council for final approval.</i>
CDBG PROJECTS PROGRAM REPORT – Current CDBG Projects, Future CDBG Projects, Non-CDBG Projects	<p>Mr. Long gave a brief update on FY 2016-2017 CDBG projects, including the need to rebid on the generator project at the Homeless Center for Strafford County and the start of the façade project at the Rochester Performing Arts Center. He also discussed the annual site visits, which resulted in no findings or major items of concern.</p> <p>Mr. Long then provided updates on the Bridging the Gaps and victim witness advocacy programs. The new victim witness advocate began work on July 10th, and an offer for the coalition coordinator position was made and is in negotiations. Mr. Long also stated that, unfortunately, the City's EPA brownfields and HUD lead hazard abatement program grant applications were unsuccessful. The City is pursuing debriefing for both grant applications to learn more about how these applications performed and how to improve any potential future applications.</p>
OTHER BUSINESS	<p>Councilor Bogan suggested that the City issue a citation or other official recognition to resident Dave Walton for his volunteer work on downtown improvements. Councilor Varney stated he would discuss this possibility with Mayor McCarley. Councilor Lauterborn suggested that a recognition also be given to Mike Provost for his years of service as executive director of Rochester Main Street. The consensus of the Committee was to support formal City recognition for Mr. Walton and Mr. Provost.</p>

Motion to adjourn was made by Councilor Bogan and seconded by Councilor Barnett. The vote to adjourn was unanimous. The meeting was adjourned at 8:40 p.m.

Next Meeting – Monday, September 11th, 2017 at 7 p.m. in the City Council Conference Room at City Hall

Topics – Rochester Main Street – New Executive Director, CDBG Consolidated Annual Performance and Evaluation Report, CDBG Projects Program Report

Resolution Revising the 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 Sixty-Five Thousand Nine Hundred Sixty-Five Dollars (\$265,965.00) 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	\$ 50,693.00
NH Municipal Technical Assistance Grant	\$ 2,500.00
Public Service Agencies	\$ 39,894.75
Housing/Public Facilities/Infrastructure	\$ 172,877.25
Total	\$ 265,965.00

The above amount amends and replaces the Two Hundred Sixteen Thousand Nine Hundred Forty Six Dollars (\$216,946) previously adopted by the City Council during the fiscal year 2018 annual budgeting process. This budget and the one-year action plan for 2017-2018 may be reconsidered again 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 Sixty-Five Thousand Nine Hundred Sixty-Five Dollars (\$265,965.00) 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



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.

<p>AGENDA SUBJECT</p> <p>AB 169 - Revision of Community Development Block Grant (CDBG) Program Annual Action Plan for FY 2017-2018</p>
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<p>COUNCIL ACTION ITEM <input checked="" type="checkbox"/></p> <p>INFORMATION ONLY <input type="checkbox"/></p>

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

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

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

AGENDA DATE	August 1 2017		
DEPT. HEAD SIGNATURE	Karen Pollard, on file		
DATE SUBMITTED	July 11, 2017		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	72	

COMMITTEE SIGN-OFF

COMMITTEE	Community Development Committee
CHAIR PERSON	Elaine Lauterborn, on file

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	
CITY MANAGER	

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	
SOURCE OF FUNDS	HUD/CDBG
ACCOUNT NUMBER	6123
AMOUNT	\$265,965.00 (actual)
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 a revision of the FY 17-18 Annual Action Plan adopted in June 2017.

The June 2017 plan was adopted with estimated grant figures, as the City had not yet received its grant allocation amount from HUD. The City has now received its actual grant allocation for FY 17-18, which is \$265,965.00.

The Community Development Committee met July 10, 2017 and voted on funding reallocation recommendations:

- Planning and administration funding in the amount of \$2,500 to be used as matching funds for the NH Municipal Technical Assistance Grant.
- An additional \$3,500.00 for Cross Roads House, bringing the total allocation for FY 17-18 to \$12,000;
- An additional \$1,000.00 for My Friend's Place, bringing the total allocation for FY 17-18 to \$7,000;
- An additional \$1,852.85 for the SHARE Fund, bringing the total allocation for FY 17-18 to \$5,852.85; and
- An additional \$1,000.00 for Community Partners, bringing the total allocation for FY 17-18 to \$3,000.
- An additional \$31,862.35 for the Recreation Department tennis court lights project, bringing the total allocation for FY 17-18 to \$122,877.25.

RECOMMENDED ACTION

Adopt the revised FY 2017-2018 Annual Action Plan and recommended funding allocations for the City of Rochester's CDBG program.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: AB 169 - Revised Community Development Block Grant (CDBG) Program Annual Action Plan for FY 2017-2018

Date: 8/1/2017

Fiscal Year: FY 2017-2018

Fund (select):

GF [] Water [] Sewer [] Arena []
CIP [] Water CIP [] Sewer CIP [] Arena CIP []
Special Revenue [xx]

Fund Type: Lapsing [] Non-Lapsing [xx]

Deauthorization

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. Rows 1-4.

Appropriation

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. Row 1: 6123, 265,965.00.

Revenue

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. Row 1: 6123, 265,965.00.

DUNS # 099446879

CFDA # 14.218

Grant # B14MC330004

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

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

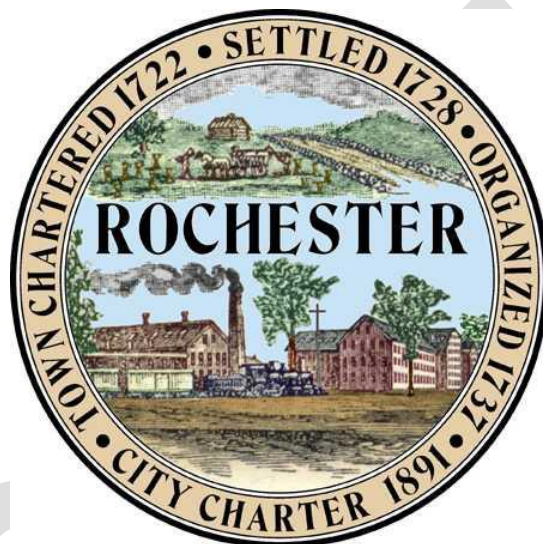
Reimbursement Request will be reduced []

Funds will be returned []

City General Fund													
	approved	request	prior year										
Homemakers	\$11,272	\$20,000	\$11,000										
Cornerstone VNA	\$28,826	\$28,826	\$28,826										
Community Action Partership	\$9,000	\$9,000	\$9,000										
COAST	\$118,527	\$118,527	\$118,799										
Main Street	\$35,000	\$35,000	\$35,000										
total	\$202,625	\$211,353	\$202,625										
				CDBG PSA				CDBG Facility/Rehab/ED					
			revised	approved	request	prior year		revised	approved	request	prior year		
Homeless Center			0	0.00	12,600.00	8,657.80		\$0	0.00	0.00	16,300.00		
My Turn (Project Pride)			\$5,041.90	\$5,041.90	5,000.00	5,000.00		\$0	0.00	0.00	0.00		
SHARE Fund			\$5,852.85	4,000.00	6,000.00	5,000.00		\$0	0.00	0.00	0.00		
Dover Adult Learning			\$5,000.00	5,000.00	5,000.00	5,000.00		\$0	0.00	0.00	0.00		
My Friends Place			\$7,000.00	6,000.00	7,000.00	6,000.00		\$0	0.00	0.00	0.00		
Community Partners			\$3,000.00	2,000.00	10,000.00	0.00		\$0	0.00	0.00	35,840.00		
Tri-City Co-op			0	0.00	0.00	0.00		\$0	0.00	5,775.00	9,180.00		
Community Action Partnership			0	0.00	0.00	0.00		\$50,000	50,000.00	50,000.00	46,103.14		
Cross Roads House			\$12,000.00	8,500.00	12,000.00	5,000.00		\$0	0.00	0.00	0.00		
AIDS Response Seacoast			0	0.00	5,000.00	0.00		\$0	0.00	0.00	0.00		
YMCA			0	0.00	5,000.00	0.00		\$0	0.00	0.00	0.00		
CASA			\$2,000.00	2,000.00	2,000.00	1,500.00		\$0	0.00	0.00	0.00		
Hope on Haven Hill			0	0.00	39,000.00	0.00		\$0	0.00	0.00	102,456.00		
Rochester Housing Authority			0	0.00	0.00	0.00		\$0	0.00	71,873.00	0.00		
Rochester Recreation Dept.			0	0.00	0.00	0.00		122,877.25	91,014.90	137,700.00	0.00		
Maple St. Magnet School			0	0.00	0.00	0.00			0.00	28,958.50	0.00		
	total		39,894.75	32,541.90	108,600.00	36,157.80		172,877.25	141,014.90	294,306.50	209,879.14		
	available		39,894.75	39,894.75	39,894.75			172,877.25	\$172,877.25	172,877.25			
	Δ			7,352.85	-68,705.25				\$31,862.65	-121,429.25			



Third Program Year Action Plan



DUNS # 099446879

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

Submitted August XX, 2017

Table of Contents

AP-05	Executive Summary	p. 3
PR-05	Lead & Responsible Agencies	p. 9
AP-10	Consultation	p. 10
AP-12	Participation	p. 36
AP-15	Expected Resources	p. 45
AP-20	Annual Goals and Objectives	p. 51
AP-35	Projects	p. 55
AP-50	Geographic Distribution	p. 60
AP-55	Affordable Housing	p. 61
AP-60	Public Housing	p. 62
AP-65	Homeless and Other Special Needs Activities	p. 63
AP-75	Barriers to Affordable Housing	p. 65
AP-85	Other Actions	p. 66
AP-90	Program Specific Requirements	p. 69

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 \$265,965.00, with \$53,193.00 (20%) allocated for planning and administration, \$39,894.75 (15%) for public services, and the balance of \$172,877.25 for projects focused on the areas of housing rehabilitation and public facilities and infrastructure. 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 Strafford County (CAP) has received funding for its weatherization assistance program and has reported that it would not meet the target number of households and residents to be served. Further, expenditure of grant funds for FY 2014-2015 and FY 2015-2016 had been very slow; at the end of FY 2014-2015, only about half of the granted \$50,000.00 had been spent on housing rehabilitation activities. During FY 2015-2016, CAP was put on a corrective action plan, which required quarterly meetings with the City of Rochester's Community Development Coordinator to discuss progress and corrective strategies. During the latter half of FY 2015-2016 and the early half of FY 2016-2017, the rate of funds expended and number of residents served have been on target to meet FY 2016-2017 goals.

4. Summary of Citizen Participation Process and consultation process

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

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

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

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

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

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

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

On June 16, 2017, the City of Rochester received its finalized FY 2017-2018 grant allocation from HUD, which necessitated reallocation of funds to planned activities. The Community Development Committee met on July 10, 2017 to discuss reallocation of funds, and its recommendations were submitted to City Council for final approval. The finalized recommendations were then incorporated into the finalized draft of the FY 2017-2018 Annual Action Plan, which was adopted at the August 1, 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

Julian L. Long, J.D.
 Community Development Coordinator
 Office of Economic & Community Development
 31 Wakefield St.
 Rochester, NH 03867
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AP-10 Consultation – 91.100, 91.200(b), 91.215(l)**1. Introduction**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<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	<p>Agency/Group/Organization</p>	<p>New Hampshire Legal Assistance – Housing Justice Project</p>
	<p>Agency/Group/Organization Type</p>	<p>Services - Housing Service-Fair Housing Regional organization</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Public Housing Needs Non-Homeless Special Needs Fair housing</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</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>Agency/Group/Organization</p>	<p>Rochester Main Street</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Employment Business Leaders Civic Leaders Business and Civic Leaders</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Non-Homeless Special Needs Market Analysis Economic Development Downtown revitalization needs</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</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	Agency/Group/Organization	Balance of State Continuum of Care
	Agency/Group/Organization Type	Services - Housing Services-homeless Publicly Funded Institution/System of Care Other government - State Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Substance use disorder issues
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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. 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.
5	Agency/Group/Organization	Goodwin Community Health
	Agency/Group/Organization Type	Services-Children Services-Health Health Agency Publicly Funded Institution/System of Care Regional organization

	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy Fair Housing Substance use disorder issues
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The consultation was between the Community Development Coordinator and participants in Goodwin Community Health's Intensive Outpatient Program. The consultation was conducted in person. 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.
6	Agency/Group/Organization	Rochester United Neighborhoods
	Agency/Group/Organization Type	Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Youth recreation needs

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

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

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

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

13	Agency/Group/Organization	Community Action Partnership of Strafford County
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Health Services-Education Service-Fair Housing Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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. 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	Agency/Group/Organization	Community Partners
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-Health Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Anti-poverty Strategy

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

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

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

	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	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. 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.
20	Agency/Group/Organization	Strafford Regional Planning Commission
	Agency/Group/Organization Type	Services - Housing Services-Health Other government - County Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Anti-poverty Strategy

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</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>Agency/Group/Organization</p>	<p>AIDS Response Seacoast</p>
	<p>Agency/Group/Organization Type</p>	<p>Services - Housing Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Health Regional organization</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Homelessness Strategy Non-Homeless Special Needs Health</p>

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

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

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

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was conducted between the Community Development Coordinator and members of the Rochester Listens steering committee. The consultation was conducted in person.</p> <p>An area for improved coordination identified during the consultation was the need for a centralized community events calendar and/or database. Anticipated outcomes include the funding of programs and activities aligned with the needs described by the consulted agencies and organizations, increased efforts to facilitate inter-organizational meetings and coordination, and the increase of services for unaddressed and under-addressed community needs, especially those related to homelessness.</p>
26	Agency/Group/Organization	Economic Development Dept., City of Rochester
	Agency/Group/Organization Type	Services-Employment Other government - Local Grantee Department
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	<p>This consultation was 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>
27	Agency/Group/Organization	Police Department, City of Rochester
	Agency/Group/Organization Type	Other government - Local Grantee Department

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs – Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Fair housing issues
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was conducted between the Community Development Coordinator and the Police Department's Community Engagement Officer. The consultation was conducted via telephone. No areas for improved coordination were identified during the consultation. Anticipated outcomes include the continued funding of homeless services and vocational/education activities.
28	Agency/Group/Organization	Division of Public Health Services, New Hampshire Department of Health and Human Services
	Agency/Group/Organization Type	Services-Children Services-Health Other government-State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Lead-Based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This consultation was conducted between the Community Development Coordinator and the head of the Healthy Homes and Lead Poisoning Prevention program in the New Hampshire Department of Health and Human Services. The consultation was conducted via email. No areas for improved coordination were identified during the consultation. Anticipated outcomes include the submission of a HUD lead hazard control grant application and funding of lead-safe housing rehabilitation activities.

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.

DRAFT

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

Narrative (optional)

N/A.

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

The City of Rochester's Community Development Division has conducted extensive public outreach as part of the FY 2017-2018 Annual Action Plan planning and preparation process. This has included two public hearings, 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 an increased amount of 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.

On June 16, 2017, the City of Rochester received its finalized FY 2017-2018 grant allocation from HUD, which necessitated reallocation of funds to planned activities. The Community Development Committee met on July 10, 2017 to discuss reallocation of funds, and its recommendations were submitted to City Council for final approval. The finalized recommendations were then incorporated into the finalized draft of the FY 2017-2018 Annual Action Plan, which was adopted at the August 1, 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 Citizens of Ward 6 District	Approximately 15 individuals in attendance, including two Ward district police officers and two City councilors	Comments were offered on the need for increased recreation options, especially for youth.	All comments were accepted or referred to other City departments for follow-up, as appropriate.	

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

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

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

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

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 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 Citizens of Ward 5	Approximately 5 persons in attendance, including 2 Ward district police officers, 1 City staff person, and 1 City councilor	Support was expressed for basic needs activities such as weatherization assistance and fuel assistance. Lack of support was expressed for projects such as Rochester Housing Authority's proposed solar panels project.	All comments were accepted or referred to other City departments for follow-up, as appropriate.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
9	Newspaper Ad	Non-targeted/broad community Public Comments Period Notice	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.	https://www.surveymonkey.com/r/N79863W

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

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

Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	265,965	32,504	0	298,469	546,437	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 the fiscal agent for the coalition and its grant.
Other	public - local	Economic Development	186,000	0	0	186,000	372,000	This fund is based on a contribution to the City by Waste Management.

Other	public - local	Economic Development Public Services Other	218,625	0	0	218,625	437,250	<p>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). Also, in FY 2017-2018, the City of Rochester is providing \$16,000 in general city funding to the Homeless Center for Strafford County, which in previous years received a lower level of funding through CDBG.</p>
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Other	Plan NH	Municipal Technical Assistance Grant	10,000	0	0	0	0	<p>The City of Rochester will be receiving a Municipal Technical Assistance Grant from Plan NH in the amount of \$10,000 for FY 2017-2018. The grant will fund consultation work will address identified limitations of the existing City of Rochester zoning ordinance within the Downtown Commercial Zoning District by analyzing and revising the city's zoning ordinances to allow higher-density housing structures. CDBG planning and administration funds in the amount of \$2,500 will be used as the required cash match for this project grant.</p>
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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.

In addition, the City of Rochester will be receiving a Municipal Technical Assistance Grant from Plan NH in the amount of \$10,000 for FY 2017-2018. The grant will fund consultation work will address identified limitations of the existing City of Rochester zoning ordinance within the Downtown Commercial Zoning District by analyzing and revising the city's zoning ordinances to allow higher-density housing structures. CDBG planning and administration funds in the amount of \$2,500 will be used as the required cash match for this project grant. Discussions with City staff, non-profit contacts, and housing developers have identified density limits as an impediment to the construction of more multi-family housing units. Also, as the downtown district is comprised of low- to moderate-income census tracts, and high rates of downtown vacancy has contributed to slum and blighted conditions, increasing density allowances in the downtown addresses several housing and neighborhood needs identified in the FY 2015-2020 Consolidated Plan and prior-year Annual Action Plans.

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): \$53,193.00

Administration (staff salary, benefits, travel, training, public notices, environmental reviews, Davis-Bacon Act labor monitoring, action

plan preparation, annual report preparation, etc.): \$50,693.00

NH Municipal Technical Assistance Grant (matching funds): \$2,500.00

Public Services (15% cap set by HUD): \$39,894.75

MY TURN: \$5,041.90

SHARE Fund: \$5,852.85

Dover Adult Learning Center: \$5,000

My Friend's Place: \$7,000

Cross Roads House: \$12,000

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

Community Partners: \$3,000

Housing Rehabilitation and Public Facilities (remaining 65% of grant allocation): \$172,877.25

Community Action Partnership of Strafford County – Weatherization Assistance Program: \$50,000

Rochester Recreation Department – Tennis Court Lights: \$122,877.25

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: \$19,000	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: \$122,877.25	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: \$8,852.85	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"> • Cross Roads House (600 Lafayette Rd., Portsmouth, NH 03801): Homeless shelter and services for Rochester residents • My Friend's Place (368 Washington St., Dover, NH 03820): Homeless shelter and supportive services for Rochester residents
2	Goal Name	Retention of Affordable Housing Stock
	Goal Description	<ul style="list-style-type: none"> • Community Action Partnership of Strafford County - Weatherization Assistance Program (642 Central Ave., Dover, NH 03820): Weatherization rehabilitation of low-income homes in Rochester
3	Goal Name	Increase Access to Quality Facilities and Services
	Goal Description	<ul style="list-style-type: none"> • Rochester Recreation Department – Tennis Court Lights (150 Wakefield St., Rochester, NH 03820): installation of night lights at Rochester Community Center tennis courts • Court Appointed Special Advocates of New Hampshire (61 Locust St., Rochester, NH 03820): Training volunteer guardians ad litem to represent abused/neglected children in Rochester
4	Goal Name	Improving the Safety/Livability of Neighborhoods
	Goal Description	<ul style="list-style-type: none"> • N/A
5	Goal Name	Increase Access to Affordable and Quality Housing
	Goal Description	<ul style="list-style-type: none"> • SHARE Fund (150 Wakefield St., Rochester, NH 03820): Rental assistance for low-income rental households in Rochester • Community Partners (113 Crosby Rd., Suite 1, Dover, NH 03820): Rental assistance for Rochester residents with disabilities

6	Goal Name	Public Services Concerned with Employment
	Goal Description	<ul style="list-style-type: none"> <li data-bbox="506 253 1843 331">• MY TURN (1 Winter St., Rochester, NH 03820): Vocational and educational services for low-income youth aged 16 to 24 <li data-bbox="506 347 1843 425">• Dover Adult Learning Center (61 Locust St., Rochester, NH 03820): High school equivalency testing services for low-income Rochester residents

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 CDBG and general city funding 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.

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

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

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

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

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

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

Projects

AP-38 Projects Summary
Project Summary Information

1	Project Name	Planning and Administration
	Target Area	Rochester Low-Moderate Income Census Tracts
	Goals Supported	Affordable Housing for Homeless Persons Retention of Affordable Housing Stock Increase Access to Quality Facilities and Services Increase Access to Affordable and Quality Housing Public Services Concerned with Employment
	Needs Addressed	Affordable Housing and Homeless Assistance Affordable Housing Stock Retention Improved Safety and Livability of Neighborhoods Small Business Stabilization and Expansion Public Services Concerned with Employment
	Funding	CDBG: \$53,193.00
	Description	Planning and administration costs for the City of Rochester CDBG program (salary, office supplies, etc.): \$50,693.00 Matching funds for Plan NH Municipal Technical Assistance Grant project to revise downtown land use density allowance: \$2,500.00
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	N/A.

	Location Description	Office of Economic and Community Development City of Rochester 150 Wakefield St. Rochester, NH 03867
	Planned Activities	Planning and administration (salary, office supplies, etc.)
2	Project Name	Public Services
	Target Area	Rochester Low-Moderate Income Census Tracts
	Goals Supported	Affordable Housing for Homeless Persons Increase Access to Quality Facilities and Services Increase Access to Affordable and Quality Housing Public Services Concerned with Employment
	Needs Addressed	Affordable Housing and Homeless Assistance Public Services Concerned with Employment
	Funding	CDBG: \$39,894.75
	Description	Public service agency subrecipients
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	120 low-moderate income families, predominantly homeless families and families at risk of becoming homeless.
	Location Description	Cross Roads House: 600 Lafayette Rd., Portsmouth, NH 0380 My Friend's Place: 368 Washington St., Dover, NH 03820 MY-TURN: 33 Hanson Street, Rochester, NH 03867 Dover Adult Learning Center: 63 S. Main St., Rochester, NH 03867 SHARE Fund: 150 Wakefield St., Rochester, NH 03867 Court Appointed Special Advocates of New Hampshire: 25 St. Thomas St., Dover, NH 03820 Community Partners, 113 Crosby Rd., Suite #1, Dover, NH 03820

	Planned Activities	Homeless shelter funding, rental assistance funding, employment assistance funding, children's legal advocacy funding.
3	Project Name	Housing Rehabilitation
	Target Area	Rochester Low-Moderate Income Census Tracts
	Goals Supported	Retention of Affordable Housing Stock
	Needs Addressed	Affordable Housing Stock Retention
	Funding	CDBG: \$50,000
	Description	Housing rehabilitation for low-income residents
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	40 low-income individuals (approximately 20 low-income families)
	Location Description	Multiple locations. All homeowners will be low-mod income residents.
	Planned Activities	Weatherization assistance to low-income homeowners.
4	Project Name	Job Opportunity Benefit (JOB) Loan Program
	Target Area	Rochester Low-Moderate Income Census Tracts
	Goals Supported	Small Business Establishment and Expansion
	Needs Addressed	Small Business Establishment and Expansion
	Funding	CDBG: \$98,305.72
	Description	JOB Loans job creation loan program (revolving loan fund).
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	2 low-moderate income individuals

	Location Description	Office of Economic and Community Development City of Rochester 150 Wakefield St. Rochester, NH 03867
	Planned Activities	JOB Loans job creation loan program
5	Project Name	Public Facilities and Infrastructure
	Target Area	Rochester Low-Moderate Income Census Tracts
	Goals Supported	Increasing the Supply of Supportive Housing Improving the Safety/Livability of Neighborhoods Increase Access to Quality Facilities and Services
	Needs Addressed	Increase Access to Quality Facilities and Services
	Funding	CDBG: \$ 122,877.25
	Description	Adding night lights to Community Center tennis courts
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	220 low-moderate income families
	Location Description	Rochester Recreation Department/Community Center: 150 Wakefield St., Rochester, NH 03867
	Planned Activities	Rochester Recreation Department – Tennis Court Lights

Table 9 – Project Summary

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

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

Geographic Distribution

Target Area	Percentage of Funds
Rochester Low-Moderate Income Census Tracts	78.9

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 21.1% 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, with both CDBG and general city funds, 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 CDBG 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

There are several activities planned for FY 2017-2018 to address the housing and supportive service needs for persons who are not homeless but have other special needs (such as elderly persons, persons, with disabilities, and public housing residents). Community Action Partnership of Strafford County's weatherization program disproportionately serves elderly home owners, especially elderly homeowners who reside in manufactured housing. The Community Partners rental assistance program will serve Rochester residents with disabilities, including case management support to assist these residents with housing stability. The Community Development Coordinator will also continue working with Rochester Housing Authority staff on a joint Assessment of Fair Housing.

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(I)(1,2,4)

Introduction

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

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

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

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

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	87.5%

Discussion

N/A.

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City Clerk's Office

FINANCE COMMITTEE

Meeting Minutes

Meeting Information

Date: July 11, 2017
Time: 7:00 P.M.
Location: City Council Chambers
31 Wakefield Street
Rochester, New Hampshire

Committee members present were: Mayor McCarley, Deputy Mayor Varney, Councilor Hamann, Councilor Gray, and Councilor Lauterborn. Committee members not present were: Councilor Keans and Councilor Torr. No other City Councilors were present. City staff present were: City Manager Fitzpatrick, Deputy City Manager Cox, Recreation Director Bowlen, Arena Supervisor Trepanier, Interim Fire Chief Dupuis and City Clerk Kelly Walters.

Agenda & Minutes

1. Call to Order

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

2. Public Input

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

3. Unfinished Business

There were no Unfinished Business items before the Committee.

4. New Business

4.1 Annex Meeting Room Audio & Video

Deputy City Manager Cox informed the Committee that (1) the equipment needed to broadcast meetings from the meeting room in the renovated Annex building was not included in the renovation project and (2) the estimated cost for this equipment was approximately \$43,186. Mr. Cox anticipates bringing this issue back to the Committee in the near future to determine whether the Council wishes to purchase & install the equipment.

4.2 Arena LED Lighting Project

Recreation Director Bowlen was joined by Mark Toussaint from Eversource in presenting a proposed project to install LED lighting at the Arena. Mr. Bowlen described the operational & energy saving benefits of the project. Mr. Toussaint informed the Committee of Eversource's *Smart Start Program* that is available to provide a funding option for the City. The consensus of the Committee was (1) to support the project and (2) to direct staff to provide a comparison of "self-funding" the project. This item will be kept in Committee for further discussion at the September 12, 2017 meeting of the Committee.

4.3 Fire Department Tower Truck Repairs

Interim Fire Chief Dupuis informed the Committee regarding premature engine wear problems with the Tower Truck caused by ingesting dirt. Mr. Dupuis related that (1) the issues were discovered as part of routine maintenance, (2) the issues are the same as those experienced in 2013 and that (3) the truck's manufacturer has pledged to not only repair the problem but also to retrofit the intake assembly to prevent reoccurrence in the future at no cost to the City.

4.4 Electronic Poll Book Trial Program

City Clerk Kelly Walters reviewed with the Committee that the Secretary of State for New Hampshire is seeking to determine the number of cities willing to conduct electronic poll book trials. Ms. Walters recommended the City participate in the trial in Ward 4 during the upcoming local election. After a lengthy discussion, the Committee indicated it was willing to participate in the electronic poll book trial and directed the City Clerk to (1) determine if a free trial of the hardware was available from potential vendors, (2) any trial would include the Checklist Supervisor such that three devices would be obtained for the trial and (4) Ward 4 would be targeted for the trial.

5. Finance Director's Report

5.1 Fiscal Year 2018 Contingency

Mr. Cox reviewed the balance of the fiscal year 2018 general fund contingency.

5.2 Unassigned Fund Balance Report/ Update

Mr. Cox reviewed the balance of the General Fund Unassigned Fund Balance.

6. Monthly Financial Statements

There was no discussion regarding the monthly financial statements.

7. Other

There were no other items brought before the Committee.

8. Adjournment

The Mayor determined that there were no other items before the Committee and therefore adjourned the meeting at 7:44 PM.

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City Clerk's Office

Rochester Government Channel Minutes
July 10, 2017 Meeting
City Council Chambers, 5:30PM

Members Present:

City Councilor Tom Willis, Chair
James Graham, Resident
Rick Healey, Resident
Celeste Plaia, Government Channel Coordinator

MINUTES

I. Call to Order

The meeting was called to order at **5:35 PM**. All members were present.

II. Approval of minutes May 15, 2017 meeting

A **MOTION** was made by James Graham to **accept** the minutes of the May 15, 2017 meeting. The motion was seconded by Councilor Willis. The **MOTION CARRIED** by a unanimous voice vote.

III. Public Input

There was no one present for public input.

IV. Discussion

Franchise Negotiations: Celeste Plaia, Government Channel Coordinator, summarized a statement of support on behalf the RGC to Attorney O'Rourke for grant money to purchase studio equipment, which had been discussed at the last RGC meeting. Councilor Willis suggested keeping an eye out for the idea of utilizing a space for the public to produce local content. The Committee was in agreement.

Annex: Councilor Willis gave a brief history about the Annex discussion and the potential televised meeting space. Ms. Plaia gave an overview of the proposed budget for the Annex Room Project, which includes a projector/screen, cameras, microphones, switcher equipment, and fiber-run to the video server. Additional concerns were raised about the expense of the project. Ms. Plaia explained that it would be costly if installed with the new HD, IP based technology, although that is where the market is heading. Lastly, the Committee discussed the need for presentation AV equipment. While it is not part of the "government channel" AV is needed for any committee members, staff, or guest that might be presenting visual information to a committee.

CIP: Ms. Plaia reviewed the CIP projects that were approved for FY18: The “remote call in participation”; live streaming; AV upgrades and HD broadcast upgrades; and the possible relocation of the equipment rack. These projects will not be implemented until the new CIO is in place and has had a chance to review projects, as most concern IT related support. The committee discussed the project for relocating the Government Channel equipment rack. The sense of the committee is to move the rack to allow more room in Chambers for the audience, and for aesthetics. If the relocation project is not possible, the Committee agreed to seek alternate ways to reduce the footprint of the area and/or change aesthetics.

A discussion ensued about some of the City Council meetings with greater attendance and how to handle the overflow of attendees when it extends to the hallway. It becomes difficult for attendees to see and hear what is being discussed at the meeting(s). Ms. Plaia proposed setting up a monitor / audio system in the hallway for audience overflow. The Committee agreed.

Programming: Ms. Plaia updated the committee on programming: in FY2017 RGC was on target with producing 14 non-meeting shows for distribution, including six “City Manager’s Corner” episodes. The City Council voted to include the Codes and Ordinances Committee meetings with the roster of broadcasting meetings at the July 2017 Regular City Council meeting.

Studio/ CTE Center – Ms. Plaia said that initial contact has been made with the school department regarding the idea of a shared studio space. The top concern is to ensure security is sufficient for students’ safety. Another concern is whether a “TV studio” fits the CTE programs goals, staff, and funding. The CTE Center will have a new director soon, and follow up conversation will happen in the upcoming months.

The next Government Channel Committee meeting will be September 11th, 2017.

VII. Adjournment

Jim Graham **MOVED** to **ADJOURN** the meeting at 6:40 P.M. Rick Healey seconded the motion. The **MOTION CARRIED** by unanimous voice vote.

Respectfully submitted,
Celeste Plaia
Government Channel Coordinator

***Forthcoming:
Joint Building
Committee
(minutes)...***

City Clerk's Office

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City Clerk's Office

***Forthcoming:
Public Works
Committee
(minutes)...***

City Clerk's Office

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City Clerk's Office

Resolution Authorizing the Purchase of a portion of 121 Wakefield Street in the amount of \$2,500.00

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

That the City Manager is authorized to purchase a portion of the property located at 121 Wakefield Street for Two Thousand Five Hundred Dollars (\$2,500.00) and to execute all documents necessary to complete the purchase. The amount of Two Thousand Five Hundred Dollars (\$2,500.00) shall be derived in its entirety from previously appropriated funds for the so-called Wakefield Street Construction Project.

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

CC FY18 08-01 AB 12

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City Clerk's Office

Resolution Authorizing Supplemental Appropriation for the Purchase of the 38 Hanson Street Property and Construction of a Parking Lot Thereon in the amount of \$500,00.00 and Authorization Therefore

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

That the sum of Five Hundred Thousand Dollars (\$500,000.00) be, and hereby is, appropriated as a supplemental appropriation for the purpose of providing funds necessary to pay costs and/or expenditures with respect to the purchase of 38 Hanson Street, Rochester, New Hampshire and the construction of a parking lot thereon. Funds for the supplemental appropriation shall be derived in their entirety from the General Fund unassigned fund balance.

Further, the Mayor and City Council authorize the City Manager to purchase the property located at 38 Hanson Street for Two Hundred Fifty Eight Thousand Four Hundred Dollars (\$258,400.00) and to execute all documents necessary to complete the purchase.

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 FY18 08-01 AB 12

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT Supplemental Appropriation for purchase of property at 38 Hanson Street and construction of parking lot.
--

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	August 1, 2017		
DEPT. HEAD SIGNATURE	John B. Storer		
DATE SUBMITTED	July 21, 2017		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	X???	

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	General Fund Unassigned Fund Balance
ACCOUNT NUMBER	15013010-771000-18xxx
AMOUNT	\$500,000
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Council Resolution

SUMMARY STATEMENT

A Supplemental Appropriation of \$500,000 is required to purchase the property at 38 Hanson Street and to construct a public parking lot.

The City has already executed a Purchase & Sale Agreement in the amount of \$258,400 to acquire the 0.26 acre lot. The City is completing a Phase 2 Environmental Site Assessment to ensure there is no contamination of the site. The consultants have indicated that both the soil and water samples have come back negative for any signs of contamination. A final written report is pending any day that will validate that there are no contamination concerns.

Initial parking lot configurations indicated we can get at least 30 new parking spaces added.

SUR Construction has provided an estimate of \$186,005 to demolish the existing building and to construct a paved parking lot, including drainage, street lights, striping, etc.

The detailed Phase 2 Site Assessment, including removal of an underground heating oil tank, will cost \$24,500.

The appropriation request of \$500,000 will cover the purchase price, environmental site assessment, removal of buried tank, and construction of the parking lot. The requested amount provides a contingency in excess of \$30,000.

Based on SUR's work projections, we hope to have the lot constructed by late October or early November.

RECOMMENDED ACTION

City Council Resolution to Authorize Supplemental Appropriation of \$500,000 for acquisition of parcel and construction of parking lot.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: 38 Hanson Street

Date:

Fiscal Year:

Fund (select):

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

Fund Type: Lapsing Non-Lapsing

Deauthorization

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. Row 1: 15013010, 771000, 18XXX, -, -, 500,000.00

Appropriation

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. All rows show 0 values.

Revenue

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. All rows show 0 values.

DUNS # CFDA #

Grant # Grant Period: From To

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

Reimbursement Request will be reduced Funds will be returned

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City Clerk's Office



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
Acceptance of Laura Drive as City Street

COUNCIL ACTION ITEM [checked]
INFORMATION ONLY [unchecked]

FUNDING REQUIRED? YES [unchecked] NO [checked]
* IF YES ATTACH A FUNDING RESOLUTION FORM

RESOLUTION REQUIRED? YES [unchecked] NO [checked]

FUNDING RESOLUTION FORM? YES [unchecked] NO [checked]

AGENDA DATE: August 1, 2017
DEPT. HEAD SIGNATURE: John B. Storer (with signature)
DATE SUBMITTED: July 21, 2017
ATTACHMENTS: YES [checked] NO [unchecked] * IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED: 2

COMMITTEE SIGN-OFF

COMMITTEE: Public Works Committee
CHAIR PERSON: Ralph Torr

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER
CITY MANAGER

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL
SOURCE OF FUNDS
ACCOUNT NUMBER
AMOUNT
APPROPRIATION REQUIRED YES [unchecked] NO [checked]

LEGAL AUTHORITY

City Ordinances - Section 15.9 Proposal for New Street or Highway

SUMMARY STATEMENT

The City has been plowing and maintaining Laura Drive although it has never been formally accepted as a City Street.

The item first came up for discussion at the February 2017 Public Works Committee Meeting. An excerpt from the Minutes of that meeting are attached. City Attorney Terence O'Rourke had issued a Memo dated January 24, 2017 (copy attached) stating that during the review of a subdivision application it was noted that the City never accepted Laura Drive as a public way, and that property owners still had deeded access as opposed to it be deeded as a public way.

At the February PWC there was discussion to not abandon ongoing maintenance, including snow plowing. The City Attorney noted that without formal acceptance as a public way we would be in violation of State Law by maintaining private property.

The Asst City Engineer estimated that to upgrade the street to City standards would cost in the vicinity of \$145,000. This included structural gravel base, pavement, streetlight, etc.

At the July PWC Meeting the Committee suggested having the City Attorney start deed research to see if the landowners along Laura Drive would support City acceptance of the roadway, and if so, that they would be willing to execute the required deeds in order for the City to retain ownership as a public way.

Ultimately, the acceptance of any roadway as a City Street will require a 2/3'rds roll call vote.

RECOMMENDED ACTION

Vote to authorize the City Attorney to begin the deed research in anticipation of possible acceptance of Laura Drive as a City Street.



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

Memorandum

To: Daniel Fitzpatrick, City Manager
 From: Terence O'Rourke, City Attorney *TO*
 Date: January 24, 2017
 Cc: John Storer, Director of Public Services
 Michael Bezanson, City Engineer
 Owen Friend-Gray, Assistant City Engineer
 Re: Laura Drive

In the course of processing a subdivision application, the Planning Board inquired as to whether or not Laura Drive is a city street. Currently, Laura Drive is being treated as a city street in terms of regrading, repairs, snow removal and trash pick-up. Research has not indicated when these services began on Laura Drive. In researching the issue for the Planning Board, there is no record of the City ever accepting Laura Drive as a city street. City staff has searched records in the possession of the City Clerk, the Department of Public Works, and the county Registry of Deeds. Further, deeds to properties on Laura Drive contain language that property owners receive a "right of way and easement in common with others for normal vehicle use over Laura Drive." This language would not exist in deeds to property abutting a city street. Thus, in my opinion, Laura Drive is a private road, not a city street. It is axiomatic in New Hampshire that public funds may not be expended for a private benefit. Without acceptance of Laura Drive by the City, the provision of services to Laura Drive violates that principle of law.

Excerpt from Minutes of Public Works and Buildings Committee**February 16, 2017 7PM****Agenda Item #6 - Laura Drive**

Mr. Storer stated that as there is a request in front of the Planning Board for a subdivision or lot variance and that the City Staff was asked to look at Laura Drive to see when or if it was accepted as a City Street. He stated that the City Attorney, Terence O'Rourke, had determined that even though the City has been maintaining it, it has not been accepted and the attorney recommends that the City stop maintenance now that we are aware of that. Mr. Storer stated that there was a memo in the Committee's agenda packet from Mr. O'Rourke. Mr. & Mrs. Bourassa stated they were here as residents of Laura Drive. Mrs. Bourassa stated that they had live here for 41 years and that the City has maintained it for all of that time and a few years preceding that time. She also stated that Waste Management and the US Postal Service also serve the entire street and that their driveway is currently used as a turn around by all. The Bourassa's stated they do not want to see the City stop maintaining it now. Councilors Varney and Torr were not in favor of abandoning the roadway maintenance at this time. There was discussion of previous subdivision approvals that require the next developer to bring the Street to City standards for acceptance. The residents of Laura Drive discussed that if the current subdivision / lot variance were granted there is no turn around or cul-de-sac and there would be no place for the City to push the snow. They stated it would also land lock the Woodward 7-8 acre parcel behind the new lots. Mr. Newton also advocated for denial of the proposed subdivision/ variance that is at the Planning Board for review. He stated the variance would take away the assumed right of way to the Woodward parcel. Councilor Varney asked that the Director gather the information on what is needed and the costs associated with making this a City Street. Councilor Willis stated that this will be reviewed by the Planning Board with the new information regarding street acceptance status.



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 Property Assessment Revaluation Process

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

FUNDING REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> * IF YES ATTACH A FUNDING RESOLUTION FORM
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RESOLUTION REQUIRED? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
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FUNDING RESOLUTION FORM? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
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AGENDA DATE	August 1, 2017		
DEPT. HEAD SIGNATURE			
DATE SUBMITTED	July 24, 2017		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2	

COMMITTEE SIGN-OFF

COMMITTEE	NA
CHAIR PERSON	NA

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	signature on file
CITY MANAGER	signature on file

FINANCE & BUDGET INFORMATION

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

LEGAL AUTHORITY

RSA CHAPTER 75 - APPRAISAL OF TAXABLE PROPERTY
--

SUMMARY STATEMENT

The Chief Assessor will be making a recommendation to the City Council that a Revaluation process be carried out this year (refer to attached memorandum).

RECOMMENDED ACTION

The City Council, as the "governing body" per state statutes, authorize the Chief Assessor to conduct a Revaluation of taxable properties within the City.



7/27/17

City of Rochester, New Hampshire
Assessor's Office
19 Wakefield Street
Rochester, New Hampshire 03867-1915

Telephone
(603) 332-5109
Fax
(603) 335-7591

July 24, 2017

To: Members of the City Council

From: Marybeth Walker, Chief Assessor

RE: Proposed 2017 Update to Assessed Values

The purpose of this memo is to inform the Council that a partial statistical update to the assessed values needs to be performed during the 2017 tax year. Our median ratio has fallen well below acceptable ranges set forth by the New Hampshire Department of Revenue.

In 2014 the City performed a full revaluation and updated all of the assessed values. The revaluation brought the assessed values in line with the 2014 real estate market. The next full revaluation is not due to be performed until 2019.

In the last 3 years the market activity in Rochester has been on an increase. During this time period the median ratio in the community has decreased. The purpose of doing a statistical update would be to bring the assessed values within the range of statistical data that the New Hampshire Department of Revenue (NHDRA) and the Assessing Standards Board, (ASB) requires the City to be at. This will ensure that the assessed values are fair and equitable throughout the community.

One of the ways that the NHDRA determines that the City is following required assessing practices is to perform a ratio study each year. This is done by comparing the assessed values to the sales prices of arms-length transactions (valid sales) each year. This process helps determine if the assessed values are fair and equitable.

When performing the equalization study the state uses sales from October 1 to September 30.

Statistical Study:

We have performed a preliminary analysis to determine whether an update to the assessed values would be indicated. As part of the study we have used valid sales that took place from October 1, 2016 to July 15, 2017. To date 430 arms-length transactions have occurred in the City. (There are still 2 1/2 months of sales that have not yet occurred and will be considered as part of the ratio study for 2017.)

In the table below you will see the ratios for 2014, 2015, 2016 and the emerging ratios for 2017. There is a clear pattern that shows sales values have increased. As a result of the robust market we have fallen below the state accepted criteria. We recommend an update to the assessed values in 2017.

Ratio comparison:

	2014 Revaluation Median Ratio & # of sales	2015 Median Ratio & # of sales	2016 Median Ratio & # of sales	2017 Emerging Ratio	Acceptable Standards
All sales	96% 350 sales	92.4% 428 sales	89.2% 452 sales	85% 430 sales	110% to 90%
Commercial Land & Buildings	N/A** 3 sales	84% 6 sales	N/A** 2 sales	90% 10 sales	
Multi Family 2 to 4 units	97.6% 12 sales	92.7% 15 sales	85% 17 sales	84% 23 sales	
Single-Family	96.4% 189 sales	93.9% 233 sales	89.7% 251 sales	86% 234 sales	
Residential Land	91% 19 sales	99.1% 11 sales	91.1% 14 sales	96% 10 sales	
Residential Condos	95.2% 16 sales	93.1% 33 sales	87.8% 44 sales	82% 42 sales	
Mfg Housing With Land	97.3% 6 sales	94.6% 8 sales	77.7% 5 sales	N/A 2 sales	
Mfg Housing without land	96% 100 sales	88.9% 119 sales	89.4% 113 sales	82% 109 les	

** The State needs more than a few sales to calculate the ratio.

The 2016 ratio was 89.2 %. The emerging median sales ratio, using valid sales, for 2017 is 85%. This shows that the market has increased at a rate of 4.2% percent since 2016 and 11% since 2014.

Explanation and acceptable ranges:

Median Ratio: measures the confidence level of the sales data and must be between 90% and 110%. We have fallen to 85% with 2 ½ months left of sales in this ratio period. This is below acceptable standards.

Coefficient of dispersion (COD): Measures the equity and represents the average deviation from the median ratio. This can be no more than 20. In 2016 our COD was 12.8. The emerging COD is 12. This low number represents that we have good equity within the assessed values in Rochester.

Weighted Mean: This is the ratio used to equalize the community to determine what portion of the school & count tax your community pays. In 2016 our weighted mean was 88.3%; the emerging weighted mean is 86%.

Price related differential (PRD): This is used to measure the equity within the community. Acceptable standards are between .98 and 1.03; with 1.00 being the optimum number. In 2016 our PRD was 1.02; our emerging PRD is 1.00 which shows that we have good equity within the community.

Conclusion/Recommendation:

The acceptable range for the median sales ratio as established by the New Hampshire Department of Revenue is 90% to 110%. The City of Rochester's ratio is currently at 85% ratio with 2 1/2 months of sales left in the ratio time period.

We are recommending that you allow us to perform an update to the assessed values to bring them more in line with current sale prices. We will look at all types of properties within Rochester and adjust the assessed values according to the market indications.

**Resolution Accepting a New Hampshire Municipal Technical Assistance Grant
Application from Plan NH in the Amount of \$10,000**

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

WHEREAS, that a Plan NH Municipal Technical Assistance Grant (“NH MTAG Grant”) in the amount of \$10,000, with a \$2,500 cash match, awarded to the City of Rochester is hereby accepted by the City of Rochester;

FURTHER, that the sum of Ten Thousand Dollars (\$10,000) be, and hereby is, appropriated to a non-lapsing Special Revenue Fund to be created for the purpose of the hiring of a consultant to study the impact of the City of Rochester’s current zoning ordinances on downtown development and how the current ordinances can be revised to increase density in the downtown region and encourage a wider variety and more affordable housing developments;

FURTHER, that the sum of Two Thousand Five Hundred Dollars (\$2,500) be, and hereby is, allocated from the FY 2017-2018 Community Development Block Grant planning and administration funds to serve as the required cash match for the grant;

FURTHER, that the City Manager is authorized to enter into a grant agreement and any other contracts with Plan NH 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 18 08-01 AB 16

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City Clerk's Office



City of Rochester Formal Council Meeting

AGENDA BILL

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

AGENDA SUBJECT NH Municipal Technical Assistance Grant Acceptance
--

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	August 1, 2017	
DEPT. HEAD SIGNATURE	Karen Pollard, on file	
DATE SUBMITTED	July 11, 2017	
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	2

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	signature on file
CITY MANAGER	signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	signature on file
SOURCE OF FUNDS	Plan NH
ACCOUNT NUMBER	TBD
AMOUNT	\$10,000 (Plan NH) / \$2,500 (CDBG)
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Charter, Section 4.

SUMMARY STATEMENT

This grant award of \$10,000, made through Plan NH's Municipal Technical Assistance Grant program, will fund a consultant to study the impact of the City of Rochester's current zoning ordinances on downtown development and how the current ordinances can be revised to increase density in the downtown region and encourage a wider variety and more affordable housing developments. A 25% cash match of \$2,500 is required for the grant, which will come from the planning and administration funds in the FY 17-18 CDBG grant.

RECOMMENDED ACTION

Approve the acceptance of a grant award in the amount of \$12,500 (\$10,000 grant / \$2,500 cash match).

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: NH Municipal Technical Assistance Grant Acceptance

Date: 8/1/2017

Fiscal Year: FY 2017-2018

Fund (select):

GF [], Water [], Sewer [], Arena [], CIP [], Water CIP [], Sewer CIP [], Arena CIP [], Special Revenue [xx]

Fund Type: Lapsing [], Non-Lapsing [xx]

Deauthorization

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. Rows 1-4 show zero values.

Appropriation

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. Row 1 shows 2,500 Fed and 10,000 State.

Revenue

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. Row 1 shows 2,500 Fed and 10,000 State.

DUNS # 073960874

CFDA # N/A

Grant # []

Grant Period: From 07/01/2017 To 06/30/2018

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

Reimbursement Request will be reduced []

Funds will be returned []

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City Clerk's Office

**Resolution Authorizing Application for a New Hampshire Charitable Foundation
Community Grants Program Grant in an Amount up to \$20,000**

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, by adoption of this Resolution, approve the submission by the Legal Department and the Office of Economic and Community Development of a grant application in an amount up to Twenty Thousand Dollars (\$20,000) to the New Hampshire Charitable Foundation's Community Grants Program in order to continue to fund the City of Rochester's victim-witness advocacy program.

CC FY 18 08-01 AB 17

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City Clerk's Office



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 Grant Application for New Hampshire Charitable Foundation Community Grants Program
--

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	August 1, 2017		
DEPT. HEAD SIGNATURE	Karen Pollard, on file		
DATE SUBMITTED	July 10, 2017		
ATTACHMENTS YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	3	

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

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	New Hampshire Charitable Foundation
ACCOUNT NUMBER	TBD
AMOUNT	\$20,000.00
APPROPRIATION REQUIRED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	

LEGAL AUTHORITY

City Charter.

SUMMARY STATEMENT

The City of Rochester applied for and was awarded Victims of Crime Act (VOCA) grant in FY 2016-2017 and FY 2017-2018 to fund a part-time victim-witness advocate position housed within the Police Department and which coordinates with the Legal Department. This staff person reaches out to victims of crime to provide resources and referrals, guidance throughout the criminal justice process, and other forms of support. In its brief period of existence, the victim-witness advocacy program has been very successful, and crime victims who have received support from the victim-witness advocate have reported positively on their experiences. The VOCA grant requires local match funds, which come from the Legal Department's budget.

This agenda bill and its attached resolution requests permission from City Council to submit a grant application to the New Hampshire Charitable Foundation's Community Grants Program in the amount of \$20,000.00 to (1) cover the match funding for the VOCA grant for FY 17-18 and future years, or (2) if VOCA continuation grants are not received in future years, to provide alternate funding to continue the City of Rochester's victim-witness advocacy program and the victim-witness advocate position.

RECOMMENDED ACTION

Approve a grant application in the amount of \$20,000.00 to be submitted to the New Hampshire Charitable Foundation's Community Grants Program.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: Grant Application for New Hampshire Charitable Foundation Community Grants Program

Date: August 1, 2017

Fiscal Year: FY 2017-2018

Fund (select):

GF [], Water [], Sewer [], Arena [], CIP [], Water CIP [], Sewer CIP [], Arena CIP [], Special Revenue [xx]

Fund Type: Lapsing [], Non-Lapsing [xx]

Deauthorization

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. Rows 1-4 show NEW org with zero amounts.

Appropriation

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. Row 1 shows TBD org/object/project with 20,000.00 state amount.

Revenue

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. Row 1 shows TBD org/object/project with 20,000.00 state amount.

DUNS # 073960874

CFDA # N/A

Grant # TBD

Grant Period: From 2017 To 2018

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

Reimbursement Request will be reduced []

Funds will be returned []

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City Clerk's Office

Resolution Authorizing the Acceptance of a New Hampshire Department of Environmental Services (NHDES) Drinking Water State Revolving Fund (DWSRF) Loan for the Water Treatment Low Lift Station Upgrade Project in the Amount of \$540,000

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

That the Mayor and City Council of the City of Rochester, by adoption of this Resolution, accept the loan in the amount of Five Hundred Forty Thousand Dollars (\$540,000.00) from the NHDES DWSRF loan program in order to fund the Water Treatment Low Lift Station Upgrade Project.

To the extent not otherwise provided for in this Resolution, the Finance Director is hereby authorized to designate and/or establish such accounts and/or account numbers as necessary to implement the transactions contemplated by this Resolution and to establish special revenue, non-lapsing, multi-year fund account(s) as necessary to which said sums shall be recorded.

CC FY18 08-01 AB 14

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City Clerk's Office



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 Water Treatment Plant - Low Lift Station Upgrade - DWSRF Loan Acceptance
--

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

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

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

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

AGENDA DATE	August 2, 2017		
DEPT. HEAD SIGNATURE	John B. Storer - original w/sign on file with City Clerks office		
DATE SUBMITTED			
ATTACHMENTS ABFR form	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	* IF YES, ENTER THE TOTAL NUMBER OF PAGES ATTACHED	1

COMMITTEE SIGN-OFF

COMMITTEE	
CHAIR PERSON	

DEPARTMENT APPROVALS

DEPUTY CITY MANAGER	signature on file
CITY MANAGER	signature on file

FINANCE & BUDGET INFORMATION

FINANCE OFFICE APPROVAL	signature on file
SOURCE OF FUNDS	Water Fund CIP
ACCOUNT NUMBER	55016010-773150-15539 & 55016010-772000-17541
AMOUNT	\$540,000
APPROPRIATION REQUIRED	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

LEGAL AUTHORITY

City Council Resolution

SUMMARY STATEMENT

As part of the FY15 & FY 17 Budgeting process the City Council Authorized a total of \$540,000.

At the September 6, 2016 meeting the City Council gave the authority for City Staff to submit an application for Drinking Water State Revolving Funds (DWSRF) Loan for the Water Treatment Low Lift Station Upgrade Upgrade Project. The loan has been approved.

This request is to accept the loan from the State of NH Department of Environmental Services DWSRF.

RECOMMENDED ACTION

1. Resolution for acceptance of the NH Department of Environmental Services Drinking Water State Revolving Funds Loan in the amount of \$540,000 for the Water Treatment Plant Low Lift Station Upgrade Program.

AGENDA BILL - FUNDING RESOLUTION

EXHIBIT

Project Name: WTP Low Lift Station Project

Date: 7/10/17

Fiscal Year: 2017

Fund (select):

GF [] Water [] Sewer [] Arena []
CIP [] Water CIP [xx] Sewer CIP [] Arena CIP []
Special Revenue []

Fund Type: Lapsing [] Non-Lapsing []

Deauthorization

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. Rows 1-4.

Appropriation

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. Rows 1-4 with numerical data.

Revenue

Table with 7 columns: Org #, Object #, Project #, Fed Amount \$, State Amount \$, Local Amount \$. Rows 1-4.

DUNS # 09-944-6879

CFDA # []

Grant # []

Grant Period: From [] To []

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

Reimbursement Request will be reduced []

Funds will be returned []

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City Clerk's Office
